

**PAYROLL
PLANNING CALENDAR**

OCTOBER 2018
Centralized w/Delegations &
Decentralized Departments

**COLLEGE OF
LETTERS & SCIENCE**

SUN	MON	TUE	WED	THU	FRI	SAT
9/30 9C / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	1 9C / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	2 9C / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	3 * EARLY DEADLINE * 9C / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10A / 2018 DUE BY 2 P.M.	4	5 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11M / 2018 DUE BY 2 P.M.	6
7	8	9 EMPLOYEE BENEFITS FAIR 10 A.M. TO 6 P.M. UNION SOUTH	10	11	12	13
14 10A / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	15 10A / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	16 10A / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	17 10A / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10B / 2018 DUE BY 2 P.M.	18 10A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	19 10M / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	20
21 10M / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	22 10M / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	23 10M / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 10M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	24 10M / 2018 5 TH BATCH PRELIM CALC & ABSENCE LOAD	25 10M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	26 ANNUAL BENEFITS ENROLLMENT ENDS	27
28 10B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	29 10B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	30 10B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	31 10B / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11A / 2018 DUE BY 2 P.M.	11/1 10B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	11/2	11/3

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