



ACCOUNTING SERVICES SCHEDULE

October 2009



Monday	Tuesday	Wednesday	Thursday	Friday
			1 GLS c/o 10 am	2 Access On-line Ledgers Wage Payday Vo 045-15
5 Student Timesheets Due 10 am; Vo 045-17 Suppl Payday Vo 045-06	6	7	8	9 Student Payday Vo 045-17
12 Wage Timesheets Due 10 am; Vo 045-30  Columbus Day- Bank Holiday	13 Suppl Payday Vo 045-16	14	15	16 Wage Payday Vo 045-30
19 Student Timesheets Due 10 am; Vo 045-27 Suppl Payday Vo 045-26	20	21 Academic Payday Vo 045-07	22	23 Student Payday Vo 045-27
26 Wage Timesheets Due 10am; Vo 045-45 Suppl Payday Vo 045-36	27	28	29	30 Salary & WH Payday Vos 045-08 & 045-09 Wage Payday Vo 045-45 

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Post Award Administration	SPA	Wed, 10/7	9:00 am - 11:00 am	235 Thomas Boyd, Conference Room
Personnel Activity Reports	SPA	Tues, 10/13	9:30 am - 11:00 am	235 Thomas Boyd, Conference Room
LaCarte Card Program	AP & Travel	Wed, 10/14	9:30 am - 11:30 am	235 Thomas Boyd, Conference Room
Invoice Processing	AP & Travel	Tues, 10/20	9:30 am - 11:30 am	235 Thomas Boyd, Conference Room
Travel Reimbursement Requests	AP & Travel	Wed, 10/21	9:30 am - 11:30 am	235 Thomas Boyd, Conference Room
GLS/ Reporting Tools	FAR	Wed, 10/28	10:30 am - 11:30 am	225 Peabody Hall

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