



## October 2018

<b>1</b> <b>PO Manager</b> <b>(1 of 5)</b> 9:00 – 1:00  <b>ISP</b> 10:00 – 12:00	<b>2</b> <b>PO Manager</b> <b>(2 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>3</b> <b>PO Manager</b> <b>(3 of 5)</b> 9:00 – 1:00	<b>4</b> <b>PO Manager</b> <b>(4 of 5)</b> 9:00 – 1:00	<b>5</b> <b>PO Manager</b> <b>(5 of 5)</b> 9:00 – 1:00
<b>8</b> <b>Payroll/Personnel</b> <b>(1 of 5)</b> 9:00 – 1:00	<b>9</b> <b>Payroll/Personnel</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>10</b> <b>Payroll/Personnel</b> <b>(3 of 5)</b> 9:00 – 1:00	<b>11</b> <b>Payroll/Personnel</b> <b>(4 of 5)</b> 9:00 – 1:00  <b>Payroll/Personnel</b> <b>CPUP Only</b> 2:00 – 3:00	<b>12</b> <b>Payroll/Personnel</b> <b>(5 of 5)</b> 9:00 – 1:00
<b>15</b> <b>Using COA</b> <b>w/RCM</b> 9:30 – 12:30	<b>16</b> <b>GL Inquiry/</b> <b>Reporting</b> <b>(1 of 2)</b> 9:00 – 1:00	<b>17</b> <b>GL Inquiry/</b> <b>Reporting</b> <b>(2 of 2)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>18</b> <b>GL Manual</b> <b>Journal Entry</b> 9:00-1:00  <b>BEN Assets</b> 1:30 – 4:30	<b>19</b> <b>GL Budget</b> <b>Journal Entry</b> 9:30-11:30  <b>GL Freeze Grant</b> 11:30 – 12:00
<b>22</b> <b>PO Manager</b> <b>(1 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>23</b> <b>PO Manager</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>24</b> <b>PO Manager</b> <b>(3 of 5)</b> 9:00 – 1:00	<b>25</b> <b>PO Manager</b> <b>(4 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>26</b> <b>PO Manager</b> <b>(5 of 5)</b> 9:00 – 1:00
<b>29</b> <b>Payroll/Personnel</b> <b>(1 of 5)</b> 9:00 – 1:00	<b>30</b> <b>Payroll/Personnel</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>31</b> <b>Payroll/Personnel</b> <b>(3 of 5)</b> 9:00 – 1:00		

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*Last Updated October 4, 2018*



## November 2018

			<b>1</b> <b>Payroll/Personnel</b> <b>(4 of 5)</b> 9:00 – 1:00  <b>Payroll/Personnel</b> <b>CPUP Only</b> 2:00 – 3:00	<b>2</b> <b>Payroll/Personnel</b> <b>(5 of 5)</b> 9:00 – 1:00  <b>ISP</b> 10:00 – 12:00
<b>5</b> <b>Using COA</b> <b>w/RCM</b> 9:30 – 12:30	<b>6</b> <b>GL Inquiry/</b> <b>Reporting</b> <b>(1 of 2)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>7</b> <b>GL Inquiry/</b> <b>Reporting</b> <b>(2 of 2)</b> 9:00 – 1:00  <b>BEN Assets</b> 1:30 – 4:30	<b>8</b> <b>GL Manual</b> <b>Journal Entry</b> 9:00-12:30	<b>9</b> <b>GL Budget</b> <b>Journal Entry</b> 9:30-11:30  <b>GL Freeze Grant</b> 11:30 – 12:00
<b>12</b> <b>PO Manager</b> <b>(1 of 5)</b> 9:00 – 1:00	<b>13</b> <b>PO Manager</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>14</b> <b>PO Manager</b> <b>(3 of 5)</b> 9:00 – 1:00  <b>Req Only</b> 1:00 – 5:00	<b>15</b> <b>PO Manager</b> <b>(4 of 5)</b> 9:00 – 12:30	<b>16</b> <b>PO Manager</b> <b>(5 of 5)</b> 9:00 – 1:00
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>Thanksgiving</b>	<b>23</b>
<b>26</b> <b>Payroll/Personnel</b> <b>(1 of 5)</b> 9:00 – 1:00	<b>27</b> <b>Payroll/Personnel</b> <b>(2 of 5)</b> 9:00 – 1:00	<b>28</b> <b>Payroll/Personnel</b> <b>(3 of 5)</b> 9:00 – 1:00	<b>29</b> <b>Payroll/Personnel</b> <b>(4 of 5)</b> 9:00 – 1:00  <b>Payroll/Personnel</b> <b>CPUP Only</b> 2:00 – 3:00	<b>30</b> <b>Payroll/Personnel</b> <b>(5 of 5)</b> 9:00 – 1:00

