Payroll Planning Calendar

May 2021
Centralized Departments

College of Letters & Science

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28 L&S Hiring/ Job Change Forms 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 L&S Hiring/ Job Change Forms 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 L&S Hiring/ Job Change Forms 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. L&S Hiring/ Job Change Forms 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/ls/60443)