

BUSINESS SERVICES PLANNING CALENDAR

NOVEMBER 2016

UW – EXTENSION

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/		1 10/08/16 – 10/21/16 PCard Allocations Due; Oct Project/Grant Fringe Benefit Allocations Processed	2 Oct Project/Grant Overhead Allocations Processed	3 Oct C Class & Student Hourly Payroll Confirmed	4	5
6 /	7	8 Oct Closed in SFS; 10/22/16 – 11/04/16 PCard Allocations in WISDM; Project/Grant Invoices Loaded to AR Revenue Posted	9	10 Project/Grant Invoices sent to Agencies and Business Offices	11 10/22/16 – 11/04/16 PCard Allocations Due	12
13	14	15 10/22/16 – 11/04/16 PCard Allocations in WISDM	16 Nov A Class & Student Hourly Payroll Confirmed	17	18	19
20	21	22 Nov Unclass Payroll Confirmed	23	24 HOLIDAY	25 11/05/16 – 11/18/16 PCard Allocations Due	26
27	28 Oct Tuition Remission Processed	29 11/05/16 – 11/18/16 PCard Allocations in WISDM	30			