

Payroll Planning Calendar		March 2021 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
7	8	9	10	11	12 JEMS Entries (New Jobs or Changes on Positions) for 4M / 2021 Due by 2 p.m.	13
14 3A / 2021 1st Batch Prelim Calc & Absence Load	15 3A / 2021 2nd Batch Prelim Calc & Absence Load	16 3A / 2021 3rd Batch Prelim Calc & Absence Load	17 3A / 2021 4th Batch Prelim Calc & Absence Load  JEMS Entries (New Jobs or Changes on Positions) for 3B / 2021 Due by 2 p.m.  Lump Sum Payment Workflow for 3M / 2021 Complete by 12 p.m.	18 3A / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	19 3M / 2021 1st Batch Prelim Calc & Absence Load	20
21 3M / 2021 2nd Batch Prelim Calc & Absence Load	22 3M / 2021 3rd Batch Prelim Calc & Absence Load	23 3M / 2021 4th Batch Prelim Calc & Absence Load  Communicate All 3M / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	24 3M / 2021 5th Batch Prelim Calc & Absence Load	25 3M / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	26	27
28 3B / 2021 1st Batch Prelim Calc & Absence Load	29 3B / 2021 2nd Batch Prelim Calc & Absence Load	30 3B / 2021 3rd Batch Prelim Calc & Absence Load	31 3B / 2021 4th Batch Prelim Calc & Absence Load  JEMS Entries (New Jobs or Changes on Positions) for 4A / 2021 Due by 2 p.m.	1 3B / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	2	3

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