



November 2017

Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>10B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports October Unclassified Pay Date	2 <u>10B Biweekly Payroll</u> FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon.	3 Review 10B Payroll Register Run International Student Hours Worked query
6	7	8	9 <u>**EARLY 11A Biweekly Deadline/ Shortened Processing Window**</u> 10B Classified/Student Paydate	10 <u>**EARLY 11A Biweekly**</u> <u>**Early Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals/ Review Payroll Edit
13 <u>11A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	14 <u>11A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports New Hires/changes for November Unclassified payroll must be entered in JEMS	15 <u>11A Biweekly Payroll</u> FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. ☐ Lump payments need to approved and entered.	16 Review 11A Payroll Register Run International Student Hours Worked query <u>11M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run International Student Hours Worked query	17 <u>11M Monthly Payroll</u> Run Student Assist Enrollment Status for AY & Monitor UW Madison Grad Assist Reports-contact CoE Payroll if enrollment issues Deadline: Entry of All FY16 Unclassified Leave Reports for Sick Leave Restoration
20 <u>11M 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	21 <u>11M Monthly Payroll</u> UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for November must be entered by 12 noon. **TENTATIVE Payroll Forum** 3609 Engr. Hall 10:30 am-11:30 am	22 <u>Review 11M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report Run Reports for December: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder 11A Classified/Student Paydate	23 Thanksgiving (UW Buildings Closed)	24
27 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	28 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	29 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	30 <u>11B Biweekly Payroll</u> FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon.	Dec 1 Review 11B 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.