

# PAYROLL PLANNING CALENDAR

# SEPTEMBER 2018

Centralized w/Delegations &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
8/26	8/27	8/28	8/29	8/30	8/31	1
2 9A / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	3 9A / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD  <i>LABOR DAY</i> L&S HR/PAYROLL OFFICE CLOSED	4 9A / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	5 9A / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9B / 2018 DUE BY 2 P.M.	6 9A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	7 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10M / 2018 DUE BY 2 P.M.	8
9	10	11	12	13	14 9B / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	15
16 9B / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	17 9B / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	18 9B / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	19 <b>* EARLY DEADLINE *</b> 9B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9C / 2018 DUE BY 2 P.M.	20 9M / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 <b>*NON-REGULAR DEADLINE*</b> <b>COMMUNICATE ALL</b> <b>9M / 2018</b> <b>DISCREPANCIES</b> <b>TO L&amp;S HR/PAYROLL</b> <b>BY 12 P.M.</b>  9M / 201887 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 9M / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD
23 9M / 2018 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	24 9M / 2018 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	25 <b>*NON-REGULAR DEADLINE*</b> 9M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	26	27	28	29
30 9C / 2018 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	10/1 9C / 2018 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	10/2 9C / 2018 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	10/3 <b>* EARLY DEADLINE *</b> 9C / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	10/4	10/5	10/6

**Deliver all payroll information to: PAYROLL, South Hall Mail Room, 102 South Hall**