



ACCOUNTING SERVICES SCHEDULE

May 2012



Monday	Tuesday	Wednesday	Thursday	Friday
	1 GLS c/o 10 am Fiscal Yearend Seminar 9:30 am - 11:00 am LSU Student Union Atchafalaya Room	2 Access Online Ledgers	3	4 Student Payday Vo 115-17
7 Wage Timesheets Due 10 am; Vo 115-15 Suppl Payday Vo 115-06	8	9	10	11 Wage Payday Vo 115-15
14 Student Timesheets Due 10 am; Vo 115-27 Suppl Payday Vo 115-16	15	16	17	18 Student Payday Vo 115-27 Academic Payday Vo 115-07  Spring Commencement
21 Wage Timesheets Due 10 am; Vo 115-30 Suppl Payday Vo 115-26	22	23	24	25 Student Timesheets Due 10 am; Vo 125-17 Wage Payday Vo 115-30
28  MEMORIAL DAY University Holiday	29	30	31 Salary & WH Payday Vo 115-08 & 115-09	

TRAINING OPPORTUNITIES

Description	Division	Date	Time	Location
Bursar Ops 101	Bursar Ops	Wed, 5/2	9:00 am - 11:00 am	225 Peabody Hall
Travel Expense Reimbursement Requests	AP & Travel	Thurs, 5/3	9:30 am - 11:30 am	235 Thomas Boyd, Conference Room
Post Award Administration	SPA	Tues, 5/8	9:00 am - 11:00 am	235 Thomas Boyd, Conference Room
Personnel Activity Reports	SPA	Wed, 5/9	9:30 am - 11:00 am	235 Thomas Boyd, Conference Room
Invoice Processing	AP & Travel	Wed, 5/9	9:30 am - 11:30 am	219 Peabody Hall
LaCarte Purchasing Card	AP & Travel	Tues, 5/15	9:30 am - 11:30 am	235 Thomas Boyd, Conference Room
GLS	FAR	Tues, 5/22	9:30 am - 11:00 am	219 Peabody Hall
Reporting Tools	FAR	Wed, 5/23	10:00 am - 11:30 am	235 Thomas Boyd, Conference Room

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