### ACCOUNTING SERVICES SCHEDULE
#### February 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Access Online Ledgers</td>
<td>Wage time for period ending 2/1/19 locked @ 11:59 am</td>
<td></td>
<td>Student Payday period ending 1/25/19 GLS c/o 10 am</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
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<tr>
<td></td>
<td>Wage time for period ending 2/8/19 locked @ 11:59 am</td>
<td></td>
<td>Wage Payday period ending 2/1/19</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
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<tr>
<td></td>
<td>Student time for period ending 2/8/19 locked @ 11:59 am</td>
<td></td>
<td>Student Payday period ending 2/8/19</td>
<td>15</td>
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<tr>
<td></td>
<td></td>
<td>18</td>
<td>19</td>
<td>20</td>
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<td></td>
<td></td>
<td>Wage time for period ending 2/15/19 locked @ 11:59 am</td>
<td>Academic Payday period ending 2/14/19</td>
<td>21</td>
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<tr>
<td>18</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>22</td>
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<tr>
<td></td>
<td>Student time for period ending 2/22/19 locked @ 11:59 am</td>
<td></td>
<td>Professional Payday period ending 2/28/19</td>
<td>28</td>
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</tbody>
</table>

#### TRAINING OPPORTUNITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP &amp; Travel Instructor Led Business Policies/Processes Training</td>
<td>AP &amp; Travel</td>
<td>Tues, 2/5</td>
<td>9:00 am - 12:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Financial Data Model (FDM) and Reporting Instructor Led Workday Training</td>
<td>FAR</td>
<td>Tues, 2/5</td>
<td>1:00 pm - 3:00 pm</td>
<td>225 Peabody</td>
</tr>
<tr>
<td>Budget Instructor Led Workday Training</td>
<td>Budget &amp; Planning</td>
<td>Wed, 2/6</td>
<td>1:30 pm - 3:30 pm</td>
<td>169 Coates</td>
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<tr>
<td>Business Managers’ Meeting</td>
<td>--</td>
<td>Tues, 2/12</td>
<td>9:30 am - 11:00 am</td>
<td>LSU Union, Magnolia Room</td>
</tr>
<tr>
<td>Post Award Administration</td>
<td>SPA</td>
<td>Thus, 2/14</td>
<td>9:30 am - 11:30 am</td>
<td>235 Thomas Boyd, Conference Room</td>
</tr>
</tbody>
</table>

**Bank Holiday:** Presidents’ Day

**Date:** Tuesday, 2/5

**Description:** Financial Data Model (FDM) and Reporting Instructor Led Workday Training **Time:** 1:00 pm - 3:00 pm **Location:** 225 Peabody