


Payroll Planning Calendar		November 2020 Centralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 11A / 2020 Timesheets Due by 9 a.m.	7
8	9 Student Help Payroll: Clear Exceptions by 2 p.m.	10 Student Help Payroll: Approve Hours by 2 p.m.	11 L&S Hiring/ Job Change Forms for 11B / 2020 Due by 2 p.m. Lump Sum Payment Workflow for 11M / 2020 Complete by 12 p.m.	12 FA, AS, LI Leave Reports for October 2020 Due by 2 p.m.	13 L&S Hiring/ Job Change Forms for 11M / 2020 Due by 2 p.m.	14
15	16 *NON-REG DEADLINE* Communicate All 11M / 2020 Discrepancies To L&S HR/Payroll by 12 p.m.	17	18	19 * EARLY DEADLINE * 11B / 2020 Timesheets Due by 9 a.m.	20 * EARLY DEADLINE * Student Help Payroll: Clear Exceptions by 2 p.m.	21
22	23 * EARLY DEADLINE * Student Help Payroll: Approve Hours by 2 p.m.	24	25 L&S Hiring/ Job Change Forms for 12A / 2020 Due by 2 p.m.	26 Happy Thanksgiving L&S HR/Payroll Office Closed 	27	28
29	30	1	2	3	4 12A / 2020 Timesheets Due by 9 a.m.	5

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