

Payroll Planning Calendar		January 2023 Centralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Year's Day (Observed) L&S HR/Payroll Office Close	3	4	5	6 L&S Hiring/ Job Change Forms for 1A / 2023 Due by 12 p.m.	7
8	9	10 Lump Sum Payment Workflow for 1A / 2023 Complete by 12 p.m.	11	12 1A / 2023 1st Batch Prelim Calc & Absence Load	13 1A / 2023 1st Payroll Edit Report Available  <b>* EARLY DEADLINE *</b> <b>Communicate All 1A / 2023 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	14
15	16 Martin Luther King Jr. Day L&S HR/Payroll Office Close	17 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 1A / 2023 by 4 p.m.	18 Funding Data Form Due by 9 a.m.  Approve All Hours Worked in 1A / 2023 by 9 a.m.  1A / 2023 * Final Calc * Confirmation Deadline in p.m.	19	20 L&S Hiring/ Job Change Forms for 1B / 2023 Due by 12 p.m.	21
22	23	24 Lump Sum Payment Workflow for 1B / 2023 Complete by 12 p.m.	25	26 1B / 2023 1st Batch Prelim Calc & Absence Load	27 1B / 2023 1st Payroll Edit Report Available	28
29	30 <b>Communicate All 1B / 2023 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	31 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 1B / 2023 by 4 p.m.	1 Funding Data Form Due by 9 a.m.  Approve All Hours Worked in 1B / 2023 by 9 a.m.  1B / 2023 * Final Calc * Confirmation Deadline in p.m.	2	3	4

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

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