

Payroll Planning Calendar		December 2020 Centralized+ & Decentralized Departments				College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4 JEMS Entries for Spring Semester TA Jobs Due	5	
6 12A / 2020 1st Batch Prelim Calc & Absence Load	7 12A / 2020 2nd Batch Prelim Calc & Absence Load	8 12A / 2020 3rd Batch Prelim Calc & Absence Load	9 12A / 2020 4th Batch Prelim Calc & Absence Load  JEMS Entries (New Jobs or Changes on Positions) for 12B / 2020 Due by 2 p.m.	10 12A / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	11 JEMS Entries (New Jobs or Changes on Positions) for 1M / 2021 Due by 2 p.m.	12	
13	14	15	16	17 12B / 2020 1st Batch Prelim Calc & Absence Load	18 12B / 2020 2nd Batch Prelim Calc & Absence Load  <b>*NON-REG DEADLINE*</b> Lump Sum Payment Workflow for 12M / 2020 Complete by 12 p.m.	19 12B / 2020 3rd Batch Prelim Calc & Absence Load	
20 12B / 2020 4th Batch Prelim Calc & Absence Load	21 <b>* EARLY DEADLINE *</b> 12B / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	22 12M / 2020 1st Batch Prelim Calc & Absence Load	23 12M / 2020 2nd Batch Prelim Calc & Absence Load  <b>*NON-REG DEADLINE*</b> <b>Communicate All 12M / 2020 Discrepancies To L&amp;S HR/Payroll by 12 p.m.</b>  JEMS Entries (New Jobs or Changes on Positions) for 1A / 2021 Due by 2 p.m.	24 Christmas Eve L&S HR/Payroll Office Closed	25 Christmas Day L&S HR/Payroll Office Closed	26 12M / 2020 3rd Batch Prelim Calc & Absence Load	
27 12M / 2020 4th Batch Prelim Calc & Absence Load	28 <b>*NON-REG DEADLINE*</b> 12M / 2020 * Final Calc * Confirmation Deadline at 12 p.m.	29	30	31 New Year's Eve L&S HR/Payroll Office Closed			

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