

GENERAL LEDGER MONTHLY SCHEDULE

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			*JE Cut-off Requiring CO and Budget Office Approval	*August Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for August 2009	
6	7	8	9	10	11	12
	Holiday	*August Month End (ME) *August Journals pending approval recycled after ME *Last August Update	*August ME Validation *August available in WL (after 10 am) *Open September 09 - Period 3 *1st September 09 Update			
13	14	15	16	17	18	19
	*Appointment Forms Due Stipend Desk	*Payroll Expense Transfers Due EMF *Unposted August 09 Journals deleted				
20	21	22	23	24	25	26
*PS, AdHoc and WL Not Available			*Deadline for submitting Paper Forms to Payroll			
27	28	29	30			
			*September Sundry Debtor Due (no later than 10 am) Controller's Office *September Inter- campus Charges Due Controller's Office			

GENERAL LEDGER MONTHLY SCHEDULE

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					*JE Cut-off Requiring CO and Budget Office Approval	
4	5	6	7	8	9	10
	*September Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for September 2009	*September Month End (ME) *September Journals pending approval recycled after ME *Last September Update	*September ME Validation *September available in WL (after 10 am) *Open October 09 - Period 4 *1st October 09 Update		
11	12	13	14	15	16	17
			*Unposted September 09 Journals deleted	*Payroll Expense Transfers Due EMF		
18	19	20	21	22	23	24
*PS, AdHoc and WL Not Available	*Appointment Forms Due Stipend Desk			*Deadline for submitting Paper Forms to Payroll		
25	26	27	28	29	30	31
					*October Sundry Debtor Due (no later than 10 am) Controller's Office *October Inter- campus Charges Due Controller's Office	

GENERAL LEDGER MONTHLY SCHEDULE

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		*JE Cut-off Requiring CO and Budget Office Approval	*October Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for October 2009	*October Month End (ME) *October Journals pending approval recycled after ME *Last October Update	*October ME Validation *October available in WL (after 10 am) *Open November 09 - Period 5 *1st November 09 Update
8	9	10	11	12	13	14
			Holiday			
15	16	17	18	19	20	21
*PS, AdHoc and WL Not Available	*Payroll Expense Transfers Due EMF *Appointment Forms Due Stipend Desk *Unposted October 09 Journals deleted			*Deadline for submitting Paper Forms to Payroll		
22	23	24	25	26	27	28
				Holiday	Holiday	
29	30					
	*November Sundry Debtor Due (no later than 10 am) Controller's Office *November Inter- campus Charges Due Controller's Office					

GENERAL LEDGER MONTHLY SCHEDULE

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			*JE Cut-off Requiring CO and Budget Office Approval	*November Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for November 2009	
6	7	8	9	10	11	12
	*November Month End (ME) *November Journals pending approval recycled after ME *Last November Update	*November ME Validation *November available in WL (after 10 am) *Open December 09 Period 6 *1st December 09 Update				
13	14	15	16	17	18	19
	*Appointment Forms Due to Stipend Desk *Unposted November 09 Journals deleted	*Payroll Expense Transfers Due EMF			*Deadline for submitting Paper Forms to Payroll	
20	21	22	23	24	25	26
*PS, AdHoc and WL Not Available				Holiday	Holiday	
27	28	29	30	31		
			*December Sundry Debtor Due (no later than 10 am) Controller's Office *December Inter- campus Charges Due Controller's Office	Holiday		

GENERAL LEDGER MONTHLY SCHEDULE

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Holiday	
3	4	5	6	7	8	9
		*JE Cut-off Requiring CO and Budget Office Approval	*December Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for December 2009	*December Month End (ME) *December Journals pending approval recycled after ME *Last December Update	*December ME Validation *December available in WL (after 10 am) *Open January 10 - Period 7 *1st January 10 Update
10	11	12	13	14	15	16
					*Payroll Expense Transfers Due EMF *Unposted December 09 Journals deleted	
17	18	19	20	21	22	23
*PS, AdHoc and WL Not Available	Holiday	*Appointment Forms Due Stipend Desk				
24	25	26	27	28	29	30
					*January Sundry Debtor Due (no later than 10 am) Controller's Office *January Inter- campus Charges Due Controller's Office	
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GENERAL LEDGER MONTHLY SCHEDULE

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		*JE Cut-off Requiring CO and Budget Office Approval	*January Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for January 2010	*January Month End (ME) *January Journals pending approval recycled after ME *Last January Update	*January ME Validation *January available in WL (after 10 am) *Open February 10 - Period 8 *1st February 10 Update
7	8	9	10	11	12	13
					*Appointment Forms Due to Stipend Desk *Unposted January 10 Journals deleted	
14	15	16	17	18	19	20
	*Holiday	*Payroll Expense Transfers Due EMF				
21	22	23	24	25	26	27
*PS, AdHoc and WL Not Available					*February Sundry Debtor Due (no later than 10 am) Controller's Office *February Inter- campus Charges Due Controller's Office	
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GENERAL LEDGER MONTHLY SCHEDULE
March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		*JE Cut-off Requiring CO and Budget Office Approval	*February Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for February 2010	*February Month End (ME) *February Journals pending approval recycled after ME *Last February Update	*February ME Validation *February available in WL (after 10 am) *Open March 10 - Period 9 *1st March 10 Update
7	8	9	10	11	12	13
					*Unposted February 09 Journals deleted	
14	15	16	17	18	19	20
	*Payroll Expense Transfers Due EMF	*Appointment Forms Due Stipend Desk				
21	22	23	24	25	26	27
*PS, AdHoc and WL Not Available					Holiday	
28	29	30	31			
			*March Sundry Debtor Due (no later than 10 am) Controller's Office *March Inter- campus Charges Due Controller's Office			

GENERAL LEDGER MONTHLY SCHEDULE

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					*JE Cut-off Requiring CO and Budget Office Approval	
4	5	6	7	8	9	10
	*March Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for March 2010	*March Month End (ME) *March Journals pending approval recycled after ME *Last March Update	*March ME Validation *March available in WL (after 10 am) *Open April 10 - Period 10 *1st April 10 Update		
11	12	13	14	15	16	17
			*Unposted March 10 Journals deleted	*Payroll Expense Transfers Due EMF	*Appointment Forms Due Stipend Desk	
18	19	20	21	22	23	24
*PS, AdHoc and WL Not Available						
25	26	27	28	29	30	
					*April Sundry Debtor Due (no later than 10 am) Controller's Office *April Inter-campus Charges Due Controller's Office	