

Due Date	Responsible Unit(s)	Function	Description	Contact	
4/13	W	Department/College	Review Email	<a href="#">9/12 Enrollment Form Available for Employees and Departments</a>	<a href="#">Systems Control</a>
4/13	W	Department/College	Review Email	Flex Information Sent to College/VPs	<a href="#">Systems Control</a>
4/18	M	Department/College	Action	College/Department Pilot Testing MSS Graduate Assistant/Associate Job Data Changes	<a href="#">Systems Control</a>
4/21	Th	Department/College	Review Email	Payroll Moratorium Notice to Colleges/VPs	<a href="#">Systems Control</a>
5/2	M	Department/College	Review	Rollover Report Available in Analytics	<a href="#">Systems Control</a>
5/2	M	Department/College	Submit	MSS FY17 Rollover for DCCs and (Fiscal) Employee Job Data Change Requests Available	<a href="#">Systems Control</a>
5/2	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	<a href="#">Systems Control</a>
5/6	F	Department/College	Deadline	MSS Job Date Change Requests for Student Employees EED (SWB - Summer Off) Due to Systems Control	<a href="#">Systems Control</a>
5/12	Th	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement Requests for 9/12 (Academic) Due to Systems Control (Terms Effective for 5/22/16)	<a href="#">Systems Control</a>
5/12	Th	Department/College	Deadline	MSS Job Change Requests for Discretionary Pay Changes for Pay Period 5/09/16 - 5/22/16	<a href="#">Systems Control</a>
5/16	M	Department/College	Submit	MSS FY17 Employee Job Data Change Requests Rollover Available (Academic)	<a href="#">Systems Control</a>
5/16	M	Department/College	Deadline	MSS FY17 Job Data Changes for Flex-Year and Faculty & Appointed 9/12 Enrollments Due to Systems Control	<a href="#">Systems Control</a>
5/16	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	<a href="#">Provost Office</a>
5/20	F	Department/College	Deadline	All Approved Org Hierarchy Changes for FY16 Due to the Budget Office	<a href="#">Budget Office</a>
5/20	F	Department/College	Deadline	PAFs for Sabbaticals and Leave Without Pay Due to Human Resources (Benefits)	<a href="#">Human Resources</a>
5/22	Su	Campus	Date	AY 16 - End Date	
5/23	M	Department/College	Pagelet Not Available	MSS Daily GA NOA and Faculty/Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	<a href="#">Systems Control</a>
<b>5/23 - 6/30</b>	<b>M-T</b>	<b>Department/College</b>	<b>Date</b>	<b>Moratorium on All Discretionary Pay Increases</b>	<a href="#">Systems Control</a>
5/25	W	Department/College	Deadline	MSS FY17 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	<a href="#">Provost Office</a>
5/27	F	Department/College	Deadline	MSS FY17 Rollover for DCCs Finalized and Approved by Dept./College	<a href="#">Systems Control</a>
5/27	F	Department/College	Deadline	MSS FY17 Job Data (Fiscal) 7/1/16 Transactions Due to Systems Control	<a href="#">Systems Control</a>
5/31	T	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip (1-Step Process)	<a href="#">Sponsored Projects</a>
6/6	M	Department/College	Review	FY17 Position Distribution Dashboards Available in Analytics	<a href="#">Systems Control</a>
6/6	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY 17 Updating	<a href="#">Systems Control</a>
6/6	M	Department/College	Submit	FY 17 Temp and Perm RBCs Available for Updating	<a href="#">Budget Office</a>
6/6 - 6/17	M-F	Department/College	Deadline	Depts Renumber and Delete Budget Lines in Budget System	<a href="#">Budget Office</a>
6/15	W	Department/College	Deadline	FY16 Perm/Next Year RBCs Due to Budget Office (to Affect FY17 Original Budget)*	<a href="#">Budget Office</a>
<b>6/16 - 6/30</b>	<b>Th - Th</b>	<b>Department/College</b>	<b>Date</b>	<b>Moratorium on FY16 Perm/Next Year Budget Changes</b>	<a href="#">Budget Office</a>
6/20	M	Department/College	Action	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY16	<a href="#">Systems Control</a>
6/22	W	Department/College	Submit	MSS FY17 GA NOA and Faculty & Appointed Contracts (Fiscal) Available for Generating	<a href="#">Systems Control</a>
6/24	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions for Pay Period Ending July 3, 2016 Due (2-Step Process)	<a href="#">FSO</a>
6/24	F	Department/College	Deadline	FY16 Temp/Current Year RBCs Due to Budget Office	<a href="#">Budget Office</a>
6/30	Th	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for Fiscal Yr/Pay Period End July 3, 2016	<a href="#">Systems Control</a>
7/2	Sa	Department/College	Review	FY17 (Fiscal) July 1st PAF's Available in Analytics for Review	<a href="#">Systems Control</a>
7/11	M	Department/College	Pagelet Available	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts	<a href="#">Systems Control</a>
7/12	T	Department/College	Review	FY17 Budget Dashboards Available in Analytics for Review	<a href="#">Budget Office</a>
7/18	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	<a href="#">Systems Control</a>
7/29	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9/9) Due to Systems Control	<a href="#">Systems Control</a>
8/1	M	Department/College	Review Email	MSS FY17 GA NOA and Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	<a href="#">Systems Control</a>
8/1	M	Department/College	Review	FY 17 Supplemental Compensation (Fiscal) Report Available	<a href="#">UAIR - Analytics</a>
8/10	W	Department/College	Submit	MSS FY17 GA NOA and Faculty & Appointed Contracts (Academic) Available for Generating	<a href="#">Systems Control</a>
8/15	M	Campus	Date	AY 17 - Start Date	
8/16	T	Department/College	Review	FY17 (Academic) PAF's Available in Analytics for Review	<a href="#">Systems Control</a>
8/29	M	Department/College	Pagelet Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Pagelet Available	<a href="#">Systems Control</a>
9/6	T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	<a href="#">Systems Control</a>
9/19	M	Department/College	Review	AY 17 Supplemental Compensation (Academic) Report Available in Analytics	<a href="#">Systems Control</a>

\*Notes: \*FY17 RBCs require both perm/next year and temp/current year transactions to affect FY17 and future year budgets

Last Update 05/10/16