

| Payroll Planning Calendar | | April 2022 Centralized 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 Communicate All 4A / 2022 Discrepancies To L&S Payroll by 12 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 Funding Data Form Due by 9 a.m. Approve All Hours Worked in 4A / 2022 by 9 a.m. 4A / 2022 * Final Calc * Confirmation Deadline in p.m. | 14 | 15 L&S Hiring/ Job Change Forms 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 Communicate All 4B / 2022 Discrepancies To L&S Payroll by 12 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 Funding Data Form Due by 9 a.m. Approve All Hours Worked in 4B / 2022 by 9 a.m. 4B / 2022 * Final Calc * Confirmation Deadline in p.m. | 28 | 29 L&S Hiring/ Job Change Forms 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>)