



April 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
3 <u>4A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	4 <u>4A 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	5 <u>4A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	6 <u>4A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon.	7 Review 4A Payroll Register Run International Student Hours Worked Query
10	11	12	13 4A Biweekly Paydate	14 <u>**Early 4B Biweekly Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports <u>Deduction Prepay spreadsheets for COE entry due by NOON</u>
17 <u>4B 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	18 <u>4B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	29 <u>4B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon. <u>New Hires/changes for April</u> <u>Unclassified payroll must be entered in JEMS</u> Lump payment need to be approved and entered	20 Review 4B Payroll Register Run International Student Hours Worked Query <u>Dept. Entry for Deduction Prepay must be completed by 4:30 pm</u>	21 <u>4M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>
24 <u>4M 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>	25 <u>4M Monthly Payroll</u> ➤ FINAL CALC/CONFIRM AT 12PM ➤ Unclassified funding changes for April must be entered by Noon CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	26 <u>Review 4M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report	27 <u>Run Reports for May</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder 4B Biweekly Paydate	28

Dean's Office Payroll Contacts

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