



2018-2019 Fiscal Year-End Schedule

Due Date		Responsible Unit(s)	Function	Description	Contact
3/23	F	Department/College	Due Date	Career Track Faculty Spreadsheets Due to Provost Office	Provost Office
4/11	W	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments	Workforce Systems
4/16	M	Department/College	Review Email	Review courtesy reminder sent to departments/colleges with expiring Postdocs or expiring Multi Year	Workforce Systems
4/19	Th	Department/College	Review Email	Discretionary Increase Moratorium Notice to Colleges/VPs	Workforce Systems
4/30	M	Department/College	Review	Fiscal Year Report Available in Analytics	Workforce Systems
4/30	M	Department/College	Submit	MSS FY19 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/30	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	Workforce Systems
5/4	F	Department/College	Deadline	MSS Job Data Change Requests for Student Employees EED (SWB - Summer Off) Due to Workforce Systems	Workforce Systems
5/9	W	Department/College	Deadline	MSS Job Data Change-Discretionary Increases for FY18 Due to Workforce Systems	Workforce Systems
5/10	Th	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/21/18) Due to Workforce Systems	Workforce Systems
5/14	M	Department/College	Submit	MSS AY19 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/14	M	Department/College	Deadline	MSS FY19 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/18 Effective Date)	Workforce Systems
5/14	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/18	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Budget Office	Budget Office
5/18	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems	Workforce Systems
5/20	Su	Campus	Date	AY18 - End Date	
5/21	M	Department/College	Pagelet Not Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	Workforce Systems
5/21 - 6/30	M-Sa	Department/College	Date	Moratorium on All Discretionary Pay Increases	Workforce Systems
5/23	W	Department/College	Deadline	MSS FY19 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/25	F	Department/College	Deadline	MSS FY19 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/25	F	Department/College	Deadline	MSS FY19 Job Data (Fiscal) 7/1/18 Transactions Due to Workforce Systems	Workforce Systems
5/30	W	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
6/4	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY19 (7/1/18) Updating	Workforce Systems
6/4	M	Department/College	Submit	FY 19 Temp and Perm RBCs Available for Updating	Budget Office
6/6	W	Department/College	Review	FY19 Position Distribution Dashboards Available in Analytics	Workforce Systems
6/15	F	Department/College	Deadline	FY18 Perm/Next Year RBCs Due to Budget Office (to Affect FY19 Original Budget)*	Budget Office
6/15 - 6/30	F-Sa	Department/College	Date	Moratorium on FY18 Perm/Next Year Budget Changes	Budget Office
6/18	M	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY18 & AY18 - Due	Workforce Systems
6/20	W	Department/College	Submit	MSS FY19 GA NOA and Faculty & Appointed Contracts (Fiscal) Available for Generating by Dept/College list	Workforce Systems
6/22	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions for Pay Period Ending 7/1/18 - Due	FSQ
6/22	F	Department/College	Deadline	FY18 Temp/Current Year RBCs Due to Budget Office	Budget Office
6/29	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for Fiscal Yr/Pay Period End 7/1/18	Workforce Systems
7/2	M	Department/College	Review	FY19 (Fiscal) 7/1/18 PAF's Available in Analytics for Review	Workforce Systems

Due Date		Responsible Unit(s)	Function	Description	Contact
7/9	M	Department/College	Pagelet Available	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts Daily Pagelet Available	Workforce Systems
7/9	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	Workforce Systems
7/27	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
7/30	M	Department/College	Review Email	MSS FY19 GA NOA and Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
7/30	M	Department/College	Review	FY19 Supplemental Compensation (Fiscal) Report Available	UAIR - Analytics
8/8	W	Department/College	Submit	MSS FY19 GA NOA and Faculty & Appointed Contracts (Academic) Available for Generating by Dept/College list	Workforce Systems
8/13	M	Campus	Date	AY19 - Start Date	
8/14	T	Department/College	Review	FY19 (Academic) PAF's Available in Analytics for Review	Workforce Systems
8/27	M	Department/College	Pagelet Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Daily Pagelet Available	Workforce Systems
9/4	T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	Workforce Systems
9/17	M	Department/College	Review	AY19 Supplemental Compensation (Academic) Report Available in Analytics	Workforce Systems

*Notes: **FY19 RBCs require both perm/next year and temp/current year transactions to affect FY19 and future year budgets*