

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

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