



January 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
2 NEW YEAR'S DAY Observed (UW Buildings Closed)	3 December Unclassified Paydate	4	5 EJED Jems Changes submitted 12B Biweekly Paydate	6
9 <u>1A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at 10AM</u> ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	10 <u>1A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports, Absences not approved	11 <u>1A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports, Absences not approved	12 <u>1A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by 4:30PM New Hires/changes affecting January unclassified payroll must be entered into JEMS Lump payment need to be approved and entered	13 Review 1A Payroll Register Run International Student Hours Worked Query <u>1M Monthly Payroll</u> ➤ Run AY Student Assit Enrollment Status & Monitor UW Madison Grad Assist Reports ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
16 Martin Luther King Jr. Legal Holiday (UW Buildings Closed)	17 <u>1M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 1M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	18 <u>1M Monthly Payroll</u> ➤ Run AY Student Assit 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	19 <u>1M UNCLASSIFIED FINAL CALC/CONFIRM AT NOON</u> <u>1M Uncl class funding changes must be entered by Noon</u> 1A Biweekly Paydate	20 Review 1M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for February:</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
23 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Classified Timesheets Due to CoE at 10AM</u> ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	24 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding, Funding Edit Error Inquiry Reports, Absences not approved	25 <u>1B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	26 <u>1B BIWEEKLY FINAL CALC/CONFIRM AT NOON</u> <u>1B Biweekly funding changes must be entered by Noon</u>	27 Review 1B Payroll Register Run International Student Hours Worked Query
30 ICI Deferred Enrollment Application Deadline	31 COE Payroll Forum 3609 Engr. Hall 10:30 am-11:30 am			

Dean's Office Payroll Contacts

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