

ACCOUNTING SERVICES SCHEDULE

February 2018



Monday	Tuesday	Wednesday	Thursday	Friday
			1 GLS c/o 10 am	2 Access Online Ledgers Student Payday period ending 1/26/18
5	6 Wage time for period ending 2/2/18 locked @ 11:59 am	7	8	9 Wage Payday period ending 2/2/18
12	13 Student time for period ending 2/9/18 locked @ 11:59 am 	14 	15	16 Student Payday period ending 2/9/18
19 	20 Wage time for period ending 2/16/18 locked @ 11:59 am	21 Academic Payday period ending 2/14/18	22	23 Wage Payday period ending 2/16/18
26	27 Student time for period ending 2/23/18 locked @ 11:59 am	28 Professional Payday period ending 2/28/18		

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Business Managers' Meeting	--	Tues, 2/6	9:30 am - 11:00 am	Atchafalaya Room, LSU Union
Financial Data Model (FDM) and Reporting Instructor Led Workday Training	FAR	Wed, 2/7	9:30 am - 11:30 am	225 Peabody
Accounts Payable & Travel Business Policies & Processes	AP & Travel	Wed, 2/14	9:30 am - 12:00 pm	212 Coates
Post Award Administration	SPA	Tues, 2/20	9:30 - 11:30 am	129 Himes
Budget Instructor Led Workday Training	Budget & Planning	Thurs, 2/22	9:30 am - 11:30 am	232 Middleton
Customer Accounts Receivable and Deposit (CARD) Instructor Led Workday Training	Bursar Operations	Tues, 2/27	9:30 am - 10:30 am	232 Middleton
Customer Accounts Receivable and Deposit (CARD) Drop-In Lab	Bursar Operations	Tues, 2/27	10:30 am - 11:30 am	232 Middleton
Understanding Risk	Procurement	Wed, 2/28	9:00 am - 10:00 am	225 Peabody
Contract Management	Procurement	Wed, 2/28	10:30 am - 11:30 am	225 Peabody

To register, go to HRM's website www.lsu.edu/hrmtraining