

Payroll Planning Calendar

December 2022 Centralized+ & Decentralized Departments

College of Letters & Science

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29 Lump Sum Payment Workflow for 12A / 2022 Complete by 12 p.m.	30	1 12A / 2022 1st Batch Prelim Calc & Absence Load	2 12A / 2022 1st Payroll Edit Report Available JEMS Entries for Spring Semester TA/STS Jobs Due	3
4	5 Communicate All 12A / 2022 Discrepancies To L&S Payroll by 12 p.m.	6 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 12A / 2022 by 4 p.m.	7 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 12A / 2022 by 9 a.m. 12A / 2022 * Final Calc * Confirmation Deadline in p.m.	8	9 JEMS Entries (New Jobs or Changes on Positions) for 12B / 2022 Due by 12 p.m.	10
11	12	13 Lump Sum Payment Workflow for 12B / 2022 Complete by 12 p.m.	14	15 12B / 2022 1st Batch Prelim Calc & Absence Load	16 12B / 2022 1st Payroll Edit Report Available	17
18	19 Communicate All 12B / 2022 Discrepancies To L&S Payroll by 12 p.m.	20 Resolve Duplicate Time and Clear TL Exception by 4 p.m. Approve Hours Worked and All Absence Used in 12B / 2022 by 4 p.m.	21 Enter Valid Funding by 9 a.m. Approve All Hours Worked in 12B / 2022 by 9 a.m. 12B / 2022 * Final Calc * Confirmation Deadline in p.m.	22	23 JEMS Entries (New Jobs or Changes on Positions) for 12C / 2022 Due by 12 p.m.	24
25	26 Christmas L&S HR/Payroll Office Close	27 Lump Sum Payment Workflow for 12C / 2022 Complete by 12 p.m.	28	29 12C / 2022 1st Batch Prelim Calc & Absence Load	30 12C / 2022 1st Payroll Edit Report Available	31

Deadlines are subject to change

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