



March 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
		1 February Unclassified Paydate	2 2B Biweekly Paydate	3 Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports
6 3A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Deduction Prepay spreadsheets for COE entry due by NOON</u>	7 3A Biweekly Payroll ➤ 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	8 3A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	9 3A Biweekly Payroll ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by NoonM <u>New Hires/changes affecting March unclassified payroll must be entered into JEMS</u> Lump payment need to be approved and entered	10 Review 3A Payroll Register Run International Student Hours Worked Query
13 3M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 3M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	14 3M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports for 3M ➤ Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – contact CoE Payroll if enrollment issues	15 3M 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 <u>Unclassified Leave Reports should be entered into HRS</u>	16 3M MONTHLY PAYROLL ➤ Final Calc/Confirm at Noon ➤ Funding changes must be entered by Noon. 3A Biweekly Paydate	17 Review 3M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report Run Reports for March: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Check sheet with Funding for all Jobs, Placeholder
20 3B 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 3B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	22 3B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	23 3B Biweekly Payroll ➤ FINAL CALC/CONFIRM AT 10AM ➤ Funding changes must be entered by Noon	24 Review 3B Payroll Register Run International Student Hours Worked Query
27 Run Reports for April: EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder	28 CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	29	30 3B Biweekly Paydate	31 March Unclassified Paydate

Dean's Office Payroll Contacts

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