

Due Date	Responsible Unit(s)	Function	Description	Contact	
4/15	W	Department/College	Submit	9/12 Enrollment Form Available for Employees and Departments	Systems Control
4/15	W	Department/College	Review Email	Flex Information Sent to College/VPs	Systems Control
4/23	Th	Department/College	Review Email	Payroll Moratorium Notice to Colleges/VPs	Systems Control
5/4	M	Department/College	Review/Submit	GA Appointment Worksheets Available in Analytics to Review and Submit	Systems Control
5/4	M	Department/College	Review	Rollover Reference Sheets (Student, Wage, Sal-Fiscal & Acad) Available in Analytics	Systems Control
5/4	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	Systems Control
5/4	M	Department/College	Submit	MSS FY16 Rollover for DCCs and (Fiscal) Employee Job Data Change Requests	Systems Control
5/14	Th	Department/College	Deadline	All Approved Org Hierarchy Changes for FY16 Due to the Budget Office	Budget Office
5/15	F	Department/College	Deadline	MSS Job Date Change Requests for Student Employees EED (SWB - Summer Off) Due to Systems Control	Systems Control
5/15	F	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement Requests for 9/12 (Academic) Due to Systems Control (<i>Terms Effective for 5/24/15</i>)	Systems Control
5/15	F	Department/College	Deadline	MSS Job Change Requests for Discretionary Pay Changes for Pay Period 5/11/15 - 5/24/15	Systems Control
5/18	M	Department/College	Submit	MSS FY16 Rollover Available for (Academic) Employee Job Data Change Requests	Systems Control
5/18	M	Department/College	Deadline	MSS FY16 Job Data Changes for Flex-Year and Faculty & Appointed 9/12 Enrollments Due to Systems Control	Systems Control
5/18	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/22	F	Department/College	Deadline	PAFs for Sabbaticals and Leave Without Pay Due to Human Resources	Human Resources
5/24	Su	Campus	Date	AY 15 - End Date	
5/25	M	Department/College	Pagelet Not Available	MSS Daily GA NOA and Faculty/Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	Systems Control
5/25 - 6/30	M-T	Department/College	Date	Moratorium on All Discretionary Pay Increases	Systems Control
5/27	W	Department/College	Deadline	MSS FY16 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/29	F	Department/College	Deadline	MSS FY16 Rollover for DCCs Finalized and Approved by Dept./College	Systems Control
5/29	F	Department/College	Deadline	MSS FY16 Job Data (Fiscal) 7/1/15 Transactions Due to Systems Control	Systems Control
5/29	F	Department/College	Deadline	Appointment Worksheets (Fiscal) Due to Systems Control	Systems Control
6/2	T	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip (1-Step Process)	Sponsored Projects
6/8	M	Department/College	Review	FY16 Position Distribution Dashboards Available in Analytics	Systems Control
6/8	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY 16 Updating	Systems Control
6/8	M	Department/College	Submit	FY 16 Temp and Perm RBCs Available for Updating	Budget Office
6/8 - 6/19	M-F	Department/College	Deadline	Depts Renummer and Delete Budget Lines in Budget System	Budget Office
6/17	W	Department/College	Deadline	FY15 Perm/Next Year RBCs Due to Budget Office (to Affect FY16 Original Budget)*	Budget Office
6/17 - 6/30	W-T	Department/College	Date	Moratorium on FY15 Perm/Next Year Budget Changes	Budget Office
6/22	M	Department/College	Action	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY15	Systems Control
6/24	W	Department/College	Submit	MSS FY16 GA NOA and Faculty & Appointed Contracts (Fiscal) Available for Generating	Systems Control
6/26	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions for Pay Period Ending July 5, 2015 Due (2-Step Process)	FSO
6/26	F	Department/College	Deadline	FY15 Temp/Current Year RBCs Due to Budget Office	Budget Office
7/2	Th	Department/College	Review	FY16 (Fiscal) July 1st PAF's Available in Analytics for Review	Systems Control
7/2	Th	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for Fiscal Yr/Pay Period End July 5, 2015	Systems Control
7/13	M	Department/College	Pagelet Available	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts	Systems Control
7/14	T	Department/College	Review	FY16 Budget Dashboards Available in Analytics for Review	Budget Office
7/20	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	Systems Control
7/30	Th	Department/College	Review Email	MSS FY16 GA NOA and Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	Systems Control
7/31	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9/9) Due to Systems Control	Systems Control
7/31	F	Department/College	Deadline	GA (Academic) Appointment Worksheets (Fall) Due to Systems Control	Systems Control
8/12	W	Department/College	Submit	MSS FY16 GA NOA and Faculty & Appointed Contracts (Academic) Available for Generating	Systems Control
8/17	M	Campus	Date	AY 16 - Start Date	
8/18	T	Department/College	Review	FY16 (Academic) PAF's Available in Analytics for Review	Systems Control
8/31	M	Department/College	Pagelet Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Pagelet Available	Systems Control
9/7	M	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	Systems Control