

ACCOUNTING SERVICES SCHEDULE

April 2025



Monday	Tuesday	Wednesday	Thursday	Friday
	1 Student time for period ending 3/28/25 locked @ 11:59 pm GLS c/o 10 am	2 Access Online Ledgers	3	4 Student Payday period ending 3/28/25
7	8 Wage time for period ending 4/4/25 locked @ 11:59 am	9	10	11 Wage Payday period ending 4/4/25
14 Student time for period ending 4/11/25 locked @ 11:59 am	15	16	17 Student Payday period ending 4/11/25**	18  Good Friday
21 Academic Payday period ending 4/14/25	22 Wage time for period ending 4/18/25 locked @ 11:59 am	23  Administrative Professionals Day	24	25 Wage Payday period ending 4/18/25
28	29 Student time for period ending 4/25/25 locked @ 11:59 am	30 Professional Payday period ending 4/30/25		

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Professional, Specialty & Consulting Services	Procurement	Tues, 4/8	2:00 pm - 3:00 pm	Online via Zoom
Intro to Post Awards	SPA	Wed, 4/9	9:00 am - 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 4/10	9:00 am - 10:30 am	Online via Zoom
Business Managers' Meeting	---	Tues, 4/15	9:30 am - 11:00 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 4/15	9:30 am - 11:00 am	Online via Zoom
Effort and Key Personnel	SPA	Wed, 4/16	9:00 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 4/16	10:00 am - 11:30 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 4/16	10:00 am - 11:30 am	Online via Zoom
Travel	AP & Travel	Thurs, 4/17	9:00 am - 10:30 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 4/22	2:00 pm - 3:00 pm	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 4/23	11:00 am - 12:00 pm	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 4/24	9:00 am - 11:00 am	Online via Zoom
Post Award Management Reports	SPA	Wed, 4/30	9:00 am - 11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 4/30	10:00 am - 11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 4/30	10:00 am - 10:00 am	Online via Zoom

To register, go to Training & Events