

Payroll Planning Calendar		January 2022 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 Communicate All 1A / 2022 Discrepancies To L&S Payroll by 12 p.m.	4 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 1A / 2022 by 4 p.m.	5 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 1A / 2022 by 9 a.m. 1A / 2022 * Final Calc * Confirmation Deadline in p.m.	6	7 JEMS Entries (New Jobs or Changes on Positions) for 1B / 2022 Due by 12 p.m.	8
9	10	11 Lump Sum Payment Workflow for 1B / 2022 Complete by 12 p.m.	12	13 1B / 2022 1st Batch Prelim Calc & Absence Load	14 * EARLY DEADLINE * Communicate All 1B / 2022 Discrepancies To L&S Payroll by 12 p.m.	15
16	17 Martin Luther King, Jr. Day L&S HR/Payroll Office Closed	18 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 1B / 2022 by 4 p.m.	19 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 1B / 2022 by 9 a.m. 1B / 2022 * Final Calc * Confirmation Deadline in p.m.	20	21 JEMS Entries (New Jobs or Changes on Positions) for 1C / 2022 Due by 12 p.m.	22
23	24	25 Lump Sum Payment Workflow for 1C / 2022 Complete by 12 p.m.	26	27 1C / 2022 1st Batch Prelim Calc & Absence Load	28	29
30	31 Communicate All 1C / 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 1C / 2022 by 4 p.m.	2 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 1C / 2022 by 9 a.m. 1C / 2022 * Final Calc * Confirmation Deadline in p.m.	3	4 JEMS Entries (New Jobs or Changes on Positions) for 2A / 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>)