

PAYROLL PLANNING CALENDAR		SEPTEMBER 2020 CENTRALIZED DEPARTMENTS			COLLEGE OF LETTERS & SCIENCE	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 L&S HIRING/ JOB CHANGE FORMS FOR 9A / 2020 DUE BY 2 P.M.	3	4	5
6	7	8 FA, AS, LI LEAVE REPORTS FOR LAST FISCAL YEAR AND SUMMER 2019 DUE BY 2 P.M. TO AVOID ANY SICK LEAVE REDUCTON	9	10 FA, AS, LI LEAVE REPORTS FOR AUGUST 2020 DUE BY 2 P.M.	11 9A / 2020 TIMESHEETS DUE BY 9 A.M. L&S HIRING/ JOB CHANGE FORMS FOR 10M / 2020 DUE BY 2 P.M. (INCLUDING FALL SEMESTER SHORT-TERM STAFF)	12
13	14 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	15 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	16 LUMP SUM PAYMENT WORKFLOW FOR 9M / 2020 COMPLETE BY 12 P.M. L&S HIRING/ JOB CHANGE FORMS FOR 9B / 2020 DUE BY 2 P.M.	17	18	19
20	21	22 COMMUNICATE ALL 9M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	23	24	25 9B / 2020 TIMESHEETS DUE BY 9 A.M.	26
27	28 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	29 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	30 L&S HIRING/ JOB CHANGE FORMS FOR 10A / 2020 DUE BY 2 P.M.	1	2	3

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

