

2022

CALENDAR YEAR

JUNE

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK



Business Intelligence, Analytics, and Communication

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 CLOSED - Memorial Day	31 Payroll Approvals Due WCC TMA Upload Send New FY PO Report FS OH Admin Fees (MAY)	01 AppArmor ITS Checklist Dietician Support Invoice (FY22) Sodexo Monthly Invoices (MAY) IDT for FONT Lease (JUN) BURY/ADEL Lease Invoices (JUN) JDE Commissions (MAY) UTIL Upload (APR)	02 Probationary Appraisals PO Encumbrance Clean-up EMS License Support by VP UPD Safety Aid Support by HRL MLP Sweep Payments	03 CLOSED - True Blue Fridays PAYDAY Last Day for FY22 CPU Purchase	04
05	06 Pcard Reconciliation Report (JUN) WCC TMA Upload Sodexo Conference Deposit (MAY)	07 HireXpress/ePARs DUE Centurylink Pcard Payment Due	08 Pcard Approvals Due (MAY) Verify CPA PM Fee Tree Update CPA sheets through 5/31	09 Month-End Closing (MAY) SOF/FSLT Reports	10 CLOSED - True Blue Fridays	11
12	13 Payroll Approvals Due Pcard Reconciliation Report (JUN) PM/CI Fee Allocations Reconcile CPA PM/CI Fees WCC TMA Upload Follett Billing SHRM Cult Café Statement Sodexo Subsidy Invoice/Deposit	14 SAHPC Invoices State Risk Insurance Invoice BOND Draws Plant Fund Report	15 TMA Non-Stock PR Deadline Trade Budget Statements (MAY) FY22 Open Encumbrance Reports FY23 Trade Charge-Out Rates	16 ESC New FY22 PR Deadline SOF/FSLT Reports	17 CLOSED - True Blue Fridays PAYDAY	18
19	20 Pcard Reconciliation Report (JUN) FY22 PO Change Order Deadline WCC TMA Upload	21 HireXpress/ePARs DUE Foundation CR Deadline	22 UTIL Balance Sheet Recons PD&C Encumbrance Report	23 LIMIT PCARD TRANSACTIONS SOF/FSLT Reports Vending Commissions Deposit (MAY) Future Receivables Report: <i>Sodexo, Nackard, Hi-Line, Follett, ATMs, Drury, SHRM, etc.</i>	24 CLOSED - True Blue Fridays Last day to submit Deposits Travel Reimbursement Deadline TMA Stock Req Deadline (OTC & ONL) WCC FY22 WO Close-Out	25
26	27 Payroll Approvals Due Pcard Reconciliation Report (JUN) WCC TMA Upload Reconcile WO Chargebacks Konica Trade Chargebacks \$100k Green Fund Xfer	28 Deposits Deadline	29 Lease Audit Report Due to CPRM/CMP	30 Annual Asset Inventory DUE SOF/FSLT Reports FS OH Admin Fees (JUN) PM Fee Corrections (JUN) Sodexo Monthly Invoices (JUN) BURY/ADEL Lease Invoices (JUN) WCC FY22 WO's Closed WCC iSD Disabled (12pm) WCC TMA Counters and Charge-out Rates Updated (8pm)	01 CLOSED - True Blue Fridays PAYDAY WCC iSD Enabled (8am) <i>FY23 Motorola Invoice Due</i> <i>FY23 AppArmor Invoice Due</i> Submit ECAP ITS Checklist	02
03	04 CLOSED - 4th of July	05 PCARD Verification Due (JUN) HireXpress/ePARs DUE IDT for FONT Lease (JUL) JDE Commissions (JUN) UTIL Upload (MAY) Follett Billing (JUN) Receive TDI Invoice (JUN)	06 Check Request Forms Due FY22 Invoices Due Sodexo Conference Deposit (JUN)	07 CLAIMS Clearing Acct Recon	08 CLOSED - True Blue Fridays PCARD Approvals Due (JUN) June AOH and IT Fees TMA CS PO Close-Outs DUE FY22 TMA Daily/Logs DUE FY22 TMA Upload (FINAL)	09

2022

CALENDAR YEAR

JULY

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK



Business Intelligence, Analytics, and Communication

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Payroll Approvals Due Pcard Reconciliation Report (JUN) WCC TMA Upload Reconcile WO Chargebacks Konica Trade Chargebacks \$100k Green Fund Xfer	27	28 Deposits Deadline	29 Lease Audit Report Due to CPRM/CMP	30 Annual Asset Inventory DUE SOF/FSLT Reports FS OH Admin Fees (JUN) PM Fee Corrections (JUN) Sodexo Monthly Invoices (JUN) BURY/ADEL Lease Invoices (JUL) WCC FY22 WO's Closed WCC ISD Disabled (12pm) WCC TMA Counters and Charge-out Rates Updated (8pm)	01 CLOSED - True Blue Fridays PAYDAY WCC ISD Enabled (8am) FY23 Motorola Invoice Due FY23 AppArmor Invoice Due Submit ECAP ITS Checklist	02
03 CLOSED - 4th of July	04	05 PCARD Verification Due (JUN) HireXpress/ePARs DUE IDT for FONT Lease (JUL) JDE Commissions (JUN) UTIL Upload (MAY) Follett Billing (JUN) Receive TDI Invoice (JUN)	06 Check Request Forms Due FY22 Invoices Due Sodexo Conference Deposit (JUN)	07 CLAIMS Clearing Acct Recon	08 CLOSED - True Blue Fridays PCARD Approvals Due (JUN) June AOH and IT Fees TMA CS PO Close-Outs DUE FY22 TMA Daily/Logs DUE FY22 TMA Upload (FINAL)	09
10 Payroll Approvals Due Pcard Reconciliation Report WCC TMA Upload (1st FY23)	11	12 Last Day to Send BIAC IDT Requests for FY22 (UTS/CSA) Verify CPA PM Fee Tree Update CPA sheets through 6/30	13 IST/IPT Transfers Due PM/CI Fee Allocations Hat Ranch Salary Adjustment	14 Reconcile CPA PM/CI Fees SAHPC Invoices State Risk Insurance Invoice BOND Draws Plant Fund Report & Transfer	15 CLOSED - True Blue Fridays PAYDAY IDT Transfers Due MAND/VOL Transfers	16
17 Pcard Reconciliation Report WCC TMA Upload	18	19 HireXpress/ePARs DUE	20	21 FY22 Fund Xfer Form Deadline Vending Commissions Deposit (JUN)	22 CLOSED - True Blue Fridays	23
24 Payroll Approvals Due Pcard Reconciliation Report WCC TMA Upload	25	26	27	28 FY23 IDT Xfers back for: <i>Claims Clearing</i> <i>PD&C Clearing</i>	29 CLOSED - True Blue Fridays PAYDAY	30
31 Pcard Reconciliation Report Sodexo Monthly Invoices (JUL) IDT for FONT Lease (AUG) BURY/ADEL Lease Invoices (AUG) JDE Commissions (JUL) UTIL Upload (JUN) ECAP Annual License DUE	01	02 Deferred Maintenance PM Fee	03 HireXpress/ePARs DUE	04	05 Sodexo Conference Deposit (JUN)	06