

PAYROLL PLANNING CALENDAR		AUGUST 2020 CENTRALIZED+ & DECENTRALIZED DEPARTMENTS				COLLEGE OF LETTERS & SCIENCE	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2 8A / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	3 8A / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	4 8A / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	5 8A / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8B / 2020 DUE BY 2 P.M.	6 8A / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	7 JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9M / 2020 DUE BY 2 P.M. (INCLUDING FALL SEMESTER TA AND SHORT-TERM STAFF)	8	
9	10	11	12	13	14 8B / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD * SUBJECT TO CHANGE * SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2020) DUE BY 2 P.M.	15	
16 8B / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	17 8B / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	18 8B / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD *NON-REG DEADLINE* LUMP SUM PAYMENT WORKFLOW FOR 8M / 2020 COMPLETE BY 12 P.M.	19 * EARLY DEADLINE * 8B / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M. JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 8C / 2020 DUE BY 2 P.M.	20 8M / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	21 *NON-REG DEADLINE* COMMUNICATE ALL 8M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M. 8M / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	22	
23 8M / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	24 8M / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD	25 *NON-REG DEADLINE* 8M / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	26	27	28	29	
30 8C / 2020 1ST BATCH PRELIM CALC & ABSENCE LOAD	31 8C / 2020 2ND BATCH PRELIM CALC & ABSENCE LOAD	1 8C / 2020 3RD BATCH PRELIM CALC & ABSENCE LOAD	2 8C / 2020 4TH BATCH PRELIM CALC & ABSENCE LOAD JEMS ENTRIES (NEW JOBS OR CHANGES ON POSITIONS) FOR 9A / 2020 DUE BY 2 P.M.	3 8C / 2020 * FINAL CALC * CONFIRMATION DEADLINE AT 12 P.M.	4	5	

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