

# PAYROLL PLANNING CALENDAR

# APRIL 2020

Centralized w/ Delegations Departments  
& Decentralized Departments

# COLLEGE of LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
3/29 3B / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	3/30 3B / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	3/31 3B / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	1 3B / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 4A / 2020 DUE BY 2 P.M.	2 3B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	3	4
5	6	7	8	9	10	11
12 4A / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	13 4A / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	14 4A / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	15 4A / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 4B / 2020 DUE BY 2 P.M.  <b>LUMP SUM PAYMENT WORKFLOW FOR 4M / 2020 COMPLETE BY 12 P.M.</b>	16 4A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	17 4M / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	18
19 4M / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	20 4M / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 4M / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  <b>COMMUNICATE ALL 4M / 2020 DISCREPANCIES TO L&amp;S HR/PAYROLL BY 12 P.M.</b>	22 4M / 2020 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD	23 4M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	24 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 5M / 2020 DUE BY 2 P.M.	25
26 4B / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	27 4B / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	28 4B / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	29 4B / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 5A / 2020 DUE BY 2 P.M.	30 4B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	5/1	5/2

**Deliver all payroll information to the appropriate Payroll Representative (<https://kb.wisc.edu/lis/60443>)**