


ACCOUNTING SERVICES SCHEDULE

December 2023



Monday	Tuesday	Wednesday	Thursday	Friday
				1 Student Payday period ending 11/24/23 GLS c/o 10 am
4 Access Online Ledgers	5 Wage time for period ending 12/1/23 locked @ 11:59 am	6	7	8 Wage Payday period ending 12/1/23
11	12 Student time for period ending 12/8/23 locked @ 11:59 am	13	14 Wage time for period ending 12/15/23 locked @ 11:59 pm* (2 nd week estimated)	15 Student Payday period ending 12/8/23
18 Student time for period ending 12/22/23 locked @ 3:00 pm* (only estimate if student is working)	19	20	21 Wage Payday period ending 12/15/23** Professional Payday period ending 12/31/23 Academic Payday period ending 12/14/23 Student Payday period ending 12/22/23**	22  University Holidays December 22 - January 1 

* Different from Normal Lock Time/Date

** Different from Regular Payment Day

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Invoice Processing & Special Meals	AP & Travel	Tues, 12/5	9:30 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 12/5	1:00 pm - 3:00 pm	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 12/7	1:30 pm - 3:00 pm	Online via Zoom
Business Managers' Meeting	--	Tues, 12/12	9:30 am - 11:00 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 12/12	2:00 pm - 3:00 pm	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 12/13	10:00 am - 11:30 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 12/13	2:00 pm - 3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 12/20	10:00 am - 12:00 pm	Online via Zoom

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