



June 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
				1 Review 5B Payroll Register Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports Deadline for FY18 Funding entry to avoid budget or rollover entry May Unclassified Pay date
4 Run International Student Hours Worked Query Funding entry locked	5	6 Funding entry locked until Budget Import & Funding Rollover has been completed – watch for email announcement of completion.	7 5B Biweekly Pay date	8
11 <u>6A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	12 <u>6A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	13 <u>6A 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 June Unclassified payroll must be entered in JEMS</u>	14 <u>6A BIWEEKLY Payroll</u> ➤ FINAL CALC/CONFIRM AT Noon ➤ Funding changes must be entered by Noon Lump payment need to be approved and entered	15 Review 6A Payroll Register Run International Student Hours Worked Query
18 <u>6M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>	19 <u>6M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>	20 <u>6M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Unclassified Leave Reports should be entered into HRS	21 <u>6M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for June must be entered by Noon 6A Biweekly Pay date	22 <u>Review 6M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for July</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
25 <u>6B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	26 <u>6B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	27 <u>6B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	28 <u>6B BIWEEKLY Payroll</u> ➤ FINAL CALC/CONFIRM AT Noon ➤ Funding changes must be entered by Noon Run International Student Hours Worked Query	29 Review 6B Payroll Register Run International Student Hours Worked Query June Unclassified Paydate

Dean's Office Payroll Contacts

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