

Due Date	Responsible Unit(s)	Function	Description	Contact	
4/12	W	Department/College	Review Email	<a href="#">9/12 Enrollment Form Available for Employees and Departments</a>	<a href="#">Workforce Systems</a>
4/12	W	Department/College	Review Email	Flex Program update	<a href="#">Workforce Systems</a>
4/20	Th	Department/College	Review Email	Discretionary Increase Moratorium Notice to Colleges/VPs	<a href="#">Workforce Systems</a>
5/1	M	Department/College	Review	Rollover Report Available in Analytics	<a href="#">Workforce Systems</a>
5/1	M	Department/College	Submit	MSS FY18 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	<a href="#">Workforce Systems</a>
5/1	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	<a href="#">Workforce Systems</a>
5/5	F	Department/College	Deadline	MSS Job Data Change Requests for Student Employees EED (SWB - Summer Off) Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/10	W	Department/College	Deadline	MSS Job Data Change-Discretionary Increases for FY17 Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/11	Th	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9 pay 12 (Academic Term Effective Date 5/22/17) Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/15	M	Department/College	Submit	MSS AY18 (Academic) Employee Job Data Change Requests Available	<a href="#">Workforce Systems</a>
5/15	M	Department/College	Deadline	MSS FY18 Job Data Changes for 9 pay 12 Enrollments Due to Workforce Systems (07/01/17 Effective Date)	<a href="#">Workforce Systems</a>
5/15	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>
5/19	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Budget Office	<a href="#">Budget Office</a>
5/19	F	Department/College	Deadline	PAFs for Sabbaticals and Leave Without Pay Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/21	Su	Campus	Date	AY17 - End Date	
5/22	M	Department/College	Pagelet Not Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	<a href="#">Workforce Systems</a>
<b>5/22 - 6/30</b>	<b>M-F</b>	<b>Department/College</b>	<b>Date</b>	<b>Moratorium on All Discretionary Pay Increases</b>	<a href="#">Workforce Systems</a>
5/24	W	Department/College	Deadline	MSS FY18 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	<a href="#">Provost Office</a>
5/26	F	Department/College	Deadline	MSS FY18 DCC Extensions Finalized and Approved by Dept./College	<a href="#">Workforce Systems</a>
5/26	F	Department/College	Deadline	MSS FY18 Job Data (Fiscal) 7/1/17 Transactions Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/31	W	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	<a href="#">Sponsored Projects</a>
6/5	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY18 (7/01/17) Updating	<a href="#">Workforce Systems</a>
6/5	M	Department/College	Submit	FY 18 Temp and Perm RBCs Available for Updating	<a href="#">Budget Office</a>
6/5 - 6/16	M-F	Department/College	Deadline	Depts Renumber and Delete Budget Lines in Budget System	<a href="#">Budget Office</a>
6/7	W	Department/College	Review	FY18 Position Distribution Dashboards Available in Analytics	<a href="#">Workforce Systems</a>
6/14	W	Department/College	Deadline	FY17 Perm/Next Year RBCs Due to Budget Office (to Affect FY18 Original Budget)*	<a href="#">Budget Office</a>
<b>6/15 - 6/30</b>	<b>Th-F</b>	<b>Department/College</b>	<b>Date</b>	<b>Moratorium on FY17 Perm/Next Year Budget Changes</b>	<a href="#">Budget Office</a>
6/19	M	Department/College	Action	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY17 & AY17	<a href="#">Workforce Systems</a>
6/21	W	Department/College	Submit	MSS FY18 GA NOA and Faculty & Appointed Contracts (Fiscal) Available for Generating by Dept/College list	<a href="#">Workforce Systems</a>
6/23	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions for Pay Period Ending 7/2/17 - Due	<a href="#">FSO</a>
6/23	F	Department/College	Deadline	FY17 Temp/Current Year RBCs Due to Budget Office	<a href="#">Budget Office</a>
6/30	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for Fiscal Yr/Pay Period End 7/2/17	<a href="#">Workforce Systems</a>
7/3	M	Department/College	Review	FY18 (Fiscal) 7/01/17 PAF's Available in Analytics for Review	<a href="#">Workforce Systems</a>
7/10	M	Department/College	Pagelet Available	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts Daily Pagelet Available	<a href="#">Workforce Systems</a>
7/11	T	Department/College	Review	FY18 Budget Dashboards Available in Analytics for Review	<a href="#">Budget Office</a>
7/17	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	<a href="#">Workforce Systems</a>
7/28	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 pay 9) Due to Workforce Systems	<a href="#">Workforce Systems</a>
7/31	M	Department/College	Review Email	MSS FY18 GA NOA and Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	<a href="#">Workforce Systems</a>
7/31	M	Department/College	Review	FY18 Supplemental Compensation (Fiscal) Report Available	<a href="#">UAIR - Analytics</a>
8/9	W	Department/College	Submit	MSS FY18 GA NOA and Faculty & Appointed Contracts (Academic) Available for Generating by Dept/College list	<a href="#">Workforce Systems</a>
8/14	M	Campus	Date	AY18 - Start Date	
8/15	T	Department/College	Review	FY18 (Academic) PAF's Available in Analytics for Review	<a href="#">Workforce Systems</a>
8/28	M	Department/College	Pagelet Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Daily Pagelet Available	<a href="#">Workforce Systems</a>
9/5	T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	<a href="#">Workforce Systems</a>
9/18	M	Department/College	Review	AY18 Supplemental Compensation (Academic) Report Available in Analytics	<a href="#">Workforce Systems</a>

\*Notes: \*FY18 RBCs require both perm/next year and temp/current year transactions to affect FY18 and future year budgets

Last Update 04/13/17