

PAYROLL
PLANNING CALENDAR

JULY 2020
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

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

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