

# PAYROLL PLANNING CALENDAR

# JULY 2020

Centralized w/Delegations Departments &  
Decentralized Departments

# COLLEGE OF LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
6/28	6/29	6/30	1	2	3	4
5 7A / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	6 7A / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	7 7A / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	8 7A / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 7B / 2019 DUE BY 2 P.M.  LUMP SUM PAYMENT WORKFLOW FOR 7M / 2020 COMPLETE BY 12 P.M.	9 7A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	10 7M / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) and V-BASIS & S-BASIS SALARY INFO WORKSHEET FOR 8M / 2020 DUE BY 2 P.M.	11
12 7M / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	13 7M / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	14 7M / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  COMMUNICATE ALL 7M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	15 7M / 2020 5 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE	16 7M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	17	18
19 7B / 2020 1 <sup>ST</sup> BATCH PRELIM CALC & ABSENCE LOAD	20 7B / 2020 2 <sup>ND</sup> BATCH PRELIM CALC & ABSENCE LOAD	21 7B / 2020 3 <sup>RD</sup> BATCH PRELIM CALC & ABSENCE LOAD	22 7B / 2020 4 <sup>TH</sup> BATCH PRELIM CALC & ABSENCE LOAD  JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8A / 2020 DUE BY 2 P.M.	23 7B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT <b>12 P.M.</b>	24	25

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