

# 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; Nov "Reg" Unclass Released to SFD	25   Nov "B" Class Payroll Calc'd; 10/31/09-11/13/09 PCard Allocation Due Early; Nov "Reg" Unclass Payroll in WISDM	26   HOLIDAY	27   UWEX FURLOUGH DAY	28   Oct Tuition Remission Processed
29	30   Nov "B" Class Payroll Released to SFD					

**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.