



August 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
	31	1 7M Monthly Pay date	2 7B Biweekly Pay date	3
6 8A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	7 8A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at Noon</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	8 8A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	9 8A Biweekly Payroll FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	10 Review 8A Payroll Register
13	14	15	16 8A Biweekly Pay date New Hires/changes affecting August unclassified payroll must be entered into JEMS	17 ** 8B Biweekly Payroll - Shortened Processing Window** Run Reports for September EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
20 8B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	21 8B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at Noon</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report COE Payroll Forum 10:30 am 3609 Engineering Hall Lump payment need to be approved and entered	22 8B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT 10AM ➤ Funding changes must be entered by 10AM	23 Review 8B Payroll Register 8M Monthly Payroll ➤ 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> <i>Run International Student Hours Worked query</i>	24 8M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <u>Unclassified Leave Reports should be entered into HRS</u>
27 8M Monthly Payroll ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT 10AM ➤ Unclassified funding changes for August must be entered by 10AM	28 Review 8M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report	29 For Fall Semester Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>	30 8B Biweekly Pay Date	31 8M Monthly Pay date

Dean's Office Payroll Contacts

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PAYROLL CALENDAR:
[https://uwservice.wisc.edu/payroll-
calendar.php](https://uwservice.wisc.edu/payroll-calendar.php)
Calendar subject to change.