

November 2023

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

*Be certain no federal effort is involved in the modification

**SPAR modifications to May-June time periods will be subject to Fiscal-Year End Cut-Off rules