



December 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
			➤	1 Review 11B Payroll Register Run International Student Hours Worked query November Unclassified Pay Date
4 Copies of Banked Leave Forms Due to COE Payroll	5 Payroll Forum & Holiday Lunch 3609 Engr. Hall 10:30 am-12:30 pm	6	7 11B Biweekly Paydate	8 <u>**Early 12A Biweekly Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
11 <u>12A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <i>(watch leave usage)**</i>	12 <u>12A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Deadline: Entry of 2017 Banked Leave Elections, except Cash Payouts	13 <u>12A 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 December Unclassified payroll must be entered in JEMS</u>	14 <u>12A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon Lump payment need to be approved and entered	15 Review 12A Payroll Register <u>Run Reports for January:</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder Run International Student Hours Worked query
18 <u>12M Monthly Payroll</u> ➤ Run AY Student Assit Enrollment Status & Monitor UW Madison Grad Assist Reports ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	19 <u>12M Monthly Payroll</u> ➤ Run AY Student Assit Enrollment Status & Monitor UW Madison Grad Assist Reports ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Unclassified Leave Reports should be entered into HRS</u>	20 <u>12M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT Noon ➤ Unclassified funding changes for December must be entered by 12 noon. ➤ <u>Unclassified Leave Reports should be entered into HRS</u>	21 <u>Review 12M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report 12A Biweekly Paydate	22 <u>**12B Biweekly Payroll**</u> <u>**Shortened Processing Window**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <i>(watch leave usage)</i>
25 Christmas Day (UW Buildings Closed)	26 <u>12B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	27 <u>12B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	28 <u>12B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT 10AM ➤ Funding changes must be entered by 10 AM.	29 Review 12B 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.