



2019-2020 Fiscal Year-End Schedule

Due Date		Responsible Unit(s)	Function	Description	Contact
4/10	W	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments	Workforce Systems
4/15	M	Department/College	Review Email	Review courtesy reminder sent to departments/colleges with expiring Postdocs or expiring Multi Year	Workforce Systems
4/18	Th	Department/College	Review Email	Discretionary Increase Moratorium Notice to Colleges/VPs	Workforce Systems
4/29	M	Department/College	Review	Fiscal Year Report Available in Analytics	Workforce Systems
4/29	M	Department/College	Submit	MSS FY20 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/29	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	Workforce Systems
5/3	F	Department/College	Deadline	MSS Job Data Change Requests for Student Employees EED (SWB - Summer Off) Due to Workforce Systems	Workforce Systems
5/8	W	Department/College	Deadline	MSS Job Data Change-Discretionary Increases for FY19 Due to Workforce Systems	Workforce Systems
5/9	Th	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/20/2019) Due to Workforce Systems	Workforce Systems
5/13	M	Department/College	Submit	MSS AY20 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/13	M	Department/College	Deadline	MSS FY20 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2019 Effective Date)	Workforce Systems
5/13	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/17	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Office of Budget and Planning
5/17	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
5/19	Su	Campus	Date	AY19 - End Date	
5/20	M	Department/College	Pagelet Not Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to Contracts Available	Workforce Systems
5/20 - 6/30	M-Su	Department/College	Date	Moratorium on All Discretionary Pay Increases	Workforce Systems
5/22	W	Department/College	Deadline	MSS FY20 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/24	F	Department/College	Deadline	MSS FY20 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/24	F	Department/College	Deadline	MSS FY20 Job Data (Fiscal) 7/1/2019 Transactions Due to Workforce Systems	Workforce Systems
5/29	W	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
6/3	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY20 (7/1/2019) Updating	Workforce Systems
6/3	M	Department/College	Submit	FY20 Temp and Perm RBCs Available for Updating	Office of Budget and Planning
6/5	W	Department/College	Review	FY20 Position Distribution Dashboards Available in Analytics	Workforce Systems
6/14	F	Department/College	Deadline	FY19 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY20 Original Budget)*	Office of Budget and Planning
6/14- 6/30	F-Sa	Department/College	Date	Moratorium on FY19 Perm/Next Year Budget Changes	Office of Budget and Planning
6/17	M	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY19 & AY19 - Due	Workforce Systems
6/19	W	Department/College	Submit	MSS FY20 GA NOA and Faculty & Appointed Contracts (Fiscal) Available for Generating by Dept/College list	Workforce Systems
6/21	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions for Pay Period Ending 6/30/2019 - Due	FSQ

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Due Date		Responsible Unit(s)	Function	Description	Contact
6/21	F	Department/College	Deadline	FY19 Temp/Current Year RBCs Due to Office of Budget and Planning	Office of Budget and Planning
6/28	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY19 Pay Period End 6/30/2019	Workforce Systems
7/1	M	Department/College	Review	FY20 (Fiscal) 7/1/2019 PAF's Available in Analytics for Review	Workforce Systems
7/8	M	Department/College	Pagelet Available	MSS Daily (Fiscal) GA NOA and Faculty & Appointed Contracts Daily Pagelet Available	Workforce Systems
7/8	M	Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	Workforce Systems
7/12	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY20 Pay Period End 7/14/2019	Workforce Systems
7/26	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
7/29	M	Department/College	Review	FY20 Supplemental Compensation (Fiscal) Report Available	UAIR - Analytics
7/30	T	Department/College	Review Email	MSS FY20 GA NOA and Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/14	W	Department/College	Submit	MSS FY20 GA NOA and Faculty & Appointed Contracts (Academic) Available for Generating by Dept/College list	Workforce Systems
8/19	M	Campus	Date	AY20 - Start Date	
8/20	T	Department/College	Review	FY20 (Academic) PAF's Available in Analytics for Review	Workforce Systems
9/9	M	Department/College	Pagelet Available	MSS Daily GA NOA and Faculty & Appointed Contracts (Academic) Daily Pagelet Available	Workforce Systems
9/16	M	Department/College	Review	AY20 Supplemental Compensation (Academic) Report Available in Analytics	Workforce Systems
9/17	T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	Workforce Systems

*Notes: *FY20 RBCs require both perm/next year and temp/current year transactions to affect FY20 and future year budgets