



July 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Independence Day Holiday (UW Buildings Closed)	5	6 6B Biweekly Paydate	7
10 <u>7A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports **Review FY16 & FY17 funding entry for ALL employees**	11 <u>7A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	12 <u>7A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	13 <u>7A Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon <u>New Hires/changes affecting July unclassified payroll must be entered into JEMS</u>	14 Review 7A Payroll Register
17 <u>7M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>	18 <u>7M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports **Review FY16 & FY17 funding entry for ALL employees** ➤	19 <u>7M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <u>Unclassified Leave Reports should be entered into HRS</u>	20 <u>7M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclass funding changes for May must be entered by Noon 7A Biweekly Paydate	21 <u>Review 7M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report <u>Run Reports for August</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
24 <u>7B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	25 <u>7B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	26 <u>7B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	27 <u>7B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	28 Review 7B Payroll Register
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Dean's Office Payroll Contacts

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