

Payroll Planning Calendar			February 2022 Centralized+ & Decentralized Departments			College of Letters & Science		
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4 JEMS Entries (New Jobs or Changes on Positions) for 2A / 2022 Due by 12 p.m.	5		
6	7	8 Lump Sum Payment Workflow for 2A / 2022 Complete by 12 p.m.	9	10 2A / 2022 1st Batch Prelim Calc & Absence Load	11 2A / 2022 1st Payroll Edit Report Available	12		
13	14 Communicate All 2A / 2022 Discrepancies To L&S Payroll by 12 p.m.	15 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 2A / 2022 by 4 p.m.	16 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 2A / 2022 by 9 a.m. 2A / 2022 * Final Calc * Confirmation Deadline in p.m.	17	18 JEMS Entries (New Jobs or Changes on Positions) for 2B / 2022 Due by 12 p.m.	19		
20	21	22 Lump Sum Payment Workflow for 2B / 2022 Complete by 12 p.m.	23	24 2B / 2022 1st Batch Prelim Calc & Absence Load	25 2B / 2022 1st Payroll Edit Report Available	26		
27	28 Communicate All 2B / 2022 Discrepancies To L&S Payroll by 12 p.m.	1 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 2B / 2022 by 4 p.m.	2 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 2B / 2022 by 9 a.m. 2B / 2022 * Final Calc * Confirmation Deadline in p.m.	3	4 JEMS Entries (New Jobs or Changes on Positions) for 3A / 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>)