



2021-2022 Fiscal Year-End Schedule

Due Date		Responsible Unit(s)	Function	Description	Contact
4/12	M	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments	Workforce Systems
4/14	W	Department/College	Review Email	Discretionary Pay Change Moratorium Notice to Colleges/VPs (all employees, including Graduate Assistant/Associate and student workers)	Workforce Systems
4/16	F	Department/College	Review Email	Review courtesy reminder sent to departments/colleges with expiring Postdocs or expiring Multi Year	Workforce Systems
4/26	M	Department/College	Review	Fiscal Year Report Available in Analytics	Workforce Systems
4/26	M	Department/College	Submit	MSS FY22 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/26	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	Workforce Systems
4/30	F	Department/College	Deadline	MSS Job Data Change Requests for Student Workers EED (SWB - Summer Off) Due to Workforce Systems	Workforce Systems
5/5	W	Department/College	Deadline	MSS Job Data Change-Discretionary Increases for FY21 Due to Workforce Systems. All Discretionary Pay Changes effective in FY21 must have an effective date prior to 5/17/2021 and the transaction must be received in Workforce Systems by 5/5/2021	Workforce Systems
5/6	Th	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/24/2021) Due to Workforce Systems	Workforce Systems
5/10	M	Department/College	Submit	MSS AY22 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/10	M	Department/College	Deadline	MSS FY22 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2021 Effective Date)	Workforce Systems
5/10	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/14	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Office of Budget and Planning
5/14	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
5/17	M	Department/College	Pagelet Not Available	MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to	Workforce Systems
5/17 - 6/30	M-W	Department/College	Date	Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers) - All Discretionary Pay Changes effective in FY21 must have an effective date prior to 5/17/2021 and the transaction must be received in Workforce Systems by 5/5/2021	Workforce Systems
5/21	F	Department/College	Deadline	MSS FY22 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/21	F	Department/College	Deadline	MSS FY22 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/21	F	Department/College	Deadline	MSS FY22 Job Data (Fiscal) 7/1/2021 Transactions Due to Workforce Systems	Workforce Systems
5/23	Su	Campus	Date	AY21 - End Date	
5/26	W	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
6/1	T	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY22 (7/1/2021) Updating	Workforce Systems
6/1	T	Department/College	Submit	FY22 Temp and Perm RBCs Available for Updating	Office of Budget and Planning
6/3	TH	Department/College	Review	FY22 Position Distribution Dashboards Available in Analytics	Workforce Systems
6/11	F	Department/College	Deadline	FY21 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY22 Original Budget)*	Office of Budget and Planning
6/11- 6/30	F-W	Department/College	Date	Moratorium on FY21 Perm/Next Year Budget Changes	Office of Budget and Planning
6/14	M	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY21 & AY21 - Due	Workforce Systems

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Due Date		Responsible Unit(s)	Function	Description	Contact
6/18	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions FY21 - Due	FSO
6/18	F	Department/College	Deadline	FY21 Temp/Current Year RBCs Due to Office of Budget and Planning	Office of Budget and Planning
6/25	F	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY21 Pay Period End Date 6/27/2021	Workforce Systems
6/30	W	Campus	Date	FY21 - end date	
7/1	Th	Campus	Date	FY22 - start date	
7/9	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY22 Pay Period End 7/11/2021	Workforce Systems
7/14	W	Department/College	Review	FY22 (Fiscal) 7/1/2021 PAF's Available in Analytics for Review	Workforce Systems
7/14	W	Department/College	Action	MSS FY22 Graduate Assistant/Associate NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/14	W	Department/College	Action	MSS FY22 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/19	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	Workforce Systems
7/23	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
7/26	M	Department/College	Review	FY22 Supplemental Compensation (Fiscal) Report Available	UAIR - Analytics
8/2	M	Department/College	Pagelet Available	MSS Daily (Fiscal) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems
8/13	F	Department/College	Review Email	MSS FY22 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/16	M	Campus	Date	AY22 - Start Date	
8/25	W	Department/College	Review	FY22 (Academic) PAF's Available in Analytics for Review	Workforce Systems
8/25	W	Department/College	Action	MSS FY22 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list	Workforce Systems
8/25	W	Department/College	Action	MSS FY22 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list	Workforce Systems
8/30	M	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	Workforce Systems
9/13	M	Department/College	Pagelet Available	MSS Daily (Academic) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems
9/13	M	Department/College	Review	AY22 Supplemental Compensation (Academic) Report Available in Analytics	Workforce Systems

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