



August 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
	1 July Unclassified Paydate	2	3 7B Biweekly Paydate	4
7 8A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	8 8A 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 Report	9 8A Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	10 8A Biweekly Payroll FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon	11 Review 8A Payroll Register
14	15	16	17 8A Biweekly Paydate <u>New Hires/changes affecting August unclassified payroll must be entered into JEMS</u>	18 <u>** 8B Biweekly Payroll - Shortened Processing Window**</u> <u>Run Reports for September</u> EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder
21 8B Biweekly Payroll ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	22 8B 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 Report COE Payroll Forum 10:30 am 3609 Engineering Hall Lump payment need to be approved and entered	23 8B Biweekly Payroll FINAL CALC/CONFIRM AT 10AM ➤ Funding changes must be entered by 10AM	24 Review 8B Payroll Register 8M Monthly Payroll ➤ 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</u> <u>enrollment issues</u> <i>Run International Student Hours Worked query</i>	25 8M Monthly Payroll ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ <u>Unclassified Leave Reports should be entered into HRS</u>
28 8M Monthly Payroll ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT 10AM ➤ Unclassified funding changes for August must be entered by 10AM	29 Review 8M Payroll Register ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report	30 <u>For Fall Semester</u> Run Student Assist Enrollment for AY & Monitor UW Madison Grad Assist Reports – <u>contact CoE</u> <u>Payroll if enrollment issues</u>	31 8B Biweekly Pay Date	

Dean's Office Payroll Contacts

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PAYROLL CALENDAR:
[https://uwservice.wisc.edu/payroll-
calendar.php](https://uwservice.wisc.edu/payroll-calendar.php)
Calendar subject to change.