

Payroll Planning Calendar		April 2021 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 Implementation of Split Benefits Deductions	29	30	31	1 3B / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	2	3
4	5	6	7	8	9 JEMS Entries (New Jobs or Changes on Positions) for 5M / 2021 Due by 2 p.m.	10
11 4A / 2021 1st Batch Prelim Calc & Absence Load	12 4A / 2021 2nd Batch Prelim Calc & Absence Load	13 4A / 2021 3rd Batch Prelim Calc & Absence Load	14 4A / 2021 4th Batch Prelim Calc & Absence Load JEMS Entries (New Jobs or Changes on Positions) for 4B / 2021 Due by 2 p.m. Lump Sum Payment Workflow for 4M / 2021 Complete by 12 p.m.	15 4A / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	16 4M / 2021 1st Batch Prelim Calc & Absence Load	17
18 4M / 2021 2nd Batch Prelim Calc & Absence Load	19 4M / 2021 3rd Batch Prelim Calc & Absence Load	20 4M / 2021 4th Batch Prelim Calc & Absence Load Communicate All 4M / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	21 4M / 2021 5th Batch Prelim Calc & Absence Load	22 4M / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	23	24
25 4B / 2021 1st Batch Prelim Calc & Absence Load	26 4B / 2021 2nd Batch Prelim Calc & Absence Load	27 4B / 2021 3rd Batch Prelim Calc & Absence Load	28 4B / 2021 4th Batch Prelim Calc & Absence Load	29 4B / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	30	

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