



May 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
	1 <u>4B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	2 <u>4B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	3 <u>4B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	4 Review 4B Payroll Register Run International Student Hours Worked Query
7	8	9	10 <u>Deduction Prepay spreadsheets for COE entry due by NOON</u> 4C Biweekly Pay date	11
14 <u>5A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	15 <u>5A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	16 <u>5A Biweekly Payroll</u> ➤ **Early 5A FINAL CALC/CONFIRM AT NOON** ➤ Funding changes must be entered by Noon <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	17 <u>5A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon Lump payment need to be approved and entered	18 Review 5A Payroll Register Run International Student Hours Worked Query <u>New Hires/changes affecting May Unclassified payroll must be entered into JEMS</u>
21 <u>5M 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>	22 <u>5M 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> ➤ Unclassified Leave Reports should be entered into HRS	23 <u>5M 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	24 <u>5M Monthly Payroll</u> ➤ FINAL CALC/CONFIRM AT 12PM ➤ Unclassified funding changes for April must be entered by Noon <u>Run Reports for June</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder 5A Biweekly Pay date	25 <u>Review 5M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>** 5B Biweekly Payroll – Shortened Processing Window**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
28 <u>MEMORIAL DAY</u> (UW Buildings Closed)	29 <u>5B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report <u>CoE Payroll Forum</u> 10:30 a.m. 3609 Engineering Hall	30 <u>5B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	31 <u>5B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	June 1 Review 5B Payroll Register Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports <u>Deadline for FY17 Funding entry to avoid budget or rollover entry</u> May 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.