

ACCOUNTING SERVICES SCHEDULE

April 2024



Monday	Tuesday	Wednesday	Thursday	Friday
1 GLS c/o 10 am	2 Student time for period ending 3/29/24 locked @ 11:59 pm Access Online Ledgers	3	4	5 Student Payday period ending 3/29/24
8	9 Wage time for period ending 4/5/24 locked @ 11:59 am <i>Business Managers' Meeting</i> Online via Zoom 9:30 am - 11:00 am	10	11	12 Wage Payday period ending 4/5/24
15	16 Student time for period ending 4/12/24 locked @ 11:59 am	17	18	19 Student Payday period ending 4/12/24 Academic Payday period ending 4/14/24
22	23 Wage time for period ending 4/19/24 locked @ 11:59 am	24 <i>Administrative Professionals' Day</i>	25	26 Wage Payday period ending 4/19/24
29	30 Student time for period ending 4/26/24 locked @ 11:59 am Professional Payday period ending 4/30/24			

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Payroll 101	Payroll	Tues, 4/2	9:30 am - 11:00 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD)	Bursar	Tues, 4/2	10:00 am - 10:30 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 4/3	9:00 am - 11:00 am	Online via Zoom
Department Solicitations	Procurement	Wed, 4/3	10:00 am - 11:00 am	Online via Zoom
GeauxGrants Proposal Development for Manual Proposals	OSP	Thurs, 4/4	10:00 am - 11:30 am	Online via Zoom
Business Managers' Meeting	---	Tues, 4/9	9:30 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Tues, 4/9	1:00 pm - 2:30 pm	Online via Zoom
Sponsored Programs New Developments & Important Reminders	OSP	Tues, 4/9	2:00 pm - 3:30 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 4/10	9:00 am - 10:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 4/11	9:30 am - 11:00 am	Online via Zoom
GeauxGrants Proposal Development for Grants.gov (S2S) Proposals	OSP	Thurs, 4/11	9:30 am - 11:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 4/17	10:00 am - 12:00 pm	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 4/17	10:00 am - 11:30 am	Online via Zoom
Participant Support & Fellowships/Subawards	SPA	Thurs, 4/18	9:00 am - 11:00 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Thurs, 4/18	2:00 pm - 3:00 pm	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 4/23	1:30 pm - 3:00 pm	Online via Zoom
Post Award Management Reports	SPA	Wed, 4/24	9:00 am - 11:00 am	Online via Zoom

To register, go to Training & Events