

# ACCOUNTING SERVICES SCHEDULE

## November 2024



Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b> Student Payday period ending 10/25/24 GLS c/o 10 am
<b>4</b> Access Online Ledgers	<b>5</b> Wage time for period ending 11/1/24 locked @ 11:59 am	<b>6</b>	<b>7</b>	<b>8</b> Wage Payday period ending 11/1/24
<b>11</b> <b>Veterans Day</b> Bank Holiday	<b>12</b> Student time for period ending 11/8/24 locked @ 11:59 am	<b>13</b>	<b>14</b>	<b>15</b> Student Payday period ending 11/8/24
<b>18</b>	<b>19</b> Wage time for period ending 11/15/24 locked @ 11:59 am	<b>20</b>	<b>21</b> Academic Payday period ending 11/14/24	<b>22</b> Wage Payday period ending 11/15/24 <span style="color: red;">Student time for period ending 11/22/24 locked Sunday, 11/24/24 @ 11:59 pm*</span>
<b>25</b>	<b>26</b>	<b>27</b> Student Payday period ending 11/22/24** Professional Payday period ending 11/30/24	<b>28</b> <b>HAPPY Thanksgiving</b>	<b>29</b>

\* Different from Normal Lock Time/Date

\*\* Different from Regular Payment Day

### TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Sole Source Procurements	Procurement	Fri, 11/1	10:00 am—11:00 am	Online via Zoom
Payroll 101	Payroll	Tues, 11/5	9:30 am—10:30 am	Online via Zoom
Strategic Sourcing	Procurement	Tues, 11/5	2:00 pm—3:00 pm	Online via Zoom
Intro to Post Awards	SPA	Wed, 11/6	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 11/6	10:00 am—11:30 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 11/6	1:30 pm—3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 11/7	9:00 am—11:00 am	Online via Zoom
Business Managers' Meeting	--	Tues, 11/12	9:30 am—11:00 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD)	Bursar	Tues, 11/12	10:00 am—10:30 am	Online via Zoom
Supplier Relationship Manager	Procurement	Tues, 11/12	2:00 pm—3:00 pm	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Wed, 11/13	9:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Wed, 11/13	1:30 pm—2:30 pm	Online via Zoom
Post Award Management Reports	SPA	Thurs, 11/14	9:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 11/14	9:00 am—10:30 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 11/19	9:00 am—11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 11/20	10:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 11/27	10:00 am—12:00 pm	Online via Zoom

To register, go to Training and Event Registration