

# BUSINESS SERVICES PLANNING CALENDAR

## FEBRUARY 2010

### UW – EXTENSION

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

| SUNDAY                                      | MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY  | SATURDAY                                   |
|---|---|--|---|---|---|--|
| /   | <b>1</b>   Jan "B" Student Payroll Released to SFD                      | <b>2</b>   Jan "B" Student Payroll in WISDM' 12/26/09-01/08/10 PCard Transactions in WISDM | <b>3</b>   Jan Project/Grant Fringe Benefit Allocations processed | <b>4</b>   Jan "C" Class Payroll Calc'd; Jan Project/Grant Overhead Allocations Processed | <b>5</b>   Jan "C" Class Payroll Released to SFD; Jan "EOM" Unclass Payroll Calc'd; 1/9/10-1/22/10 PCard Allocation Due | <b>6</b>   Jan "C" Class Payroll in WISDM  |
| <b>7</b>                                    | <b>8</b>   Jan "EOM" Unclass Payroll Released to SFD; Jan Closed in SFS | <b>9</b>   Jan "EOM" Unclass Payroll in WISDM  | <b>10</b>   Project/Grant Invoices Loaded to AR Revenue Posted    | <b>11</b>   Feb "A" Student Payroll Calc'd  | <b>12</b>   Project/Grant Invoices Sent to Agencies and Business Offices  | <b>13</b>                                  |
| <b>14</b>                                   | <b>15</b>   Feb "A" Student Payroll Released to SFD                     | <b>16</b>   Feb "A" Student Payroll in WISDM; 1/9/10-1/22/10 PCard Transactions in WISDM   | <b>17</b>   | <b>18</b>   Feb "A" Class Payroll Calc'd  | <b>19</b>   Feb "A" Class Payroll Released to SFD; 1/23/10-2/5/10 PCard Allocation Due                                  | <b>20</b>   Feb "A" Class Payroll in WISDM |
| <b>21</b>                                   | <b>22</b>   Feb "Reg" Unclass Payroll Calc'd                            | <b>23</b>   Feb "Reg" Unclass Payroll Released to SFD                                      | <b>24</b>   Feb "Reg" Unclass Payroll in WISDM                    | <b>25</b>   Feb "B" Student Payroll Calc'd  | <b>26</b>   | <b>27</b>                                  |
| <b>28</b>   Jan Tuition Remission Processed |   |  |   |   |   |  |
|   |   |  |   |   |   |  |

**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.