

Payroll Planning Calendar		August 2021 Centralized+ & Decentralized Departments				College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Communicate All 7C / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	3 Approve Hours Worked and All Absence Used by 4 p.m.	4 Enter Valid Funding, Resolve Duplicate Time and Clear TL Exception by 9 a.m. Approve All Hours Worked by 9 a.m. 7C / 2021 * Final Calc * Confirmation Deadline in p.m.	5	6 JEMS Entries (New Jobs or Changes on Positions) for 8A / 2021 Due by 12 p.m. (Including Fall Semester TA and Short-Term Staff)	7	
8	9	10 Lump Sum Payment Workflow for 8A / 2021 Complete by 12 p.m.	11	12 8A / 2021 1st Batch Prelim Calc & Absence Load	13 8A / 2021 1st PER Available	14	
15	16 Communicate All 8A / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	17 Approve Hours Worked and All Absence Used by 4 p.m.	18 Enter Valid Funding, Resolve Duplicate Time and Clear TL Exception by 9 a.m. Approve All Hours Worked by 9 a.m. 8A / 2021 * Final Calc * Confirmation Deadline in p.m.	19	20 JEMS Entries (New Jobs or Changes on Positions) for 8B / 2021 Due by 12 p.m.	21	
22	23	24 Lump Sum Payment Workflow for 8B / 2021 Complete by 12 p.m.	25	26 8B / 2021 1st Batch Prelim Calc & Absence Load	27 8B / 2021 1st PER Available	28	
29	30 Communicate All 8B / 2021 Discrepancies To L&S HR/Payroll by 12 p.m.	31 Approve Hours Worked and All Absence Used by 4 p.m.	1 Enter Valid Funding, Resolve Duplicate Time and Clear TL Exception by 9 a.m. Approve All Hours Worked by 9 a.m. 8B / 2021 * Final Calc * Confirmation Deadline in p.m.	2	3 JEMS Entries (New Jobs or Changes on Positions) for 9A / 2021 Due by 12 p.m.	4	

Deliver All Payroll Information to the Appropriate L&S Payroll Representative (<https://kb.wisc.edu/lis/60443>)