

PAYROLL PLANNING CALENDAR		SEPTEMBER 2020 CENTRALIZED+ & DECENTRALIZED DEPARTMENTS				COLLEGE OF LETTERS & SCIENCE	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30 8C / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	31 8C / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	1 8C / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	2 8C / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2020 DUE BY 2 P.M.	3 8C / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	4	5	
6	7	8	9	10	11 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10M / 2020 DUE BY 2 P.M.	12	
13 9A / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	14 9A / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	15 9A / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	16 9A / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD  LUMP SUM PAYMENT WORKFLOW FOR 9M / 2020 COMPLETE BY 12 P.M.  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9B / 2020 DUE BY 2 P.M.	17 9A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	18 9M / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	19	
20 9M / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	21 9M / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	22 9M / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD  COMMUNICATE ALL 9M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	23 9M / 2020 5TH BATCH PRELIM CALC & ABSENCE  MISSING LEAVE ENTRY MUST BE ENTERED AND APPROVED BY 8 P.M. TO AVOID ANY SICK LEAVE REDUCTION	24 9M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	25	26	
27 9B / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	28 9B / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	29 9B / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	30 9B / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 10A / 2020 DUE BY 2 P.M.	1 9B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	2	3	

DELIVER ALL PAYROLL INFORMATION TO THE APPROPRIATE L&S PAYROLL REPRESENTATIVE (<https://kb.wisc.edu/lis/60443>)