



September 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
				1 **9A Biweekly Payroll** **Shortened Processing Window** ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report August Unclassified Paydate
4 LABOR DAY (UW Buildings Closed)	5 <u>9A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	6 <u>9A 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	7 <u>9A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. <u>New Hires/changes affecting September unclassified payroll must be entered into JEMS</u>	8 Review 9A Payroll Register Run International Student Hours Worked query <u>9M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run International Student Hours Worked Query
11 <u>9M 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	12 <u>9M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	13 <u>9M 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>	14 <u>9M 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 9A Biweekly Pay Date	15 <u>9M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for September must be entered by 12 noon.
18 Review 9M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>9B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	19 <u>9B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	20 <u>9B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	21 <u>9B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. <u>Run Reports for October</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checklist with Funding for all Jobs, Placeholder	22 Review 9B Payroll Register Run International Student Hours Worked query For Fall Semester Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>
25	26 COE Payroll Forum 10:30 am 3609 Engineering Hall	27	28 9B Biweekly Pay Date	29 September 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.