

PAYROLL
PLANNING CALENDAR

FEBRUARY 2020

Centralized w/ Delegations &
Decentralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
2 2A / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	3 2A / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	4 2A / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	5 2A / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2B / 2020 DUE BY 2 P.M.	6 2A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	7	8
9	10	11	12 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 3M / 2020 DUE BY 2 P.M.	13	14 2B / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	15
16 2B / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	17 2B / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	18 2B / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD LUMP SUM PAYMENT WORKFLOW FOR 2M / 2020 COMPLETE BY 12 P.M.	19 * EARLY DEADLINE * 2B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2C / 2020 DUE BY 2 P.M.	20 2M / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	21 2M / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD * NON-REG DEADLINE * COMMUNICATE ALL 2M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	22 2M / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD
23 2M / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD	24 * NON-REG DEADLINE * 2M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	25	26	27	28	29

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