



October 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
1 <u>9C Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at NOON</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report Annual Benefits Open Enrollment Begins September Unclassified Pay Date	2 <u>9C Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	3 <u>9C Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	4 Review 9C Payroll Register Run International Student Hours Worked query	5
8	9 <u>Employee Benefits Fair 10:00-6:00 Union South</u>	10	11 9C Biweekly Pay Date	12 ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report
15 <u>10A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	16 <u>10A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	17 <u>10A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Lump payment need to be approved and entered	18 <u>10A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. New Hires/changes affecting October unclassified payroll must be entered into JEMS	19 Review 10A Payroll Register Run International Student Hours Worked query
22 <u>10M Monthly Payroll</u> ➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports contact COE payroll if enrollment issues ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	23 <u>10M Monthly Payroll</u> ➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Run Unclassified Leave unapproved/missing report	24 <u>10M Monthly Payroll</u> ➤ Run AY Student Assist Enrollment Status & Monitor UW Madison Grad Assist Reports ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Unclassified Leave Reports should be entered /approved into HRS	25 <u>10M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON Unclassified funding changes for October must be entered by 12 noon 10A Biweekly Pay Date	26 <u>Review 10M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report Annual Benefits Open Enrollment Ends <u>Forms have to be signed and dated before 4:30 pm</u>
29 <u>10B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report Run Reports for November: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder	30 <u>10B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Payroll Forum 3609 Engr. Hall 10:30 am-11:30 am	31 <u>10B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	Nov 1 <u>10B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon October Unclassified Pay Date	Nov 2 Review 10B Payroll Register Run International Student Hours Worked query

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