

Summer Prepays Timeline/Checklist:

February 2024:

- **02/06/2024: Presentation at the HR Coordinators meeting**
- 02/12/2024 Service Operations / UW-Shared Services (UWSS) will automatically load pre-pays deductions code to HRS
- 02/13/2024: Madison Benefits Services will run the “prepay load” report and will share with campus
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**

March 2023:

- **02/08/2024: Virtual Summer Prepays Presentation – 1:00 – 2:30pm (Webex)**
- 02/15/2024: Email from UW-Shared Service will be sent to all summer prepay employees
- **02/09/2024: Virtual Summer Prepays Presentation – 10:30am – 12 noon (Webex)**
 - Please register [here](#)
- 02/26/2024: Deadline for making prepay changes for FIRST deductions for March paychecks -
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**
- 03/11/2024: Deadline for making prepay changes for SECOND deductions for March paychecks
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**
- 03/21/2024: Email from UW-Shared Service will be sent to all summer prepay employees

April 2024:

- 03/25/2024: Deadline for making prepay changes for FIRST deductions for April paychecks
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**
- 04/18/2024: Email from UW-Shared Service will be sent to all summer prepay employees
- 04/08/2024: Deadline for making prepay changes for SECOND deductions for April paychecks
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**

May 2024:

- 04/22/2024: Deadline for making prepay changes for FIRST deductions for May paychecks
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**
- 05/06/2024: Deadline for making prepay changes for SECOND deductions for May paychecks
 - **Action item: Review employees on prepay load and Expected Job End Date Reports**

June, July, & August 2024

- Prepays will be dispersed

August 2024

- Return from SWB will be loaded to HRS

NOTE: Divisional use to send to your Department Administrators/Payroll Specialists

Students who graduate may continue to be employed as a Student Assistant through the degree conferral date for that term, May 12, 2024. If you have students who are graduating in the window period, please review the guidance in the following link to determine if prepays are needed for the summer:

<https://grad.wisc.edu/documents/degree-conferral-payroll-end-dates/>