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## December 2018

<b>3</b> <b>Using COA w/RCM</b> <b>9:30 – 12:30</b>	<b>4</b> <b>GL Inquiry/Reporting (1 of 2)</b> 9:00 – 1:00  <b>BEN Assets</b> 1:30 – 4:30	<b>5</b> <b>GL Inquiry/Reporting (2 of 2)</b> 9:00 – 1:00	<b>6</b> <b>GL Manual Journal Entry</b> 9:00-12:30  <b>Req Only</b> 1:00 – 5:00	<b>7</b> <b>GL Budget Journal Entry</b> 9:30-11:30  <b>GL Freeze Grant</b> 11:30 – 12:00
<b>10</b> <b>PO Manager (1 of 5)</b> 9:00 – 1:00  <b>ISP</b> 2:00 – 4:00 p.m.	<b>11</b> <b>PO Manager (2 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>12</b> <b>PO Manager (3 of 5)</b> 9:00 – 1:00	<b>13</b> <b>PO Manager (4 of 5)</b> 9:00 – 1:00	<b>14</b> <b>PO Manager (5 of 5)</b> 9:00 – 1:00
<b>17</b> <b>Payroll/Personnel (1 of 5)</b> 9:00 – 1:00	<b>18</b> <b>Payroll/Personnel (2 of 5)</b> 9:00 – 1:00	<b>19</b> <b>Payroll/Personnel (3 of 5)</b> 9:00 – 1:00	<b>20</b> <b>Payroll/Personnel (4 of 5)</b> 9:00 – 1:00  <b>Payroll/Personnel CPUP Only</b> 2:00 – 3:00	<b>21</b> <b>Payroll/Personnel (5 of 5)</b> 9:00 – 1:00
<b>24</b> <b>Winter Break</b>	<b>25</b> <b>Christmas</b>	<b>26</b> <b>Winter Break</b>	<b>27</b> <b>Winter Break</b>	<b>28</b> <b>Winter Break</b>

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## January 2019

<b>31</b> <b>Winter Break</b>	<b>1</b> <b>New Year's Day</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b> <b>Using COA w/RCM</b> 9:30 – 12:30	<b>8</b> <b>GL Inquiry/Reporting (1 of 2)</b> 9:00 – 1:00	<b>9</b> <b>GL Inquiry/Reporting (2 of 2)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>10</b> <b>GL Manual Journal Entry</b> 9:00-1:00	<b>11</b> <b>GL Budget Journal Entry</b> 9:30-11:30  <b>GL Freeze Grant</b> 11:30 – 12:00
<b>14</b> <b>PO Manager (1 of 5)</b> 9:00 – 1:00	<b>15</b> <b>PO Manager (2 of 5)</b> 9:00 – 12:30  <b>Req Only</b> 1:00 – 5:00	<b>16</b> <b>PO Manager (3 of 5)</b> 9:00 – 1:00	<b>17</b> <b>PO Manager (4 of 5)</b> 9:00 – 1:00	<b>18</b> <b>PO Manager (5 of 5)</b> 9:00 – 1:00  <b>ISP</b> 10:00 – 12:00
<b>21</b> <b>Martin Luther King Day</b>	<b>22</b> <b>Payroll/Personnel (1 of 4)</b> 9:00 – 1:00	<b>23</b> <b>Payroll/Personnel (2 of 4)</b> 9:00 – 5:00	<b>24</b> <b>Payroll/Personnel (3 of 4)</b> 9:00 – 1:00  <b>Payroll/Personnel CPUP Only</b> 2:00 – 3:00	<b>25</b> <b>Payroll/Personnel (4 of 4)</b> 9:00 – 1:00
<b>28</b> <b>Using COA w/RCM</b> 9:30 – 12:30	<b>29</b> <b>GL Inquiry/Reporting (1 of 2)</b> 9:00 – 1:00  <b>BEN Assets</b> 1:30 – 4:30	<b>30</b> <b>GL Inquiry/Reporting (2 of 2)</b> 9:00 – 1:00	<b>31</b> <b>GL Manual Journal Entry</b> 9:00-12:30  <b>Req Only</b> 1:00 – 5:00	<b>1</b> <b>GL Budget Journal Entry</b> 9:30-11:30  <b>GL Freeze Grant</b> 11:30 – 12:00

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