

BUSINESS SERVICES PLANNING CALENDAR

MARCH 2010

UW – EXTENSION

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

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