

Payroll Planning Calendar

October 2022 Centralized+ & Decentralized Departments

College of Letters & Science

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 Lump Sum Payment Workflow for 10A / 2022 Complete by 12 p.m.	5	6 10A / 2022 1st Batch Prelim Calc & Absence Load	7 10A / 2022 1st Payroll Edit Report Available	8
9	10 Communicate All 10A / 2022 Discrepancies To L&S Payroll by 12 p.m.	11 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 10A / 2022 by 4 p.m.	12 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 10A / 2022 by 9 a.m. 10A / 2022 * Final Calc * Confirmation Deadline in p.m.	13	14 JEMS Entries (New Jobs or Changes on Positions) for 10B / 2022 Due by 12 p.m.	15
16	17	18 Lump Sum Payment Workflow for 10B / 2022 Complete by 12 p.m.	19	20 10B / 2022 1st Batch Prelim Calc & Absence Load	21 10B / 2022 1st Payroll Edit Report Available 4:30 p.m. ABE Ends	22
23	24 Communicate All	25 Resolve Duplicate Time	26 Enter Valid Funding	27	28 JEMS Entries	29

	10B / 2022 Discrepancies To L&S Payroll by 12 p.m.	and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 10B / 2022 by 4 p.m.	by 9 a.m. Approve All Hours Worked in 10B / 2022 by 9 a.m. 10B / 2022 * Final Calc * Confirmation Deadline in p.m.		(New Jobs or Changes on Positions) for 11A / 2022 Due by 12 p.m.	
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*****Deadlines are subject to change*****

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