



January 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
1 NEW YEAR'S DAY (UW Buildings Closed)	2 December Unclassified Paydate	3	4 EJED Jems Changes submitted 12B Biweekly Paydate	5 <u>**Early 1A Biweekly Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
8 <u>1A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at 10AM</u> ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	9 <u>1A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports, Absences not approved	10 <u>1A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by NOON	11 Review 1A Payroll Register <u>New Hires/changes affecting January unclassified payroll must be entered into JEMS</u> Lump payment need to be approved and entered	12 Run International Student Hours Worked Query <u>1M 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
15 Martin Luther King Jr. Legal Holiday (UW Buildings Closed)	16 <u>1M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 1M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	17 <u>1M 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>	18 <u>1M UNCLASSIFIED FINAL CALC/CONFIRM AT NOON</u> <u>1M Unclass funding changes must be entered by Noon</u> 1A Biweekly Paydate	19 <u>Review 1M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for February:</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
22 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at 10AM</u> ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	23 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	24 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	25 <u>1B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by NOON	26 Review 1B Payroll Register Run International Student Hours Worked Query
29 ICI Deferred Enrollment Application Deadline	30 COE Payroll Forum 3609 Engr. Hall 10:30 am-11:30 am	31		

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