

PAYROLL PLANNING CALENDAR

JANUARY 2020

Centralized w/ Delegations &
Decentralized Departments

COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
12/29	12/30	12/31 NEW YEAR'S EVE L&S PAYROLL/HR OFFICE CLOSED	1 NEW YEAR'S DAY L&S PAYROLL/HR OFFICE CLOSED	2	3	4
5 1A / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	6 1A / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	7 1A / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	8 1A / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD LUMP SUM PAYMENT WORKFLOW FOR 1M / 2020 COMPLETE BY 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 1B / 2020 DUE BY 2 P.M.	9 1A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	10 1M / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	11
12 1M / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD	13 1M / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	14 1M / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD COMMUNICATE ALL 1M / 2020 DISCREPANCIES TO L&S PAYROLL BY 12 P.M.	15 1M / 2020 5 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2M / 2020 DUE BY 2 P.M.	16 1M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	17	18
19 1B / 2020 1 ST BATCH PRELIM CALC & ABSENCE LOAD	20 1B / 2020 2 ND BATCH PRELIM CALC & ABSENCE LOAD MARTIN LUTHER KING JR. DAY L&S PAYROLL/HR OFFICE CLOSED	21 1B / 2020 3 RD BATCH PRELIM CALC & ABSENCE LOAD	22 1B / 2020 4 TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 2A / 2020 DUE BY 2 P.M.	23 1B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	24	25
26	27	28	29	30	31	2/1

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