



FY 2014-2015 ROLLOVER SCHEDULE

As of: 5/5/14

Due Date		Responsible Unit(s)	Description	Contact
2/27	Th	Budget Office	Systems Control & Budget Office Planning Session	Budget Office
4/7	M	Budget Office	Position Funding Tool Available to Test Group (view only)	Budget Office
4/7	M	Budget Office	Create First Version of FY15 Organization Tree	Budget Office
4/11	F	Human Resources	9/12 Enrollment Form Available for Employees and Departments	Systems Control
4/11	F	Systems Control	"Flex" College/Business Distribution List	Systems Control
4/11	F	Systems Control/Payroll	Moratorium Email Notification to Colleges/VPs	Systems Control
4/14	M	Systems Control	Notification to Colleges/VPs on discontinuation of Student worksheets	
4/18	F	Budget Office	First Position Funding Test file to HCM	Budget Office
4/28	M	Analytics	GA Appointment Worksheets available in Analytics	Systems Control
4/28	M	Analytics	Rollover Reference Sheets (Student, Wage, Sal-Fiscal & Acad) available in Analytics	Systems Control
4/28	M	Analytics	Sabbatical and Leave Without Pay reports available in Analytics	Systems Control
4/30	W	Grd College/HR	GA NOA and Faculty & Appointed Contract template revisions due to System's Control	
5/1 - 6/6	Th-F	Budget Office	Position Funding Tool Access Request form available to College/Budget Units	Budget Office
5/5	M	Systems Control	MSS FY15 Rollover available for DCCs and (Fiscal) Employee Job Data Change requests	Systems Control
5/9	F	Budget Office	Position Funding Tool available to Colleges/Budget Units	Budget Office
5/9	F	Budget Office	Online RBC Available for Creating FY15 RBCs	Budget Office
5/15	Th	Department/College	All Org Changes approved and at Budget Office	Budget Office
5/16	F	Department/College	Last Day to submit MSS Job Changes for Discretionary Pay Changes for pay period 5/12/14 - 5/25/14	Systems Control
5/19	M	Systems Control	MSS FY15 Rollover available for (Academic) Job Data change requests	Systems Control
5/19	M	Department/College	MSS FY15 Job Data Changes for Flex-Year and Faculty & Appointed 9/12 Enrollments due	Systems Control
5/19	M	Budget Office	Second Position Funding Test file to HCM	Budget Office
5/19	M	Department/College	Provost Approved Performance Base Compensation (PAPBC's) due to Provost Office	Provost Office
5/23	F	Provost Office	PAPBC's due to HR from Provost Office	Human Resources
5/23	F	Department/College	Sabbaticals and Leave Without Pay paperwork due to HR	Human Resources
5/26 - 7/13	M-Su	Systems Control	MSS Daily GA NOA and Faculty & Appointed Contract Pagelet not available	Systems Control
5/26 - 6/30	M-M	Department/College	Moratorium on All Discretionary Pay Increases	Systems Control
5/30	F	Department/College	MSS FY15 Job Data Changes for Promotions and Tenure/Terminal, Multi Year Renewals due	Provost Office
5/30	F	Department/College	MSS FY15 Job Data (Fiscal) Changes due	Systems Control
5/30	F	Department/College	GA (Fiscal) Appointment Worksheets due to Systems Control	Systems Control
5/30	F	Human Resources	Sabbaticals and Leave Without Pay paperwork due to Systems Control from HR	Systems Control
6/6	F	Department/College	Last day to update Position Funding Tool	Budget Office
6/6	F	Department/College	College/Budget Units Position Funding due to Budget Office	Budget Office
6/9 - 6/20	M-F	Department/College	Depts can Renumber and Delete Budget Lines in Budget System	Budget Office
6/11	W	Budget Office	Final Position Funding file to HCM (Evening of)	Budget Office
6/11 - 6/15	W-Su	Sys Con/Spon Prj/Dept	Test Position Funding file	Systems Control
6/15	Su	Systems Control	Position Funding file feed into Production	Systems Control
6/16	M	Systems Control	MSS FY15 Position Distribution available	Systems Control
6/17	T	Grd College/HR	FY15 GA NOA and Faculty & Appointed Contract template available in Production (Language Changes)	Human Resources
6/18	W	Department/College	Last Day to extend KFS expired accounts to avoid continuation account flip	Sponsored Projects
6/18	W	Department/College	FY14 Perm RBCs due to Budget Office (to affect FY15 Original Budget)*	Budget Office
6/18 - 6/30	W-M	Department/College	Moratorium on FY14 Next Year Budget Changes	Budget Office



FY 2014-2015 ROLLOVER SCHEDULE

As of: 5/5/14

Due Date		Responsible Unit(s)	Description	Contact
6/19 - 6/30	Th-M	Budget Office	Adjustment, align & balance budget	Budget Office
6/20	F	Systems Control	Fiscal Job Row Insert	Systems Control
6/21 - 6/24	S-T	Provost Office/HR	MSS Notice of Reappointments available for Provost/HR to Generate/Hold Contracts	Provost Office
6/23	M	Department/College	MSS FY14 Position Distribution no longer available	Systems Control
6/25	W	Systems Control/College	MSS FY15 (Fiscal) GA NOA and Faculty & Appointed Contracts available for generating	Systems Control
7/1	T	Budget Office/System Cntl	FY15 Original Budget in Budget System/Position Funding to take effect	Budget Office
7/1	T	Budget Office	FY15 Original Budget file feed(Base Budget) sent to KFS	Budget Office
7/1	T	Budget Office	FY15 Organization Tree Established-Final	Budget Office
7/2	W	Analytics	FY15 (Fiscal) PAF's available in Analytics	Systems Control
7/11	F	Analytics	Budget Books available in Analytics	Budget Office
7/14	M	Analytics	FY15 Budget Reports available in Analytics	Budget Office
7/14	M	Systems Control	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts pagelet restarted	Systems Control
7/21	M	Department/College	Colleges Review Fiscal Contract Status Reports	Systems Control
7/31	Th	Department/College	MSS (Fiscal) GA NOA and Faculty & Appointed Contract acceptance deadline (30-day email notice)	Systems Control
8/1	F	Department/College	MSS (Academic 9/9) Job Data Changes due	Systems Control
8/1	F	Department/College	GA (Academic) Appointment Worksheets (Fall) due to Systems Control	Systems Control
8/13	M	Systems Control	MSS FY15 (Academic) GA NOA and Faculty & Appointed Contracts available for generating	Systems Control
8/19	T	Analytics	FY15 (Academic) PAF's available in Analytics	Systems Control
9/1	M	Systems Control	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Pagelet restarted	Systems Control
9/8	M	Department/College	Colleges Review Academic Contract Status Reports	Systems Control
9/12	F	Department/College	MSS GA NOA and Faculty & Appointed Contracts (Academic) - Employee acceptance deadline (30 day email notice)	Systems Control

***Notes:**

FY14 Perm RBC's are due to the Budget Office by June 18, 2014 (FY14 Perm RBC's affect FY15 Original Budget)

FY15 RBC's -- 5/9/14 departments can create FY15 RBCs in the RBC Online System

*FY15 RBCs are posted to the Budget System after 7/1/14

*FY15 RBCs require both perm and temp transactions to affect FY15 and future years budget