

Payroll Planning Calendar		September 2021 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3 JEMS Entries (New Jobs or Changes on Positions) for 9A / 2021 Due by 12 p.m.	4
5	6 Labor Day L&S HR/Payroll Office Closed	7 Lump Sum Payment Workflow for 9A / 2021 Complete by 12 p.m.	8	9 9A / 2021 1st Batch Prelim Calc & Absence Load	10 9A / 2021 1st Payroll Edit Report Available	11
12	13 Communicate All 9A / 2021 Discrepancies To L&S Payroll by 12 p.m.	14 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 9A /2021 by 4 p.m.	15 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 9A / 2021 by 9 a.m. 9A / 2021 * Final Calc * Confirmation Deadline in p.m.	16	17 JEMS Entries (New Jobs or Changes on Positions) for 9B / 2021 Due by 12 p.m.	18
19	20	21 Lump Sum Payment Workflow for 9B / 2021 Complete by 12 p.m.	22	23 9B / 2021 1st Batch Prelim Calc & Absence Load	24 9B / 2021 1st Payroll Edit Report Available	25
26	27 Communicate All 9B / 2021 Discrepancies To L&S Payroll by 12 p.m.	28 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 9B /2021 by 4 p.m.	29 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 9B / 2021 by 9 a.m. 9B / 2021 * Final Calc * Confirmation Deadline in p.m.	30	1 JEMS Entries (New Jobs or Changes on Positions) for 10A / 2021 Due by 12 p.m.	2

Deadlines are subject to change

Deliver All Payroll Information to the Appropriate L&S Payroll Representative (<https://kb.wisc.edu/lis/60443>)