

BUSINESS SERVICES PLANNING CALENDAR

DECEMBER 2016

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/				1 Nov B Class & Student Hourly Payroll confirmed; Nov Project/Grant Fringe Benefit Allocations Processed	2 Nov Project/Grant Overhead Allocations Processed	3
4	5	6	7	8 Nov Closed in SFS; Project/Grant Invoices Loaded to AR Revenue Posted	9 11/19/16 – 12/02/16 PCard Allocations Due	10
11	12 Project/Grant Invoices sent to Agencies and Business Offices	13 11/19/16 – 12/02/16 PCard Allocations in WISDM	14	15 Dec A Class & Student Hourly Payroll Confirmed	16	17
18	19	20	21	22 Dec Unclass Payroll Confirmed	23 12/03/16 – 12/16/16 PCard Allocations Due	24 HOLIDAY
25	26 HOLIDAY	27 12/03/16 – 12/16/16 PCard Allocations in WISDM	28 Nov Tuition Remission Processed	29 Dec B Class & Student Hourly Payroll Confirmed	30	31 HOLIDAY