

Payroll Planning Calendar			March 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 3A / 2022 Due by 12 p.m.	5	
6	7	8 Lump Sum Payment Workflow for 3A / 2022 Complete by 12 p.m.	9	10 3A / 2022 1st Batch Prelim Calc & Absence Load	11 3A / 2022 1st Payroll Edit Report Available	12	
13	14 Communicate All 3A / 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 3A / 2022 by 4 p.m.	16 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 3A / 2022 by 9 a.m. 3A / 2022 * Final Calc * Confirmation Deadline in p.m.	17	18 JEMS Entries (New Jobs or Changes on Positions) for 3B / 2022 Due by 12 p.m.	19	
20	21	22 Lump Sum Payment Workflow for 3B / 2022 Complete by 12 p.m.	23	24 3B / 2022 1st Batch Prelim Calc & Absence Load	25 3B / 2022 1st Payroll Edit Report Available	26	
27	28 Communicate All 3B / 2022 Discrepancies To L&S Payroll by 12 p.m.	29 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 3B / 2022 by 4 p.m.	30 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 3B / 2022 by 9 a.m. 3B / 2022 * Final Calc * Confirmation Deadline in p.m.	31	1 JEMS Entries (New Jobs or Changes on Positions) for 4A / 2022 Due by 12 p.m.	2	

Deadlines are subject to change

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