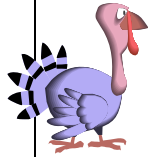


PAYROLL PLANNING CALENDAR



NOVEMBER 2018

Centralized w/Delegations & Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
10/28 10B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	10/29 10B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	10/30 10B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	10/31 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.	1 10B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	2	3
4	5	6	7 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12M / 2018 DUE BY 2 P.M.	8	9 11A / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	10
11 11A / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	12 11A / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	13 11A / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD WORKFLOW FOR LUMP SUM PAYMENT FOR 11M / 2018 COMPLETE BY 12 P.M.	14 * EARLY DEADLINE * 11A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 11B / 2018 DUE BY 2 P.M.	15 11M / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	16 11M / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD * NON-REG DEADLINE * COMMUNICATE ALL 11M / 2018 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	17 11M / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD
18 11M / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD	19 11M / 2018 5 TH BATCH PRELIM CALC & ABSENCE LOAD MISSING LEAVE REPORTS MUST BE ENTERED BY 8 P.M. TO AVOID ANY SICK LEAVE REDUCTION	20 * NON-REG DEADLINE * 11M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	21	22 <i>HAPPY THANKSGIVING!</i> L&S HR/PAYROLL OFFICE CLOSED	23	24
25 11B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	26 11B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	27 11B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	28 11B / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12A / 2018 DUE BY 2 P.M.	29 11B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	30	12/1

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