

May 2020

(as of 2.13.20)

Finance & Admin

Accounting Services
Commitment Accounting
Payroll
Facilities
Disbursements
Purchasing

April '20							June '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
5	6	7	8	9	10	11	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30			28	29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 BIW Manager Absence/ Time approval by 9 AM Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date	5	6 Last Day for April Journals April PPAs due to Commitment Accounting	7 Unapproved Journals moved to May or deleted	8 Bi-Weekly Pay Date	9
10	11 April Close	12 Reports available	13	14	15	16
17	18 BIW Manager Absence/ Time approval by 9 AM Change Position Funding must be approved & received by Commitment Accounting by 12pm for Bi-Weekly Pay Date	19	20	21 Monthly Paysheets Created	22 Bi-Weekly Pay Date	23
24	25 Change Position Funding must be approved & received by Commitment Accounting by 12pm for Monthly Pay Date	26	27	28	29	30
31	1	Notes				