

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

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