

2023

CALENDAR YEAR

JUNE

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK



Business Intelligence, Analytics, and Communication

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 CLOSED - Memorial Day	29	30 Pcard Reconciliation Report (JUN) WCC TMA Upload	31 UTIL Upload (APR) Probationary Appraisals FS OH Admin Fees (MAY)	01 Last Day for FY23 CPU Purchase FSLT Reports Capital Project Reconciliation (MAY23) RAVE (NAUSafe) ITS Checklist Sodexo Annual Invoices (FY23) Sodexo Monthly Invoices (MAY) USFS Admin Fee Invoice (MAY) BURY/ADEL Lease Invoices (JUN) JDE Commissions (MAY) FS Admin OH Fee (JUN) MLP Sweep Payment (FINAL)	02 CLOSED - True Blue Fridays PAYDAY	03
04	05 Pcard Reconciliation Report (MAY) WCC TMA Upload PO Encumbrance Clean-up UPD Safety Aid Support by HRL Request F&A Allocation Transfers by	06 HireXpress/ePARs DUE Centurylink PCard Payment Due	07 Pcard Approvals Due (MAY) Verify CPA PM Fee Tree Update CPA sheets through 5/31	08 Month-End Closing (MAY) SOF/FSLT Reports Sodexo Conference Deposit (MAY) Send New FY PO Report	09 CLOSED - True Blue Fridays HEERF Funded Invoices DUE	10
11	12 Payroll Approvals Due Pcard Reconciliation Report (JUN) ESC New FY23 PR Deadline PM/CI Fee Allocations WCC Squire Footage Billing (JUN) WCC TMA Upload Reconcile CPA PM/CI Fees Follett Billing Sodexo Subsidy Invoice/Deposit Sodexo Conf Rev Dist (MAY) Submit FY24 Motorola PR Case	13 HEERF Funded Invoices APPROVED SAHPC Invoices State Risk Insurance Invoice BOND Draws Plant Fund Report SHRM Cult Café Statement	14 FY23 Open Encumbrance Reports FY24 Trade Charge-Out Rates	15 TMA Non-Stock PR Deadline SOF/FSLT Reports Trade Budget Statements (MAY)	16 CLOSED - True Blue Fridays PAYDAY	17
18	19 CLOSED - Juneteenth	20 FY23 PO Change Order Deadline HireXpress/ePARs DUE Pcard Reconciliation Report (JUN) HEERF Funded Invoices PAID WCC TMA Upload	21 Last day to submit Deposits Foundation CR Deadline UTIL Balance Sheet Recons PD&C Encumbrance Report Future Receivables Report: <i>Sodexo, Nackard, Hi-Line, Follett, ATMs, Drury, SHRM, etc.</i>	22 Travel Reimbursement Deadline Non-Travel Reimb Deadline TMA OTC/ONL Stock Req Deadline Limit PCard Transactions HEERF Funded Projects PM/CI Fees SOF/FSLT Reports Vending Commissions Deposit (MAY)	23 CLOSED - True Blue Fridays WCC FY23 WO Close-Out	24
25	26 Payroll Approvals Due Pcard Reconciliation Report (JUN) HEERF Funded Projects CLOSED WCC TMA Upload Reconcile WO Chargebacks Konica Trade Chargebacks \$100k Green Fund Xfer	27	28 Deposits Deadline Funding Change Forms DUE Lease Audit Report Due to CPRM/CMP	29 Annual Asset Inventory DUE (6/23) PCard Verifications DUE SOF/FSLT Reports PM Fee Corrections (JUN) Sodexo Monthly Invoices (JUN) BURY/ADEL Lease Invoices (JUL) UTIL Upload (MAY)	30 CLOSED - True Blue Fridays PAYDAY WCC FY23 WO's Closed WCC ISD Disabled (12pm) WCC TMA Counters and Charge-out Rates Updated (8pm)	01 WCC ISD Enabled (8am)

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Payroll Approvals Due Pcard Reconciliation Report (JUN) WCC TMA Upload Reconcile WO Chargebacks Konica Trade Chargebacks \$100k Green Fund Xfer	26	27	28 Deposits Deadline Lease Audit Report Due to CPRM/CMF	29 Annual Asset Inventory DUE (6/23) PCard Verifications DUE SOF/FSLT Reports PM Fee Corrections (JUN) Sodexo Monthly Invoices (JUN) BURY/ADEL Lease Invoices (JUL) UTIL Upload (MAY)	30 CLOSED - True Blue Fridays PAYDAY WCC FY23 WO's Closed WCC iSD Disabled (12pm) WCC TMA Counters and Charge-out Rates Updated (8pm)	01 WCC iSD Enabled (8am)
02 First Day to Upload FY24 Invoices Begin Backdating FY23 Journals	03	04 CLOSED - 4th of July	05 PCARD Verification Due (JUN) Sodexo Conference Deposit (JUN) JDE Commissions (JUN) Follett Billing (JUN) FY23 Motorola Invoice Due FY23 AppArmor Invoice Due Submit ECAP ITS Checklist	06 FY23 Invoices Due PCARD Approvals Due (JUN) June AOH and IT Fees Check Request Forms Due CLAIMS Clearing Acct Recon TMA CS PO Close-Outs DUE FY23 TMA Daily/Logs DUE	07 CLOSED - True Blue Fridays	08
09 Payroll Approvals Due PCard Reconciliation Report (JUL) Admin/IT OH Fee (JUN) Department Interface Deadline FY23 TMA Upload (FINAL) FY24 TMA Upload (1st) Sodexo Conf Rev Dist (JUN)	10	11 Last Day to Send BIAC IDT Requests for FY23 (UTS/CSA) Verify CPA PM Fee Tree Update CPA sheets through 6/30	12 IST/IPT/ONL Transfers Due PM/CI Fee Allocations Hat Ranch Salary Adjustment	13 MAND/VOL IDT Transfers Reconcile CPA PM/CI Fees SAHPC Invoices (JUN) State Risk Insurance Invoice BOND Draws Plant Fund Report & Transfer	14 CLOSED - True Blue Fridays PAYDAY	15
16 Pcard Reconciliation Report (JUL) WCC TMA Upload	17	18 HireXpress/ePARs DUE	19	20 FY23 Fund Xfer Form Deadline Vending Commissions Deposit (JUN)	21 CLOSED - True Blue Fridays	22
23 Payroll Approvals Due Pcard Reconciliation Report (JUL) WCC TMA Upload	24	25	26	27	28 CLOSED - True Blue Fridays PAYDAY	29
30 Pcard Reconciliation Report (JUL) WCC TMA Upload ECAP Annual License DUE UTIL Upload (JUN)	31	01 HireXpress/ePARs DUE Deferred Maintenance PM Fee Sodexo Monthly Invoices (JUL) BURY/ADEL Lease Invoices (AUG) JDE Commissions (JUL)	02	03 Sodexo Conference Deposit (JUN)	04 CLOSED - True Blue Fridays	05