

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

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