

# BUSINESS SERVICES PLANNING CALENDAR

## OCTOBER 2009

### UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/				1   Sept "B" Class Payroll Calc'd	2   Sept "B" Class Payroll Released to SFD; SEP "EOM" Unclass Payroll Calc'd; 9/5/09-9/18/09 PCard Allocation Due	3   Sept "B" Class Payroll in WISDM
4	5   SEP "EOM" Unclass Payroll Released to SFD; Sept Project/Grant Fringe Benefit Allocations processed	6   SEP "EOM" Unclass Payroll in WISDM; Sept Project/Grant Overhead Allocations Processed	7	8   Oct "A" Student Payroll Calc'd; Sept Closed in SFS	9	10
11	12   Oct "A" Student Payroll Released to SFD; Project/Grant Invoices Loaded to AR Revenue Posted	13   Oct "A" Student Payroll in WISDM; 9/5/09-9/18/09 PCard Transactions in WISDM	14   Project/Grant Invoices Sent to Agencies and Business Offices	15   Oct "A" Class Payroll Calc'd	16   Oct "A" Class Payroll Released to SFD; 9/19/09-10/02/09 PCard Allocation Due	17   Oct "A" Class Payroll in WISDM
18	19	20	21   Business Services Workshop 1-4 PM at Pyle Ctr and on WisLine Web	22   Oct "B" Student Payroll Calc'd	23   Oct "Reg" Unclass Payroll Calc'd	24
25	26   Oct "B" Student Payroll Released to SFD; Oct "Reg" Unclass Payroll Released to SFD	27   Oct "B" Student Payroll in WISDM; Oct "Reg" Unclass Payroll in WISDM; 9/19/09-10/02/09 PCard Transactions in WISDM; Business Services Workshop 1-4 PM at Pyle Ctr and on WisLine Web	28   Sept Tuition Remission Processed	29   Oct "B" Class Payroll Calc'd	30   Oct "B" Class Payroll Released to SFD; 10/03/09-10/16/09 PCard Allocation Due	31   Oct "B" Class Payroll in WISDM

**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.