

PAYROLL  
PLANNING CALENDAR

MAY 2020

Centralized w/ Delegations Departments  
& Decentralized Departments

COLLEGE OF  
LETTERS & SCIENCE

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

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