

April 2020

(as of 2.13.20)

Finance & Admin

Accounting Services
Commitment Accounting
Payroll
Facilities
Disbursements
Purchasing

March '20							May '20							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30	31					24	25	26	27	28	29	30	
							31							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	<p>6</p> <p>BIW Manager Absence/ Time approval by 9 AM</p> <p>Last Day for March Journals</p> <p>March PPAs due to Commitment Accounting</p> <p>Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date</p>	<p>7</p> <p>Unapproved Journals moved to April or deleted</p>	8	9	<p>10</p> <p>March Close</p> <p>Bi-Weekly Pay Date</p>	11
12	<p>13</p> <p>Reports available</p>	14	15	16	17	18
19	<p>20</p> <p>BIW Manager Absence/ Time approval by 9 AM</p> <p>Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date</p>	21	22	<p>23</p> <p>Monthly Paysheets Created</p>	<p>24</p> <p>Bi-Weekly Pay Date</p> <p>Change Position Funding must be approved & received by Commitment Accounting by 12pm for Monthly Pay Date</p>	25
26	27	28	29	<p>30</p> <p>FY20 Deadline for Requisitions requiring bid (\$25K or more, incl. sole source) All necessary approvals must be in hand</p>	1	2
3	4	Notes				