

Payroll Planning Calendar		April 2022 Centralized+ & Decentralized Departments				College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
3	4	5 Lump Sum Payment Workflow for 4A / 2022 Complete by 12 p.m.	6	7 4A / 2022 1st Batch Prelim Calc & Absence Load	8 4A / 2022 1st Payroll Edit Report Available	9	
10	11 <b>Communicate All 4A / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>  Change 4A / 2022 Summer Prepay by 4:30 p.m.	12 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 4A / 2022 by 4 p.m.	13 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 4A / 2022 by 9 a.m.  Contact MBS to Change 4A / 2022 Summer Prepay by 12 p.m.  4A / 2022 * Final Calc * Confirmation Deadline in p.m.	14	15 JEMS Entries (New Jobs or Changes on Positions) for 4B / 2022 Due by 12 p.m.	16	
17	18	19 Lump Sum Payment Workflow for 4B / 2022 Complete by 12 p.m.	20	21 4B / 2022 1st Batch Prelim Calc & Absence Load	22 4B / 2022 1st Payroll Edit Report Available	23	
24	25 <b>Communicate All 4B / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>  Change 4B / 2022 Summer Prepay by 4:30 p.m.	26 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 4B / 2022 by 4 p.m.	27 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 4B / 2022 by 9 a.m.  Contact MBS to Change 4B / 2022 Summer Prepay by 12 p.m.  4B / 2022 * Final Calc * Confirmation Deadline in p.m.	28	29 JEMS Entries (New Jobs or Changes on Positions) for 5A / 2022 Due by 12 p.m.	30	

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

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