

BUSINESS SERVICES PLANNING CALENDAR

APRIL 2010

UW – EXTENSION

<http://www.uwex.edu/business-services/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/				1 Mar "B" Class Payroll Calc'd	2 3/6/10-3/19/10 PCard Allocation Due	3
4	5 Mar "B" Class Payroll Released to SFD; Mar "EOM" Unclass Payroll Calc'd	6 Mar "B" Class Payroll in WISDM; Mar "EOM" Unclass Payroll Released to SFD; Mar Project/Grant Fringe Benefit Allocations processed; Mar Project/Grant Overhead Allocations Processed	7 Mar "EOM" Unclass Payroll in WISDM	8 Apr "A" Student Payroll Calc'd; Mar Closed in SFS	9	10
11	12 Apr "A" Student Payroll Released to SFD; Project/Grant Invoices Loaded to AR Revenue Posted	13 Apr "A" Student Payroll in WISDM; 3/6/10-3/19/10 PCard Transactions in WISDM	14 Project/Grant Invoices sent to Agencies and Business Offices	15 Apr "A" Class Payroll Calc'd	16 Apr "A" Class Payroll Released to SFD; 3/20/10-4/2/10 PCard Allocation Due	17 Apr "A" Class Payroll in WISDM
18	19	20	21	22 Apr "B" Student Payroll Calc'd	23 Apr "Reg" Unclass Payroll Calc'd	24
25	26 Apr "B" Student Payroll Released to SFD; Apr "Reg" Unclass Payroll Released to SFD	27 Apr "B" Student Payroll in WISDM; Apr "Reg" Unclass Payroll in WISDM; 3/20/10-4/2/10 PCard Allocation Due	28 Mar Tuition Remission Processed	29 Apr "B" Class Payroll Calc'd	30 Apr "B" Class Payroll Released to SFD; 4/3/10-4/16/10 PCard Allocation Due	

Notes: Fringe benefits for unclassified staff are normally processed during the last week of the month. For unclassified staff, social security and retirement charges are processed on the pay date. Health charges are typically processed during mid-month, while life and ICI vary.