

ACCOUNTING SERVICES SCHEDULE

February 2025



Monday	Tuesday	Wednesday	Thursday	Friday
3 GLS c/o 10 am	4 Student time for period ending 1/31/25 locked @ 11:59 am Access Online Ledgers	5	6	7 Student Payday period ending 1/31/25
10	11 Wage time for period ending 2/7/25 locked @ 11:59 am	12	13	14 Wage Payday period ending 2/7/25 Valentine's Day
17 	18 Student time for period ending 2/14/25 locked @ 11:59 am	19	20	21 Student Payday period ending 2/14/25 Academic Payday period ending 2/14/25
24	25 Wage time for period ending 2/21/25 locked @ 11:59 am	26	27	28 Wage Payday period ending 2/21/25 Professional Payday period ending 2/28/25

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Intro to Post Awards	SPA	Wed, 2/5	9:00 am - 11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 2/5	1:30 pm - 3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/6	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	--	Tues, 2/11	9:30 am - 11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 2/13	9:00 am - 10:30 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 2/18	9:30 am - 11:00 am	Online via Zoom
Specs and More Specs	Procurement	Wed, 2/19	10:00 am - 11:30 am	Online via Zoom
Strategic Sourcing 101	Procurement	Tues, 2/25	2:00 pm - 3:00 pm	Online via Zoom
Participant Support & Fellowship/Subawards	SPA	Wed, 2/26	9:00 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 2/26	10:00 am - 11:00 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 2/26	10:00 am - 11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 2/26	10:00 am - 11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 2/27	9:00 am - 11:00 am	Online via Zoom

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