

ACCOUNTING SERVICES SCHEDULE

February 2024



Monday	Tuesday	Wednesday	Thursday	Friday
			1 GLS c/o 10 am	2 Wage Payday period ending 1/26/24 Access Online Ledgers
5	6 Student time for period ending 2/2/24 locked @ 11:59 am	7	8	9 Student Payday period ending 2/2/24
12 Wage time for period ending 2/9/24 locked @ 11:59 pm	13  University Holiday	14	15	16 Wage Payday period ending 2/9/24
19  Bank Holiday	20 Student time for period ending 2/16/24 locked @ 11:59 am	21 Academic Payday period ending 2/14/24	22	23 Student Payday period ending 2/16/24
26	27 Wage time for period ending 2/23/24 locked @ 11:59 am	28	29	

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Business Managers' Meeting	--	Tues, 2/6	9:30 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 2/6	9:30 am - 11:00 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 2/7	9:00 am - 11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 2/7	10:00 am - 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 2/8	9:00 am - 10:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/15	9:00 am - 11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 2/20	2:00 pm - 3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 2/21	10:00 am - 12:00 pm	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 2/21	10:30 am - 11:30 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 2/22	9:00 am - 11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 2/22	2:00 pm - 3:00 pm	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 2/27	1:30 pm - 3:00 pm	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Wed, 2/28	9:00 am - 11:00 am	Online via Zoom

To register, go to [Training & Events](#)