



Due Date		Responsible Unit(s)	Function	Description	Contact
4/10	W	Department/College	Review Email	Fiscal Year-End Schedule to Distributed to Departments/Colleges	Workforce Systems
4/15	M	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments.	Workforce Systems
4/15	M	Department/College	Review	Fiscal Year Report Available in Analytics - Rollover Dashboards	Workforce Systems
4/15	M	Department/College	Action	MSS FY25 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/15	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics - Leave Tracking	Workforce Systems
5/10	F	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/20/2024) Due to Workforce Systems	Workforce Systems
5/10	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Office of Budget and Planning
5/10	F	Employee/ Department/ College	Deadline	Last day for 9/12 Pay Plan Enrollment and Return to 9/9 Pay Plan forms to be submitted by employees to department business representatives. Enrollment window closes.	Workforce Systems
5/13	M	Department/College	Action	MSS AY25 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/17	F	Department/College	Deadline	MSS FY25 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2024 Effective Date)	Workforce Systems
5/19	Su	Campus	Date	AY24 - End Date	Workforce Systems
5/24	F	Department/College	Deadline	MSS FY25 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/24	F	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/24	F	Department/College	Deadline	MSS FY25 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/24	F	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
5/27	M	Department/College	Action	MSS Position Distribution Available to Departments/Colleges for FY25 (7/1/2024) Updating	Workforce Systems
5/27	M	Department/College	Review Email	FY25 (7/1/2024) Position Distribution Available	Workforce Systems
5/27	M	Department/College	Pagelet Not Available	MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	Workforce Systems
5/29	W	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
5/29	W	Department/College	Deadline	MSS FY25 Job Data (Fiscal) 7/1/2024 Transactions Due to Workforce Systems	Workforce Systems
5/29	W	Department/College	Submit	FY25 Temp and Perm RBCs Available for Updating	Office of Budget and Planning
5/30	Th	Department/College	Review	FY25 Position Distribution Dashboards Available in Analytics - Position Encumbrance & Detail Dashboard	Workforce Systems
6/07	F	Department/College	Deadline	FY24 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY25 Original Budget)*	Office of Budget and Planning
6/10- 6/26	M-W	Department/College	Date	Moratorium on FY24 Perm/Next Year Budget Changes	Office of Budget and Planning
6/14	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions FY24 - Due	FSO
6/14	F	Department/College	Deadline	FY24 Temp/Current Year RBCs Due to Office of Budget and Planning	Office of Budget and Planning

2024-2025 Fiscal Year-End Schedule

Due Date	Responsible Unit(s)	Function	Description	Contact
6/21 F	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY24 Pay Period End Date 6/23/2024	Workforce Systems
6/28 F	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY24 & AY24 - Due	Workforce Systems
6/30 S	Campus	Date	FY24 - End date	Workforce Systems
7/01 M	Campus	Date	FY25 - Start date	Workforce Systems
7/05 F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY25 (07/1/2024) Pay Period 6/24/2024-7/7/2024	Workforce Systems
7/10 W	Department/College	Action	MSS FY25 Graduate Assistant/Associate NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/10 W	Department/College	Action	MSS FY25 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/17 W	Department/College	Pagelet Available	MSS Daily (Fiscal) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems
7/19 F	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems
7/19 F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
8/01 TH	Department/College	Review Email	MSS FY25 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/19 M	Campus	Date	AY25 - Start Date	Workforce Systems
8/28 W	Department/College	Action	MSS AY25 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list	Workforce Systems
8/28 W	Department/College	Action	MSS AY25 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list	Workforce Systems
9/03 T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems
9/04 W	Department/College	Pagelet Available	MSS Daily (Academic) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems

*Notes: *FY25 RBCs require both perm/next year and temp/current year transactions to affect FY24 and future year budgets