



# October 2017

## Payroll Planning Calendar



| Monday                                                                                                                                                                                                                                                                              | Tuesday                                                                                                                                                                                                                                                                    | Wednesday                                                                                                                                                                     | Thursday                                                                                                                                               | Friday                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b><br><u>9C Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report<br><u>Annual Benefits Open Enrollment Begins</u>                                                            | <b>3</b><br><u>9C Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ <u>Classified Timesheets Due to CoE at NOON</u><br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports                                              | <b>4</b><br><u>9C Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports      | <b>5</b><br><u>9C Biweekly Payroll</u><br>FINAL CALC/CONFIRM AT NOON<br>➤ Funding changes must be entered by 12 noon                                   | <b>6</b><br>Review 9C Payroll Register<br>Run International Student Hours Worked query                                                                                                                                                                                               |
| <b>9</b>                                                                                                                                                                                                                                                                            | <b>10</b>                                                                                                                                                                                                                                                                  | <b>11</b>                                                                                                                                                                     | <b>12</b><br><u>New Hires/changes affecting October unclassified payroll must be entered into JEMS</u><br>9C Biweekly Pay Date                         | <b>13</b><br><u>**10B Biweekly Payroll**</u><br><u>**Early Deadline**</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report                                                                           |
| <b>16</b><br><u>10A Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report                                                                                                           | <b>17</b><br><u>10A Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports<br><u>Employee Benefits Fair 11:00-7:00 Union South</u>                                         | <b>18</b><br><u>10A Biweekly Payroll</u><br>FINAL CALC/CONFIRM AT NOON<br>➤ Funding changes must be entered by 12 noon.<br>Lump payment need to be approved and entered       | <b>19</b><br>Review 10A Payroll Register<br>Run International Student Hours Worked query                                                               | <b>20</b><br><u>10M Monthly Payroll</u><br>➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports <b>contact COE payroll if enrollment issues</b><br>➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports                    |
| <b>23</b><br><u>10M Monthly Payroll</u><br>➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports<br>➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports<br>➤ <u>Unclassified Leave Reports should be entered into HRS</u> | <b>24</b><br><u>10M Monthly Payroll</u><br>➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports<br>➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports<br>Payroll Forum<br>3609 Engr. Hall<br>10:30 am-11:30 am | <b>25</b><br><u>10M Monthly Payroll</u><br>UNCLASSIFIED FINAL CALC/CONFIRM AT NOON<br>Unclassified funding changes for October must be entered by 12 noon                     | <b>26</b><br><u>Review 10M Payroll Register</u><br>➤ Review Payroll Edit Totals<br>➤ Run Monthly Deductions Comparison Report<br>10A Biweekly Pay Date | <b>27</b><br>Run Reports for November: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checklist with Funding for all Jobs, Placeholder<br><u>Annual Benefits Open Enrollment Ends</u><br><u>Forms have to be signed and dated before 4:30 pm</u> |
| <b>30</b><br><u>10B Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report                                                                                                           | <b>31</b><br><u>10B Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports<br>October Unclassified Pay Date                                                                | <b>Nov 1</b><br><u>10B Biweekly Payroll</u><br>➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit<br>➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports | <b>Nov 2</b><br><u>10B Biweekly Payroll</u><br>FINAL CALC/CONFIRM AT NOON<br>➤ Funding changes must be entered by 12 noon                              | <b>Nov 3</b><br>Review 10B Payroll Register<br>Run International Student Hours Worked query                                                                                                                                                                                          |

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**PAYROLL CALENDAR:**  
<https://uwservice.wisc.edu/payroll-calendar.php>  
 Calendar subject to change.