



# 2022-2023 Fiscal Year-End Schedule

Due Date		Responsible Unit(s)	Function	Description	Contact
3/21	M	Campus	Review	New Tucson Minimum Wage Increase - Students \$13.00/Others \$13.50	<a href="#">Workforce Systems</a>
4/11	M	Department/College	Review Email	Discretionary Pay Change Moratorium Notice to Colleges/VPs (all employees, including Graduate Assistant/Associate and student workers)	<a href="#">Workforce Systems</a>
04/13	W	Department/College	Review Email	<a href="#">9/12 Pay Plan Enrollment Form Available for Employees and Departments</a>	<a href="#">Workforce Systems</a>
4/15	F	Department/College	Review Email	Review courtesy reminder sent to departments/colleges with expiring Multi Year	<a href="#">Workforce Systems</a>
4/25	M	Department/College	Review	Fiscal Year Report Available in Analytics	<a href="#">Workforce Systems</a>
4/25	M	Department/College	Submit	MSS FY23 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	<a href="#">Workforce Systems</a>
4/25	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	<a href="#">Workforce Systems</a>
4/27	W	Department/College	Submit	MSS FY23 Salary Increase Program Event Available	
4/29	F	Department/College	Deadline	MSS Job Data Change Requests for Student Workers EED (SWB - Summer Off) Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/04	W	Department/College	Deadline	<b>MSS Job Data Change-Discretionary Increases for FY22 Due to Workforce Systems. All Discretionary Pay Changes effective in FY22 must have an effective date prior to 5/16/2022 and the transaction must be received in Workforce Systems by 5/4/2022</b>	<a href="#">Workforce Systems</a>
5/06	F	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/23/2022) Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/09	M	Department/College	Submit	MSS AY23 (Academic) Employee Job Data Change Requests Available	<a href="#">Workforce Systems</a>
5/09	M	Department/College	Deadline	MSS FY23 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2022 Effective Date)	<a href="#">Workforce Systems</a>
5/09	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>
5/13	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	<a href="#">Office of Budget and Planning</a>
5/13	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	<a href="#">Workforce Systems</a>
5/13	F	Department/College	Deadline	MSS FY23 Salary Increase Program Event Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/16	M	Department/College	Pagelet Not Available	MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to	<a href="#">Workforce Systems</a>
5/16 - 6/30	M-TH	Department/College	Date	<b>Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers) - All Discretionary Pay Changes effective in FY22 must have an effective date prior to 5/16/2022 and the transaction must be received in Workforce Systems by 5/4/2022</b>	<a href="#">Workforce Systems</a>
5/20	F	Department/College	Deadline	MSS FY23 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	<a href="#">Provost Office</a>
5/20	F	Department/College	Deadline	MSS FY23 DCC Extensions Finalized and Approved by Dept./College	<a href="#">Workforce Systems</a>
5/20	F	Department/College	Deadline	MSS FY23 Job Data (Fiscal) 7/1/2022 Transactions Due to Workforce Systems	<a href="#">Workforce Systems</a>
5/22	Su	Campus	Date	AY22 - End Date	
5/25	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>
5/30	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY23 (7/1/2022) Updating	<a href="#">Workforce Systems</a>
5/31	T	Department/College	Submit	FY23 Temp and Perm RBCs Available for Updating	<a href="#">Office of Budget and Planning</a>
6/02	Th	Department/College	Review	FY23 Position Distribution Dashboards Available in Analytics	<a href="#">Workforce Systems</a>
6/10	F	Department/College	Deadline	FY22 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY23 Original Budget)*	<a href="#">Office of Budget and Planning</a>

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Due Date		Responsible Unit(s)	Function	Description	Contact
6/10- 6/30	F-TH	Department/College	Date	Moratorium on FY22 Perm/Next Year Budget Changes	<a href="#">Office of Budget and Planning</a>
6/13	M	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY22 & AY22 - Due	<a href="#">Workforce Systems</a>
6/17	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions FY22 - Due	<a href="#">FSQ</a>
6/17	F	Department/College	Deadline	FY22 Temp/Current Year RBCs Due to Office of Budget and Planning	<a href="#">Office of Budget and Planning</a>
6/24	F	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY22 Pay Period End Date 6/26/2022	<a href="#">Workforce Systems</a>
6/30	Th	Campus	Date	FY22 - end date	
7/01	F	Campus	Date	FY23 - start date	
7/01	F	Campus	Review	New University Staff Pay Structure	
7/08	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY23 Pay Period 06/27/22-07/10/22	<a href="#">Workforce Systems</a>
7/11	M	Department/College	Review	FY23 (Fiscal) 7/1/2022 PAF's Available in Analytics for Review	<a href="#">Workforce Systems</a>
7/13	W	Department/College	Action	MSS FY22 Graduate Assistant/Associate NOA (Fiscal) Available for Generating by Dept/College List	<a href="#">Workforce Systems</a>
7/13	W	Department/College	Action	MSS FY22 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List	<a href="#">Workforce Systems</a>
7/20	W	Department/College	Pagelet Available	MSS Daily (Fiscal) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	<a href="#">Workforce Systems</a>
7/21	Th	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	<a href="#">Workforce Systems</a>
7/22	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	<a href="#">Workforce Systems</a>
7/25	M	Department/College	Review	FY23 Supplemental Compensation (Fiscal) Report Available	<a href="#">UAIR - Analytics</a>
8/12	F	Department/College	Review Email	MSS FY23 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice)	<a href="#">Workforce Systems</a>
8/15	M	Campus	Date	AY23 - Start Date	
8/22	M	Department/College	Review	FY23 (Academic) PAF's Available in Analytics for Review	<a href="#">Workforce Systems</a>
8/24	W	Department/College	Action	MSS AY23 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list	<a href="#">Workforce Systems</a>
8/24	W	Department/College	Action	MSS AY23 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list	<a href="#">Workforce Systems</a>
8/31	W	Department/College	Pagelet Available	MSS Daily (Academic) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	<a href="#">Workforce Systems</a>
9/1	Th	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	<a href="#">Workforce Systems</a>
9/12	M	Department/College	Review	AY23 Supplemental Compensation (Academic) Report Available in Analytics	<a href="#">Workforce Systems</a>

\*Notes:     \*FY23 RBCs require both perm/next year and temp/current year transactions to affect FY22 and future year budgets