



April 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
2 <u>3C Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	3 <u>3C Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	4 <u>3C Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	5 <u>3C Biweekly Payroll</u> FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon.	6 Review 3C Payroll Register Run International Student Hours Worked Query
9	10	11	12 4A Biweekly Pay date	13 <u>** Deduction Prepay spreadsheets for COE entry due by NOON</u>
16 <u>4A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	17 <u>4A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Lump payment need to be approved and entered	18 <u>4A 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 April</u> <u>Unclassified payroll must be entered in JEMS</u> <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	19 <u>4A Biweekly Payroll</u> FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon. Run International Student Hours Worked Query <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	20 Review 4A Payroll Register <u>4M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u> Run International Student Hours Worked Query
23 <u>4M Monthly Payroll</u> ➤ 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>	24 <u>4M Monthly Payroll</u> ➤ 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 CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	25 <u>4M Monthly Payroll</u> ➤ FINAL CALC/CONFIRM AT 10AM ➤ Unclassified funding changes for April must be entered by Noon	26 <u>Review 4M Payroll Register</u> Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report 4B Biweekly Paydate	27 <u>Run Reports for May</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
30 <u>4B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports				

Dean's Office Payroll Contacts

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