



March 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
			1 February Unclassified Pay date 2B Biweekly Pay date	2 Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports
5 3A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Deduction Prepay spreadsheets for COE entry due by NOON</u>	6 3A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	7 3A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	8 3A Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by NOON <u>New Hires/changes affecting March unclassified payroll must be entered into JEMS</u> Lump payment need to be approved and entered	9 Review 3A Payroll Register Run International Student Hours Worked Query
12 3M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 3M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	13 3M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 3M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	14 3M Monthly Payroll ➤ 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 <u>Unclassified Leave Reports should be entered into HRS</u>	15 3M MONTHLY PAYROLL ➤ Final Calc/Confirm at Noon ➤ Funding changes must be entered by Noon. 3A Biweekly Pay date	16 Review 3M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report Run Reports for March: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Check sheet with Funding for all Jobs, Placeholder
19 3B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	20 3B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	21 3B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	22 3B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	23 Review 3B Payroll Register Run International Student Hours Worked Query
26 Run Reports for April: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder	27 CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	28	29 3B Biweekly Pay date	30 March Unclassified Pay date

Dean's Office Payroll Contacts

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