

Payroll Planning Calendar		December 2020 Centralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 L&S Hiring/ Job Change Forms for Spring Semester TA Jobs Due	5
6	7 Student Help Payroll: Clear Exceptions by 2 p.m.	8 Student Help Payroll: Approve Hours by 2 p.m.	9 L&S Hiring/ Job Change Forms for 12B / 2020 Due by 2 p.m.	10	11 L&S Hiring/ Job Change Forms for 1M / 2021 Due by 2 p.m.	12
13	14	15	16 * EARLY DEADLINE * Student Help Payroll: Clear Exceptions by 2 p.m.	17 * EARLY DEADLINE * Student Help Payroll: Approve Hours by 2 p.m.	18 *NON-REG DEADLINE* Lump Sum Payment Workflow for 12M / 2020 Complete by 12 p.m.	19
20	21	22	23 *NON-REG DEADLINE* Communicate All 12M / 2020 Discrepancies To L&S HR/Payroll by 12 p.m. L&S Hiring/ Job Change Forms 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
27	28	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>)