



November 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31 <u>10B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	1 <u>10B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. October Unclassified Pay Date	2 Review 10B Payroll Register Run International Student Hours Worked query
5	6	7	8 <u>**EARLY 11A Biweekly Deadline/ Shortened Processing Window**</u> 10B Classified/Student Pay date	9 <u>**EARLY 11A Biweekly**</u> <u>**Early Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals/ Review Payroll Edit
12 <u>11A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	13 <u>11A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>New Hires/changes for November Unclassified payroll must be entered in JEMS</u>	14 <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.	15 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	16 <u>11M Monthly Payroll</u> Run Student Assist Enrollment Status for AY & Monitor UW Madison Grad Assist Reports- contact CoE Payroll if enrollment issues <u>Deadline: Entry of All FY18 Unclassified Leave Reports for Sick Leave Restoration</u>
19 <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	20 <u>11M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for November must be entered by 12 noon.	21 <u>Review 11M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for December: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder</u> 11A Classified/Student Pay date	22 Thanksgiving (UW Buildings Closed)	23
26 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	27 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report <u>**TENTATIVE Payroll Forum**</u> 3609 Engr. Hall 10:30 am-11:30 am	28 <u>11B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	29 <u>11B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon.	30 Review 11B Payroll Register Run International Student Hours Worked query November Unclassified Pay Date

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