

ACCOUNTING SERVICES SCHEDULE

January 2026

Monday	Tuesday	Wednesday	Thursday	Friday
			 University Holiday	1 Wage Payday period ending 12/26/25 Proclaimed Holiday
GLS c/o 10 am 5	Student time for period ending 1/2/26 locked @ 11:59 am Access Online Ledgers 6		7	8 Student Payday period ending 1/2/26
	Wage time for period ending 1/9/26 locked @ 11:59 am 12		14	15 Wage Payday period ending 1/9/26
 19 Bank & University Holiday	Student time for period ending 1/16/26 locked @ 11:59 am 20	Academic Payday period ending 1/14/26 21		22 Student Payday period ending 1/16/26
	Wage time for period ending 1/23/26 locked @ 11:59 am 26		28	29 Wage Payday period ending 1/23/26 Professional Payday period ending 1/31/26
TRAINING OPPORTUNITIES				
Description	Division	Date	Time	Location
Payroll 101	Payroll	Tues, 1/27	9:00 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 2/4	10:00 am - 11:30 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD 2.0)	Bursar Operations	Wed, 2/4	10:00 am - 11:00 am	Online via Zoom
Procurement Institute	Procurement	Wed, 2/4	1:30 pm - 3:00 pm	Online via Zoom
Business Managers' Meeting	--	Tues, 2/10	9:30 am - 11:00 am	Online via Teams
Professional, Specialty, & Consulting Services	Procurement	Tues, 2/10	2:00 pm - 3:00 pm	Online via Zoom
Intro to Post Award	SPA	Wed, 2/11	9:00 am - 11:00 am	Online via Zoom
LaCarte	AP & Travel	Thurs, 2/12	1:00 pm - 2:30 pm	Online via Zoom
Specs and More Specs	Procurement	Wed, 2/18	10:00 am - 11:30 am	Online via Zoom
Effort and Key Personnel	SPA	Thurs, 2/19	9:00 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 2/19	1:00 pm - 2:30 pm	Online via Zoom
Payroll 101	Payroll	Tues, 2/24	9:00 am - 11:30 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 2/24	2:00 pm - 3:00 pm	Online via Zoom
Strategic Sourcing	Procurement	Tues, 2/24	2:00 pm - 3:00 pm	Online via Zoom
Participant Support & Fellowships / Subawards	SPA	Wed, 2/25	9:00 am - 11:00 am	Online via Zoom
Supplier Relationship Management	Procurement	Wed, 2/25	10:00 am - 11:00 am	Online via Zoom