

February 2020

(as of 2.13.20)

Finance & Admin	
	Accounting Services
	Commitment Accounting
	Payroll
	Facilities
	Disbursements
	Purchasing

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6 Last Day for January Journals January PPAs due to Commitment Accounting	7 Unapproved Journals moved to February	8
9 BIW Manager Absence/ Time approval by Noon	10 Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date	11 January Close	12 Reports Available (post Monthend Close)	13	14 Bi-Weekly Pay Date FY20 FMRs for A/V Equipment and Furniture Purchases and Installation Deadline FY20 FMRs for Construction Projects that require Design Services Deadline	15 OneUSG Connect will be down for scheduled maintenance from Sat Feb 15 at 8AM until Sunday Feb 16 at 8AM
16 OneUSG Connect will be down for scheduled maintenance from Sat Feb 15 at 8AM until Sunday Feb 16 at 8AM	17	18	19 Monthly Paysheets Created	20	21 FY20 FMRs for Construction Projects that do NOT require Design Services Deadline	22
23	24 BIW Manager Absence/ Time approval by 9 AM Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly & Monthly Pay Date	25	26	27	28 Bi-Weekly Pay Date	29 OneUSG Connect will be unavailable beginning Friday Feb 28 at 5pm until Monday Mar 2 at 7AM
1	2	Notes				