



Due Date		Responsible Unit(s)	Function	Description	Contact
3/30	M	Department/College	Review Email	Fiscal Year-End Schedule Distributed to Departments/Colleges	Workforce Systems
4/6	M	Department/College	Action	Summer Supplemental Compensations Available	Workforce Systems
4/6	M	Department/College	Action	Summer Sessions Additional Jobs Available	Workforce Systems
4/13	M	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments	Workforce Systems
4/13	M	Department/College	Review	Fiscal Year Report Available in Analytics - Rollover, Sabbatical and Leave Without Pay Dashboards	Workforce Systems
4/13	M	Department/College	Action	MSS FY27 DCC Extensions Available	Workforce Systems
4/24	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Budget and Planning
5/4	M	Department/College	Action	MSS FY27 (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
5/8	F	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/24/26) Due to Workforce Systems	Workforce Systems
5/8	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 HR Teams. Enrollment window closes	Workforce Systems
5/15	F	Department/College	Deadline	MSS FY27 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/26 Effective Date)	Workforce Systems
5/20	W	Department/College	Deadline	FY26 Discretionary Pay Changes (All Employees) - Effective date must be prior to May 25. Requests received after May 20 will need to be effective July 7 or later.	Workforce Systems
5/21	Th	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
5/22	F	Department/College	Deadline	Last day to update UAccess Employee position funding in FY26 to ensure the changes roll to FY27. Position funding changes made after this date will need to be done for both FY26 and FY27	Workforce Systems
5/24	Su	Campus	Date	AY26 - End Date	Workforce Systems
5/25 - 6/30	M-T	Department/College	Date	Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers) - All Discretionary Pay Changes effective in FY26 must have an effective date prior to 5/25/2026 and the transaction must be received by Workforce Systems by 5/20/2026	Workforce Systems
5/25	M	Department/College	Action	MSS Position Distribution to Departments/Colleges for FY27 (7/1/26) Available	Workforce Systems
5/26	T	Department/College	Review Email	FY27 (7/1/26) Position Distribution Available	Workforce Systems
5/28	Th	Department/College	Review	FY27 Position Distribution Dashboards Available in Analytics - Position Encumbrance & Detail Dashboard	UAIR - Analytics
6/12	F	Department/College	Deadline	MSS FY27 Job Data (Fiscal) 7/1/26 Transactions Due to Workforce Systems	Workforce Systems
6/12	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
6/18	Th	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY26 Pay Period End Date 6/21/26	Workforce Systems
6/22	M	Department/College	Action	MSS AY27 (Academic) Employee Job Data Change Requests Available	Workforce Systems
6/26	F	Department/College	Deadline	MSS FY27 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
6/30	T	Campus	Date	FY26 - End date	Workforce Systems
7/1	W	Campus	Date	FY27 - Start date	Workforce Systems
7/2	Th	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY27 (07/1/26) Pay Period 6/22/26-7/5/26	Workforce Systems
7/8	W	Department/College	Action	MSS FY27 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems

2026-2027 Fiscal Year-End Schedule

Due Date	Responsible Unit(s)	Function	Description	Contact
7/17 F	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems
7/31 F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
8/17 M	Campus	Date	AY27 - Start Date	Workforce Systems
8/26 W	Department/College	Action	MSS AY27 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list	Workforce Systems
9/2 W	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review - Manager Self-Service Dashboard	Workforce Systems