

Payroll Planning Calendar		January 2022 Centralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 <b>Communicate All 1A / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	4 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 1A / 2022 by 4 p.m.	5 Funding Data Form Due by 9 a.m.  Approve All Hours Worked in 1A / 2022 by 9 a.m.  1A / 2022 * Final Calc * Confirmation Deadline in p.m.	6	7 L&S Hiring/ Job Change Forms for 1B / 2022 Due by 12 p.m.	8
9	10	11 Lump Sum Payment Workflow for 1B / 2022 Complete by 12 p.m.	12	13 1B / 2022 1st Batch Prelim Calc & Absence Load	14 <b>* EARLY DEADLINE *</b> <b>Communicate All 1B / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	15
16	17 Martin Luther King, Jr. Day L&S HR/Payroll Office Closed	18 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 1B / 2022 by 4 p.m.	19 Funding Data Form Due by 9 a.m.  Approve All Hours Worked in 1B / 2022 by 9 a.m.  1B / 2022 * Final Calc * Confirmation Deadline in p.m.	20	21 L&S Hiring/ Job Change Forms for 1C / 2022 Due by 12 p.m.	22
23	24	25 Lump Sum Payment Workflow for 1C / 2022 Complete by 12 p.m.	26	27 1C / 2022 1st Batch Prelim Calc & Absence Load	28	29
30	31 <b>Communicate All 1C / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	1 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 1C / 2022 by 4 p.m.	2 Funding Data Form Due by 9 a.m.  Approve All Hours Worked in 1C / 2022 by 9 a.m.  1C / 2022 * Final Calc * Confirmation Deadline in p.m.	3	4 L&S Hiring/ Job Change Forms for 2A / 2022 Due by 12 p.m.	5

**\*\*\*Deadlines are subject to change\*\*\***

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