

# March 2024

									1	2
3	4	5	6	7	8	9	SPAR in query-only from 5pm 3/4 through 6am 3/7 for month end closing SPAR in query-only from 1am 3/8 through 11am 3/8 for payroll processing			
10	11	12	13	14	15	16				
					SPAR in query-only from 1am 3/14 through 11am 3/14 for payroll processing	OBSERVANCE OF SPRING HOLIDAY				
17	18	19	20	21	PI Certification Deadline	22	Deans/Chairs notified of uncertified effort Deadline to submit SWCT for Hourly Employees 5pm			
						23	SPAR in query-only from 1am 3/22 through 11am 3/22 for payroll processing			
24	25	26	27	28	29	30	Last date to modify Sep-Dec SPARs and allow one business day for certification before Write-Off Date			
							Last date to modify Sep-Dec SPARs without 90-Day exception approval, <b>CAUTION</b> – will not allow time for certification of federal effort*			
31	April 1 Write-off of Uncertified Effort is 7:00 am									

\*Be certain no federal effort is involved in the modification