



# ACCOUNTING SERVICES SCHEDULE

January 2026

Monday	Tuesday	Wednesday	Thursday	Friday
			 <b>1</b>	<b>2</b> Wage Payday period ending 12/26/25  <b>Proclaimed Holiday</b>
<b>5</b> GLS c/o 10 am	<b>6</b> Student time for period ending 1/2/26 locked @ 11:59 am Access Online Ledgers	<b>7</b>	<b>8</b>	<b>9</b> Student Payday period ending 1/2/26
<b>12</b>	<b>13</b> Wage time for period ending 1/9/26 locked @ 11:59 am	<b>14</b>	<b>15</b>	<b>16</b> Wage Payday period ending 1/9/26
 <b>19</b> <b>Bank &amp; University Holiday</b>	<b>20</b> Student time for period ending 1/16/26 locked @ 11:59 am	<b>21</b> Academic Payday period ending 1/14/26	<b>22</b>	<b>23</b> Student Payday period ending 1/16/26
<b>26</b>	<b>27</b> Wage time for period ending 1/23/26 locked @ 11:59 am	<b>28</b>	<b>29</b>	<b>30</b> 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