

Payroll Planning Calendar			October 2021 Centralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27 Annual Benefits Enrollment (ABE) Begins	28	29	30	1 L&S Hiring/ Job Change Forms for 10A / 2021 Due by 12 p.m.	2	
3	4	5 Lump Sum Payment Workflow for 10A / 2021 Complete by 12 p.m. 12 p.m. to 4 p.m. Employee Resource Fair Union South	6	7 10A / 2021 1st Batch Prelim Calc & Absence Load	8 10A / 2021 1st Payroll Edit Report Available	9	
10	11 Communicate All 10A / 2021 Discrepancies To L&S Payroll by 12 p.m.	12 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 10A /2021 by 4 p.m.	13 Funding Data Form Due by 9 a.m. Approve All Hours Worked in 10A / 2021 by 9 a.m. 10A / 2021 * Final Calc * Confirmation Deadline in p.m.	14	15 L&S Hiring/ Job Change Forms for 10B / 2021 Due by 12 p.m.	16	
17	18	19 Lump Sum Payment Workflow for 10B / 2021 Complete by 12 p.m.	20	21 10B / 2021 1st Batch Prelim Calc & Absence Load	22 10B / 2021 1st Payroll Edit Report Available 4:30 p.m. ABE Ends	23	
24	25 Communicate All 10B / 2021 Discrepancies To L&S Payroll by 12 p.m.	26 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 10B /2021 by 4 p.m.	27 Funding Data Form Due by 9 a.m. Approve All Hours Worked in 10B / 2021 by 9 a.m. 10B / 2021 * Final Calc * Confirmation Deadline in p.m.	28	29 L&S Hiring/ Job Change Forms for 11A / 2021 Due by 12 p.m.	30	

Deadlines are subject to change

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