

PAYROLL PLANNING CALENDAR		JUNE 2020 Centralized w/ Delegations Departments & Decentralized Departments				COLLEGE OF LETTERS & SCIENCE	
SUN	MON	TUE	WED	THU	FRI	SAT	
5/31	1	2	3	4	5	6	
7 6A / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	8 6A / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD ALL FY20 SALARY COST TRANSFERS DUE BY 2 P.M.	9 6A / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	10 6A / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 6B / 2020 DUE BY 2 P.M. LUMP SUM PAYMENT WORKFLOW FOR 6M / 2020 COMPLETE BY 12 P.M.	11 6A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	12 6M / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7M / 2020 DUE BY 2 P.M. (INCLUDING SUMMER SERVICE AND SUMMER SESSION)	13	
14 6M / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	15 6M / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	16 6M / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 6M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	17 6M / 2020 5 TH BATCH PRELIM CALC & ABSENCE LOAD	18 6M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	19	20	
21 6B / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	22 6B / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	23 6B / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	24 6B / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7A / 2020 DUE BY 2 P.M.	25 6B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	26	27	
28	29	30	7/1	7/2	7/3	7/4	

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