



February 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
		1 January Unclassified Paydate	2 1B Biweekly Paydate	3 Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports
6 2A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	7 2A 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 Reports	8 2A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	9 2A Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon <u>New Hires/changes affecting February unclassified payroll must be entered into JEMS</u> Lump payment need to be approved and entered	10 Review 2A Payroll Register Run International Student Hours Worked Query
13 2M Monthly Payroll ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	14 2M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 2M	15 2M Monthly Payroll ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <u>Unclassified Leave Reports should be entered into HRS</u>	16 2M UNCLASSIFIED FINAL CALC/CONFIRM AT NOON <u>2M Unclass funding changes must be entered by Noon</u> 2A Biweekly Paydate	17 Review 2M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for March:</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheets with Funding for all Jobs, Placeholder
20 2B 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 Reports	21 2B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	22 2B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	23 2B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	24 Review 2B Payroll Register Run International Student Hours Worked Query
27	28			

Dean's Office Payroll Contacts

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