



December 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
				Review 11B Payroll Register Run International Student Hours Worked query November Unclassified Pay Date
3	4	5	6	7
Copies of Banked Leave Forms Due to COE Payroll	Payroll Forum & Holiday Lunch 3609 Engr. Hall 10:30 am-12:30 pm		11B Biweekly Pay date	**Early 12A Biweekly Deadline** ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
10	11	12	13	14
12A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ (watch leave usage)**	12A Biweekly Payroll ➤ 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	12A Biweekly Payroll ➤ 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>	12A Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon Lump payment need to be approved and entered	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
17	18	19	20	21
12M Monthly Payroll ➤ 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	12M Monthly Payroll ➤ 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>	12M Monthly Payroll ➤ 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>	Review 12M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report 12A Biweekly Pay date	**12B Biweekly Payroll** <u>**Shortened Processing Window**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ (watch leave usage)
24	25	26	27	28
Christmas Eve (UW Buildings Closed)	Christmas Day (UW Buildings Closed)	12B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	12B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by NOON.	Review 12B Payroll Register Run International Student Hours Worked query

**Dean's Office
Payroll Contacts**

Beth Brandl 262-5270
Nicole Chevier 890-0441
Vicki Kelly 262-0431

E-mail: coepayrl@engr.wisc.edu

2620A Engineering Hall
1415 Engineering Drive

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