

BUSINESS SERVICES PLANNING CALENDAR

FEBRUARY 2012

UW – EXTENSION

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

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