

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

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