



February 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
			1 January Unclassified Pay date 1B Biweekly Pay date	2 Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports
5 2A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	6 2A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	7 2A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	8 2A Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon <u>New Hires/changes affecting February unclassified payroll must be entered into JEMS</u> Lump payment need to be approved and entered	9 Review 2A Payroll Register Run International Student Hours Worked Query
12 2M Monthly Payroll ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	13 2M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 2M	14 2M Monthly Payroll ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <u>Unclassified Leave Reports should be entered into HRS</u>	15 2M UNCLASSIFIED FINAL CALC/CONFIRM AT NOON <u>2M Uncl class funding changes must be entered by Noon</u> 2A Biweekly Pay date	16 Review 2M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for March:</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
19 2B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	20 2B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	21 2B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	22 2B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	23 Review 2B Payroll Register Run International Student Hours Worked Query
26	27 CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	28		

Dean's Office Payroll Contacts

Beth Brandl
Vicki Kelly
Lori Snyder

0-0441
2-0431
2-4081

coe-payroll@engr.wisc.edu

2620A Engineering Hall
1415 Engineering Drive

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