

ACCOUNTING SERVICES SCHEDULE

November 2023



Monday	Tuesday	Wednesday	Thursday	Friday
		1 GLS c/o 10 am	2 Access Online Ledgers	3 Student Payday period ending 10/27/23
6	7 Wage time for period ending 11/3/23 locked @ 11:59 am	8	9	10 Wage Payday period ending 11/3/23
13	14 Student time for period ending 11/10/23 locked @ 11:59 am	15	16	17 Student Payday period ending 11/10/23 <i>Wage time for period ending 11/17/23 locked Sunday 11/19/23 @ 11:59 pm*</i>
20	21 Academic Payday period ending 11/14/23	22 Wage Payday period ending 11/19/23**	<div style="text-align: center;">  <p>HAPPY Thanksgiving University Holidays</p> </div>	
27	28 Student time for period ending 11/24/23 locked @ 11:59 am	29	30 Professional Payday period ending 11/30/23	

* Different from Normal Lock Time/Date

** Different from Regular Payment Day

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
LaCarte Card	AP & Travel	Thurs, 11/2	9:30 am—11:00 am	Online via Zoom
Specs and Moe Specs	Procurement	Thurs, 11/2	1:00 pm—3:30 pm	Online via Zoom
Invoice Processing and Special Meals	Procurement	Mon, 11/6	1:30 pm—3:00 pm	Online via Zoom
Payroll 101	Payroll	Tues, 11/7	9:30 am—10:30 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 11/8	9:00 am—11:00 am	Online via Zoom
Diversifying Spend	Procurement	Wed, 11/8	10:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 11/9	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 11/10	10:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Mon, 11/13	9:00 am—10:30 am	Online via Zoom
Business Managers' Meeting	--	Tues, 11/14	9:30 am—11:00 am	Online via Zoom
Effort and Key Personnel	SPA	Wed, 11/15	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 11/15	10:00 am—11:30 am	Online via Zoom
Department Solicitations	Procurement	Wed, 11/15	10:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 11/16	9:30 am—11:30 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Mon, 11/20	2:00 pm—3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 11/29	10:00 am—12:00 pm	Online via Zoom

To register, go to Training and Event Registration