

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

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

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