

BUSINESS SERVICES PLANNING CALENDAR

DECEMBER 2009

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/		1 Nov "B" Class Payroll in WISDM	2 Nov Project/Grant Fringe Benefit Allocations Processed	3 Nov "B" Student Payroll Calc'd; Nov Project/Grant Overhead Allocations Processed	4 Nov "EOM" Unclassified Payroll Calc'd	5
6 /	7 Nov "B" Student Payroll Released to SFD; Nov "EOM" Unclassified Payroll Released to SFD	8 Nov "B" Student Payroll in WISDM; Nov "EOM" Unclassified Payroll in WISDM; 10/31/09-11/13/09 PCard Transactions in WISDM	9 Project/Grant Invoices Loaded to AR Revenue Posted	10 Dec "A" Class Payroll Calc'd	11 Dec "A" Class Payroll Released to SFD; 11/14/09-11/27/09 PCard Allocation Due; Project/Grant Invoices Sent to Agencies and Business Offices	12 Dec "A" Class Payroll in WISDM
13	14	15	16	17 Dec "A" Student Payroll Calc'd	18 Dec "A" Student Payroll Released to SFD	19 Dec "A" Student Payroll in WISDM
20	21	22 Dec "B" Class Payroll Calc'd; 11/14/09-11/27/09 PCard Transactions in WISDM	23 11/28/09-12/11/09 PCard Allocation Due Early	24 HOLIDAY	25 HOLIDAY	26
27	28 Dec "Reg" Unclass Payroll Calc'd; Dec "B" Class Payroll Released to SFD	29 Dec "Reg" Unclass Payroll released to SFD; Dec "B" Class Payroll in WISDM	30 Dec "Reg" Unclass Payroll in WISDM; Dec "B" Student Payroll Calc'd	31 HOLIDAY		

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.