

BUSINESS SERVICES PLANNING CALENDAR

JANUARY 2012

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 HOLIDAY	2 HOLIDAY	3 11/26/11-12/09/11 PCard Allocations in WISDM; Dec Project/Grant Fringe Benefit Allocations Processed	4 Dec Project/Grant Overhead Allocations Processed	5 Dec C Class & Student Hourly Payroll Confirmed	6 12/10/11-12/23/11 PCard Allocations Due	7
8 Dec Closed in SFS	9	10 Project/Grant Invoices Loaded to AR Revenue Posted	11	12 Project/Grant Invoices sent to Agencies and Business Offices	13	14
15	16 HOLIDAY	17 12/10/11-12/23/11 PCard Allocations in WISDM	18	19 Jan A Class & Student Hourly Payroll Confirmed	20 12/24/11-01/06/12 PCard Allocations Due	21
22	23	24	25	26 Jan Unclass Payroll Confirmed	27	28 Dec Tuition Remission Processed
29	30	31 12/24/11-01/06/12 PCard Allocations in WISDM				