


ACCOUNTING SERVICES SCHEDULE

December 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 GLS c/o 10 am	2 Wage time for period ending 11/28/25 locked @ 11:59 am Access Online Ledgers	3	4	5 Wage Payday period ending 11/28/25
8	9 Student time for period ending 12/5/25 locked @ 11:59 am	10	11	12 Student Payday period ending 12/5/25
15 Wage time for period ending 12/12/25 locked @ 11:59 pm*	16	17	18 Student time for period ending 12/19/25 locked @ 3:00 pm*	19 Wage Payday period ending 12/12/25 Academic Payday period ending 12/14/25
22 Wage time for period ending 12/26/25 locked @ 11:59 pm* (end of week 2 estimated)	23 Student Payday period ending 12/19/25** Professional Payday period ending 12/31/25	<div> 24 25 26  </div>		

* Different from Normal Lock Time/Date

** Different from Regular Payment Day

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Specs and More Specs	Procurement	Wed, 12/3	10:00 am - 11:30 am	Online via Zoom
Asset Custodian	Property Management	Wed, 12/3	10:00 am - 11:30 am	Online via Zoom
Cost Transfers	SPA	Thurs, 12/4	9:00 am - 11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 12/5	10:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	--	Tues, 12/9	9:30 am - 11:00 am	Online via Teams
Customer Accounts Receivable and Deposit (CARD 2.0)	Treasurer Operation	Tues, 12/9	11:00 am - 12:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 12/10	9:00 am - 11:00 am	Online via Zoom
Asset Custodian	Property Management	Thurs, 12/11	9:00 am -10:30 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 12/12	9:30 am - 11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Mon, 12/15	10:00 am - 11:00 am	Online via Zoom
Invoice Processing & Special Meals	AP & Travel	Tues, 12/16	1:30 pm - 3:00 pm	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 12/17	10:00 am - 11:30 am	Online via Zoom
Travel	AP & Travel	Thurs, 12/18	1:00 pm -3:30 pm	Online via Zoom

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