



September 2018 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31 **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
3 LABOR DAY (UW Buildings Closed)	4 9A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	5 9A Biweekly Payroll ➤ 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	6 9A Biweekly Payroll FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. New Hires/changes affecting September unclassified payroll must be entered into JEMS	7 Review 9A Payroll Register <i>Run International Student Hours Worked query</i> 9M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run International Student Hours Worked Query
10 9M Monthly Payroll ➤ 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	11 9M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	12 9M Monthly Payroll ➤ 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 ➤ Unclassified Leave Reports should be entered into HRS	13 **EARLY 9B Biweekly Deadline/ Shortened Processing Window** 9M Monthly Payroll ➤ 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	14 **EARLY 9B Biweekly** **Early Deadline** ➤ Timesheet Entry/ Exceptions/ Approvals/ Review Payroll Edit 9M Monthly Payroll ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for September must be entered by 12 noon.
17 Review 9M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report 9B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	18 9B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	19 9B Biweekly Payroll FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 12 noon. ➤	20 Review 9B Payroll Register Run Reports for October EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder	21 <i>Run International Student Hours Worked query</i> For Fall Semester Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>
24	25 COE Payroll Forum 10:30 am 3609 Engineering Hall	26	27 **EARLY 9C Biweekly Deadline/ Shortened Processing Window** 9B Biweekly Pay Date	28 EARLY 9B Biweekly** **Early Deadline** Timesheet Entry/ Exceptions/ Approvals/ Review Payroll E

Dean's Office Payroll Contacts

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