

BUSINESS SERVICES PLANNING CALENDAR

MARCH 2017

UW – EXTENSION

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

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