

PAYROLL PLANNING CALENDAR

DECEMBER 2018

Centralized w/Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7 DEADLINE #1: JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 2 P.M. ALL 2018 CHECK CORRECTIONS WITH THE PAYMENTS DUE BY 2 P.M. TO REFLECT THE CORRECT AMOUNTS ON EMPLOYEES' ORIGINAL 2018 W-2s	8
9 12A / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	10 12A / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	11 12A / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	12 12A / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1M / 2019 (INCLUDING SPRING SEMESTER SHORT-TERM STAFF) DUE BY 2 P.M. DEADLINE #2: JEMS ENTRIES FOR SPRING SEMESTER TA JOBS DUE BY 2 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 12B / 2018 DUE BY 2 P.M. WORKFLOW FOR LUMP SUM PAYMENT FOR 12M / 2018 COMPLETE BY 12 P.M.	13 12A / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	14 12M / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	15
16 12M / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD	17 12M / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD *** NON-REG DEADLINE *** COMMUNICATE ALL 12M / 2018 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	18 12M / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD	19 *** NON-REG DEADLINE *** 12M / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	20 12B / 2018 1 ST BATCH PRELIM CALC & ABSENCE LOAD	21 12B / 2018 2 ND BATCH PRELIM CALC & ABSENCE LOAD ALL MISSED PAYROLL REQUESTS (MONTHLY & BIWEEKLY) FOR 2018 SALARY DUE BY 2 P.M. FOR INCLUSION ON 2018 W-2s	22
23 12B / 2018 3 RD BATCH PRELIM CALC & ABSENCE LOAD	24 <i>CHRISTMAS EVE</i> L&S HR/PAYROLL OFFICE CLOSED	25 <i>CHRISTMAS DAY</i> L&S HR/PAYROLL OFFICE CLOSED	26 12B / 2018 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1A / 2019 DUE BY 2 P.M.	27 12B / 2018 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	28	29
30	31 <i>NEW YEAR'S EVE</i> L&S HR/PAYROLL OFFICE CLOSED	1/1 <i>NEW YEAR'S DAY</i> L&S HR/PAYROLL OFFICE CLOSED	1/2	1/3	1/4	1/5

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