

Payroll Planning Calendar		June 2021 Centralized+ & Decentralized Departments				College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6 6A / 2021 1st Batch Prelim Calc & Absence Load	7 6A / 2021 2nd Batch Prelim Calc & Absence Load	8 6A / 2021 3rd Batch Prelim Calc & Absence Load All FY20 Salary Cost Transfer Due by 2 p.m.	9 6A / 2021 4th Batch Prelim Calc & Absence Load JEMS Entries (New Jobs or Changes on Positions) for 6B / 2021 Due by 2 p.m. Lump Sum Payment Workflow for 6M / 2021 Complete by 12 p.m.	10 6A / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	11 6M / 2021 1st Batch Prelim Calc & Absence Load JEMS Entries (New Jobs or Changes on Positions) for 7M / 2021 Due by 2 p.m. (Including Summer Service and Summer Session)	12	
13 6M / 2021 2nd Batch Prelim Calc & Absence Load	14 6M / 2021 3rd Batch Prelim Calc & Absence Load	15 6M / 2021 4th Batch Prelim Calc & Absence Load Communicate All 6M / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	16 6M / 2021 5th Batch Prelim Calc & Absence Load	17 6M / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	18	19	
20 6B / 2021 1st Batch Prelim Calc & Absence Load	21 6B / 2021 2nd Batch Prelim Calc & Absence Load	22 6B / 2021 3rd Batch Prelim Calc & Absence Load	23 6B / 2021 4th Batch Prelim Calc & Absence Load JEMS Entries (New Jobs or Changes on Positions) for 7A / 2021 Due by 2 p.m.	24 6B / 2021 * Final Calc * Confirmation Deadline at 12 p.m.	25	26	
27	28	29	30				

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