


Payroll Planning Calendar		November 2020 Centralized+ & Decentralized Departments				College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8 11A / 2020 1st Batch Prelim Calc & Absence Load	9 11A / 2020 2nd Batch Prelim Calc & Absence Load	10 11A / 2020 3rd Batch Prelim Calc & Absence Load	11 11A / 2020 4th Batch Prelim Calc & Absence Load Lump Sum Payment Workflow for 11M / 2020 Complete by 12 p.m. JEMS Entries (New Jobs or Changes on Positions) for 11B / 2020 Due by 2 p.m.	12 11A / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	13 11M / 2020 1st Batch Prelim Calc & Absence Load JEMS Entries (New Jobs or Changes on Positions) for 11M / 2020 Due by 2 p.m.	14 11M / 2020 2nd Batch Prelim Calc & Absence Load	
15 11M / 2020 3rd Batch Prelim Calc & Absence Load	16 11M / 2020 4th Batch Prelim Calc & Absence Load *NON-REG DEADLINE* Communicate All 11M / 2020 Discrepancies To L&S HR/Payroll by 12 p.m.	17 11M / 2020 5th Batch Prelim Calc & Absence Load	18 *NON-REG DEADLINE* 11M / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	19 11B / 2020 1st Batch Prelim Calc & Absence Load	20 11B / 2020 2nd Batch Prelim Calc & Absence Load	21	
22 11B / 2020 3rd Batch Prelim Calc & Absence Load	23 11B / 2020 4th Batch Prelim Calc & Absence Load	24 * EARLY DEADLINE * 11B / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	25 JEMS Entries (New Jobs or Changes on Positions) for 12A / 2020 Due by 2 p.m.	26 Happy Thanksgiving L&S HR/Payroll Office Closed 	27	28	
29	30	1	2	3	4	5	

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