

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

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