

BUSINESS SERVICES PLANNING CALENDAR

JULY 2009

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/			1	2 June "B" Student Payroll Calc'd	3 June "EOM" Unclass Payroll Calc'd	4 HOLIDAY
5	6 June "B" Student Payroll Released to SFD; June "EOM" Unclass Payroll Released to SFD; June Project/Grant Fringe Benefit Allocations Processed	7 June "B" Student Payroll in WISDM; June "EOM" Unclass Payroll in WISDM; 5/30/09-06/12/09 PCard Transactions in WISDM; June Project/Grant Overhead Allocations Processed	8 Automatic cancellation of FY09 salary encumbrances; 6/13/09-06/26/09 PCard Allocations Due Early because of FY09 close out; June closed in SFS	9 Jul "A" Classified Payroll Calc'd	10 Jul "A" Classified Payroll Released to SFD; 6/13/09-06/26/09 PCard Transactions in WISDM early due to fiscal year end	11 Jul "A" Classified Payroll in WISDM
12	13 Project/Grant Invoices Loaded to AR Revenue Posted	14	15 Project/Grant Invoices Sent to Agencies and Business Offices;	16 Jul "A" Student Payroll Calc'd; FY09 Period 13 Closed in SFS	17	18
19	20 Jul "A" Student Payroll Released to SFD	21 Jul "A" Student Payroll in WISDM	22	23 Jul "B" Class Payroll Calc'd	24 Jul "B" Class Payroll Released to SFD; Jul "Reg" Unclass Payroll Calc'd; 6/27/09-07/10/09 PCard Allocations Due	25 Jul "B" Class Payroll in WISDM
26	27 Jul "Reg" Unclass Payroll Released to SFD	28 Jul "Reg" Unclass Payroll in WISDM; June Tuition Remission Processed	29	30 Jul "B" Student Payroll Calc'd	31	

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.