# Payroll Planning Calendar

**Centralized w/ Delegations Departments**

- **JUNE 2012**
  - **& Decentralized Departments**

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
<td><strong>MEMORIAL DAY</strong> PAYROLL OFFICE CLOSED</td>
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- **JUNE A**
  - 1st Batch Prelim Calc & Absence Load
  - 2nd Batch Prelim Calc & Absence Load
  - 3rd Batch Prelim Calc & Absence Load

- **JUNE A**
  - 4th Batch Prelim Calc & Absence Load
  - JEMS Entries (New Jobs or Changes on Positions) for June B
  - Due by 4 P.M.

- **JUNE A**
  - Final Calc * Confirmation Deadline

- **JUNE MONTHLY**
  - 1st Batch Prelim Calc & Absence Load

- **JUNE MONTHLY**
  - 2nd Batch Prelim Calc & Absence Load

- **JUNE MONTHLY**
  - 3rd Batch Prelim Calc & Absence Load

- **JUNE MONTHLY**
  - 4th Batch Prelim Calc & Absence Load

- **JUNE MONTHLY**
  - All FY12 Salary Cost Transfers Due

- **JUNE MONTHLY**
  - Final Calc & Absence Load at 12 P.M.

- **JUNE MONTHLY**
  - Confirmation Deadline in Afternoon

- **JUNE MONTHLY**
  - JEMS Entries (New Jobs or Changes on Positions) for July
  - Due by 4 P.M.
  - (Including Summer Session and Summer Service)

- **JUNE B**
  - 1st Batch Prelim Calc & Absence Load

- **JUNE B**
  - 2nd Batch Prelim Calc & Absence Load

- **JUNE B**
  - 3rd Batch Prelim Calc & Absence Load

- **JUNE B**
  - 4th Batch Prelim Calc & Absence Load

- **JUNE B**
  - Final Calc * Confirmation Deadline

| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

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