



Due Date		Responsible Unit(s)	Function	Description	Contact
4/2	T	Department/College	Review Email	Fiscal Year-End Schedule Distributed to Departments/Colleges	Workforce Systems
4/14	M	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments.	Workforce Systems
4/14	M	Department/College	Review	Fiscal Year Report Available in Analytics - Rollover Dashboards	Workforce Systems
4/14	M	Department/College	Action	MSS FY26 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/14	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics - Leave Tracking	Workforce Systems
4/28	M	Department/College	Review Email	Email Reminder - MSS FY26 Job Data Changes Available	Workforce Systems
5/2	F	Department/College	Deadline	Deadline - Last day for discretionary pay changes effective in FY25 for all employees (including Graduate Assistants/Associates and student workers) to be received in Workforce Systems. All discretionary pay changes received by this deadline must have an effective date of 5/25/25 or earlier. NO discretionary Pay Changes with effective dates 5/26/25-6/30/25 allowed.	Workforce Systems
5/3-6/30	Sa-M	Department/College	Moratorium	Moratorium on submitting discretionary pay changes effective anytime within FY25 for all employees, including Graduate Assistants/Associates and student workers. All discretionary pay increases received by Workforce Systems on or after 5/3/25 must be effective on or after 7/1/25.	Workforce Systems
5/9	F	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/25/25) Due to Workforce Systems	Workforce Systems
5/9	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Office of Budget and Planning
5/9	F	Employee/ Department/ College	Deadline	Last day for 9/12 Pay Plan Enrollment and Return to 9/9 Pay Plan forms to be submitted by employees to department business representatives. Enrollment window closes.	Workforce Systems
5/13	T	Department/College	Action	MSS AY26 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/16	F	Department/College	Deadline	MSS FY26 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/25 Effective Date)	Workforce Systems
5/22	Th	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
5/23	F	Department/College	Deadline	MSS FY26 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/23	F	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/25	Su	Campus	Date	AY25 - End Date	Workforce Systems
5/26	M	Department/College	Action	MSS Position Distribution Available to Departments/Colleges for FY26 (7/1/25) Updating	Workforce Systems
5/26 - 6/30	M-M	Department/College	Moratorium	Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers) - NO discretionary Pay Changes with effective dates 5/26/25-6/30/25 allowed.	Workforce Systems
5/27	T	Department/College	Review Email	FY26 (7/1/25) Position Distribution Available	Workforce Systems
5/28	W	Department/College	Submit	FY26 Temp and Perm RBCs Available for Updating	Office of Budget and Planning
5/29	Th	Department/College	Review	FY26 Position Distribution Dashboards Available in Analytics - Position Encumbrance & Detail Dashboard	UAIR - Analytics
5/30	F	Department/College	Deadline	MSS FY26 Job Data (Fiscal) 7/1/25 Transactions Due to Workforce Systems	Workforce Systems
5/30	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
5/30	F	Department/College	Deadline	MSS FY26 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/30	F	Department/College	Pagelet Not Available	MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	Workforce Systems
6/2	M	Department/College	Action	MSS AY26 (Academic) Employee Job Data Change Requests Available	Workforce Systems

2025-2026 Fiscal Year-End Schedule

Due Date	Responsible Unit(s)	Function	Description	Contact
6/6 F	Department/College	Deadline	FY25 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY26 Original Budget)*	Office of Budget and Planning
6/9- 6/25 M-W	Department/College	Moratorium	Moratorium on FY25 Perm/Next Year Budget Changes	Office of Budget and Planning
6/13 F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions FY25 - Due	FSO
6/13 F	Department/College	Deadline	FY25 Temp/Current Year RBCs Due to Office of Budget and Planning	Office of Budget and Planning
6/20 F	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY25 Pay Period End Date 6/22/25	Workforce Systems
6/27 F	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY25 & AY25 - Due	Workforce Systems
6/30 M	Campus	Date	FY25 - End date	Workforce Systems
7/1 T	Campus	Date	FY26 - Start date	Workforce Systems
7/03 Th	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY26 (07/1/25) Pay Period 6/23/25-7/6/25	Workforce Systems
7/9 W	Department/College	Action	MSS FY26 Graduate Assistant/Associate NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/9 W	Department/College	Action	MSS FY26 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/16 W	Department/College	Pagelet Available	MSS Daily (Fiscal) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems
7/18 F	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems
7/25 F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
8/01 F	Department/College	Review Email	MSS FY26 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/18 M	Campus	Date	AY26 - Start Date	Workforce Systems
8/27 W	Department/College	Action	MSS AY26 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list	Workforce Systems
8/27 W	Department/College	Action	MSS AY26 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list	Workforce Systems
9/3 W	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems
9/3 W	Department/College	Pagelet Available	MSS Daily (Academic) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available	Workforce Systems

[Office of Budget and Planning](#)

*Notes: *FY26 RBCs require both perm/next year and temp/current year transactions to affect FY25 and future year budgets