

PAYROLL PLANNING CALENDAR		AUGUST 2020 CENTRALIZED DEPARTMENTS				COLLEGE OF LETTERS & SCIENCE	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2	3	4	5 L&S HIRING/ JOB CHANGE FORMS FOR 8B / 2020 DUE BY 2 P.M.	6	7 FA, AS, LI LEAVE REPORTS FOR JULY 2020 DUE BY 2 P.M. L&S HIRING/ JOB CHANGE FORMS FOR 9M / 2020 DUE BY 2 P.M. (INCLUDING FALL SEMESTER TA AND SHORT-TERM STAFF)	8	
9	10	11	12	13 * EARLY DEADLINE * 8B / 2020 TIMESHEETS DUE BY 9 A.M.	14 * EARLY DEADLINE * STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M. * SUBJECT TO CHANGE * SALARY ADVANCES FOR NEW EMPLOYEES (PAY ON 9M/2020) DUE BY 2 P.M.	15	
16	17 * EARLY DEADLINE * STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	18 *NON-REG DEADLINE* LUMP SUM PAYMENT WORKFLOW FOR 8M / 2020 COMPLETE BY 12 P.M.	19 L&S HIRING/ JOB CHANGE FORMS FOR 8C / 2020 DUE BY 2 P.M.	20	21 *NON-REG DEADLINE* COMMUNICATE ALL 8M / 2020 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	22	
23	24	25	26	27	28 8C / 2020 TIMESHEETS DUE BY 9 A.M.	29	
30	31 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	1 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	2 L&S HIRING/ JOB CHANGE FORMS FOR 9A / 2020 DUE BY 2 P.M.	3	4	5	

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