

PAYROLL
PLANNING CALENDAR

APRIL 2020
Centralized Departments

COLLEGE of
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
3/29	3/30	3/31	1 L&S HIRING/ JOB CHANGE FORMS FOR 4A / 2020 DUE BY 2 P.M.	2	3	4
5	6	7	8	9	10 4A / 2020 TIMESHEETS DUE BY 9 A.M.	11
12	13 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	14 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	15 L&S HIRING/ JOB CHANGE FORMS FOR 4B / 2020 DUE BY 2 P.M. LUMP SUM PAYMENT WORKFLOW FOR 4M / 2020 COMPLETE BY 12 P.M.	16	17 FA, AS, LI LEAVE REPORTS FOR MARCH 2020 DUE BY 2 P.M.	18
19	20	21 COMMUNICATE ALL 4M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	22	23	24 4B / 2020 TIMESHEETS DUE BY 9 A.M. L&S HIRING/ JOB CHANGE FORMS FOR 5M / 2020 DUE BY 2 P.M.	25
26	27 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	28 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	29 L&S HIRING/ JOB CHANGE FORMS FOR 5A / 2020 DUE BY 2 P.M.	30	5/1	5/2
5/3	5/4	5/5	5/6	5/7	5/8 5A / 2020 TIMESHEETS DUE BY 9 A.M.	5/9

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