

# PAYROLL PLANNING CALENDAR

# MARCH 2020



# COLLEGE of LETTERS & SCIENCE

Centralized w/ Delegations &  
Decentralized Departments

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

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