

Payroll Planning Calendar			February 2022 Centralized Departments		College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 L&S Hiring/ Job Change Forms 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 <b>Communicate All 2A / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	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 Funding Data Form Due 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 L&S Hiring/ Job Change Forms 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 <b>Communicate All 2B / 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 2B / 2022 by 4 p.m.	2 Funding Data Form Due 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 L&S Hiring/ Job Change Forms 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>)**