

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

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