

# BUSINESS SERVICES PLANNING CALENDAR

## AUGUST 2009

### UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/						1
2	3   Jul "B" Student Payroll Released to SFD	4   Jul "B" Student Payroll in WISDM; 06/27/09-07/10/09 PCard Transactions in WISDM	5   Jul "EOM" Unclass Payroll Calc'd; July Project/Grant Fringe Benefit Allocations Processed	6   Jul "EOM" Unclass Payroll Released to SFD; Aug "A: Class Payroll Calc'd; July Project/Grant Overhead Allocations Processed	7   Jul "EOM" Unclass Payroll in WISDM; Aug "A: Class Payroll Released to SFD; 7/11/09-07/24/09 PCard Allocations Due	8   Aug "A: Class Payroll in WISDM; <b>July Closed in SFS</b>
9	10	11	12   Project/Grant Invoices Loaded to AR Revenue Posted	13   Aug "A" Student Payroll Calc'd	14   Project/Grant Invoices Sent to Agencies and Business Offices	15
16	17   Aug "A" Student Payroll Released to SFD	18   Aug "A" Student Payroll in WISDM; 07/11/09-07/24/09 PCard Transactions in WISDM	19	20   August "B" Class Payroll Calc'd	21   August "B" Class Payroll Released to SFD; 7/25/09-08/07/09 PCard Transactions Due	22   August "B" Class Payroll in WISDM
23	24	25   Aug "Reg" Unclass Payroll Calc'd	26   Aug "Reg" Unclass Payroll Released to SFD	27   Aug "Reg" Unclass Payroll in WISDM; Aug "B" Student Payroll Calc'd	28   July Tuition Remission Processed	29
30	31   Aug "B" Student Payroll Released to SFD					

**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.