

BUSINESS SERVICES PLANNING CALENDAR

NOVEMBER 2009

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Oct "EOM" Unclass Payroll Calc'd; Oct Project/Grant Fringe Benefit Allocations processed	5 Oct "C" Student Payroll Calc'd; Oct Project/Grant Overhead Allocations Processed	6 Oct "EOM" Unclass Payroll Released to SFD	7 Oct "EOM" Unclass Payroll in WISDM
8 Oct Closed in SFS	9 Oct "C" Student Payroll Released to SFD	10 Oct "C" Student Payroll in WISDM; 10/03/09-10/16/09 PCard Transactions in WISDM	11 Project/Grant Invoices Loaded to AR Revenue Posted	12 Nov "A" Class Payroll Calc'd	13 Nov "A" Class Payroll Released to SFD; 10/17/09-10/30/09 PCard Allocation Due; Project/Grant Invoices Sent to Agencies and Business Offices	14 Nov "A" Class Payroll in WISDM
15	16	17	18	19 Nov "A" Student Payroll Calc'd	20 Nov "A" Student Payroll Released to SFD	21 Nov "A" Student Payroll in WISDM
22	23 Nov "Reg" Unclass Payroll Calc'd	24 10/17/09-10/30/09 PCard Transactions in WISDM	25 Nov "Reg" Unclass Payroll Released to SFD; Nov "B" Class Payroll Calc'd; 10/31/09-11/13/09 PCard Allocation Due Early	26 Nov "Reg" Unclass Payroll in WISDM; HOLIDAY	27 Nov "B" Class Payroll Released to SFD; UWEX FURLOUGH DAY	28 Nov "B" Class Payroll in WISDM; Oct Tuition Remission Processed
29	30					

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.