



2020-2021 Fiscal Year-End Schedule

Due Date		Responsible Unit(s)	Function	Description	Contact
3/30 - 7/31	M-Su	Department/College	Date	New requisitions (job postings) will not be accepted or published on the University's applicant portal, Talent, without a waiver	Recruitment
3/30-7/31	M-Su	Department/College	Date	Offers of employment, either verbal or written, may not be extended (excludes Graduate Assistant/Associate and student workers)	Recruitment
3/30-7/31	M-Su	Department/College	Date	Moratorium on all job changes - transfers, promotions, and compensation increases (excludes Graduate Assistant/Associate and student workers)	Workforce Systems
4/14	T	Department/College	Review Email	9/12 Pay Plan Enrollment Form Available for Employees and Departments	Workforce Systems
4/27	M	Department/College	Review	Fiscal Year Report Available in Analytics	Workforce Systems
4/27	M	Department/College	Submit	MSS FY21 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available	Workforce Systems
4/27	M	Department/College	Review	Sabbatical and Leave Without Pay Reports Available in Analytics	Workforce Systems
5/11	M	Department/College	Submit	MSS AY21 (Academic) Employee Job Data Change Requests Available	Workforce Systems
5/14	Th	Department/College	Review Email	Discretionary Pay Change Moratorium Notice to Colleges/VPs (all employees, including Graduate Assistant/Associate and student workers)	Workforce Systems
5/14	Th	Department/College	Review Email	Review courtesy reminder sent to departments/colleges with expiring Postdocs or expiring Multi Year	Workforce Systems
5/15	F	Department/College	Deadline	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning	Office of Budget and Planning
5/15	F	Department/College	Deadline	MSS Job Data Change Requests for Student Workers EED (SWB - Summer Off) Due to Workforce Systems	Workforce Systems
5/18	M	Department/College	Deadline	MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/25/2020) Due to Workforce Systems	Workforce Systems
5/18	M	Department/College	Deadline	MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost	Provost Office
5/18	M	Department/College	Pagelet Not Available	MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to	Workforce Systems
5/18 - 6/30	M-Su	Department/College	Date	Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers)	Workforce Systems
5/20	W	Department/College	Deadline	MSS FY21 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost	Provost Office
5/22	F	Department/College	Deadline	MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic)	Workforce Systems
5/22	F	Department/College	Deadline	MSS FY21 DCC Extensions Finalized and Approved by Dept./College	Workforce Systems
5/22	F	Department/College	Deadline	MSS FY21 Job Data (Fiscal) 7/1/2020 Transactions Due to Workforce Systems	Workforce Systems
5/24	Su	Campus	Date	AY20 - End Date	
5/27	W	Department/College	Deadline	Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip	Sponsored Projects
5/29	F	Department/College	Deadline	MSS FY21 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2020 Effective Date)	Workforce Systems
6/1	M	Department/College	Submit	MSS Position Distribution Available to Departments/Colleges for FY21 (7/1/2020) Updating	Workforce Systems
6/1	M	Department/College	Submit	FY21 Temp and Perm RBCs Available for Updating	Office of Budget and Planning
6/3	W	Department/College	Review	FY21 Position Distribution Dashboards Available in Analytics	Workforce Systems
6/12	F	Department/College	Deadline	FY20 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY21 Original Budget)*	Office of Budget and Planning

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Due Date		Responsible Unit(s)	Function	Description	Contact
6/12- 6/30	F-Su	Department/College	Date	Moratorium on FY20 Perm/Next Year Budget Changes	Office of Budget and Planning
6/19	F	Department/College	Deadline	Final Approvals for Uaccess Financial Account Extensions FY20 - Due	FSQ
6/19	F	Department/College	Deadline	FY20 Temp/Current Year RBCs Due to Office of Budget and Planning	Office of Budget and Planning
6/26	F	Department/College	Deadline	College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY20 & AY20 - Due	Workforce Systems
6/26	F	Department/College	Deadline	MSS Position Distribution Requests must be approved for FY20	Workforce Systems
6/30	T	Campus	Date	FY20 - end date	
7/1	W	Campus	Date	FY21 - start date	
7/6	M	Department/College	Review	FY21 (Fiscal) 7/1/2020 PAF's Available in Analytics for Review for University Staff, Classified Staff, Graduate Assistant/Associate and Student Workers	Workforce Systems
7/6	M	Department/College	Action	MSS FY21 Graduate Assisant/Associate NOA (Fiscal) Available for Generating by Dept/College List	Workforce Systems
7/10	F	Department/College	Deadline	MSS Position Distribution Requests Must be Approved for FY21 Pay Period End 7/12/2020	Workforce Systems
7/13	M	Department/College	Review	FY21 (Fiscal) 7/1/2020 PAF's Available in Analytics for Review for Faculty and Appointed	Workforce Systems
7/13	M	Department/College	Pagelet Available	MSS Daily (Fiscal) Graduate Assisant/Associate NOA Daily Pagelet Available	Workforce Systems
7/24	F	Department/College	Deadline	MSS Employee Job Data Changes (Academic 9 month) Due to Workforce Systems	Workforce Systems
7/27	M	Department/College	Review	FY21 Supplemental Compensation (Fiscal) Report Available	UAIR - Analytics
8/5	W	Department/College	Review Email	MSS FY21 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/10	M	Campus	Date	Furlough-Based Salary Program begins for academic employees paid over 12 months (9/12 Pay Option)	Human Resources
8/10	M	Campus	Date	Furlough-Based Salary Program and Personal Flex Time Days Begin for University Staff/Classified Staff	Human Resources
8/10	M	Campus	Date	Furlough-Based Salary Program and Personal Flex Time Days Begin for employees with fiscal contracts	Human Resources
TBD		Department/College	Action	MSS FY21 Faculty & Appointed Contracts (Fiscal) Available for Generating by Dept/College list - 7/1/2020 effective date for Faculty & Appointed funded by sponsored projects (Subject to Furlough Program)	Workforce Systems
TBD		Department/College	Action	MSS FY21 Faculty & Appointed Contracts (Fiscal) Available for Generating by Dept/College list - 8/10/2020 effective date for Faculty & Appointed NOT funded by sponsored projects (Subject to Furlough-Based Salary Program)	Workforce Systems
TBD		Department/College	Review	Colleges Fiscal Contract Status Reports Available in Analytics for Review	Workforce Systems
TBD		Department/College	Pagelet Available	MSS Daily (Fiscal) Faculty & Appointed Contracts Daily Pagelet Available	Workforce Systems
TBD		Department/College	Review Email	MSS FY21 Faculty & Appointed Contract (Fiscal) Acceptance Deadline (30-day notice)	Workforce Systems
8/17	M	Campus	Date	AY21 - Start Date	
8/17	M	Campus	Date	Furlough-Based Salary Program and Personal Flex Time Days Begin for academic employees paid over 9 months	Human Resources
8/19	W	Department/College	Action	MSS FY21 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list	Workforce Systems
8/24	M	Department/College	Review	FY21 (Academic) PAF's Available in Analytics for Review	Workforce Systems
8/26	W	Department/College	Action	MSS FY21 Faculty & Appointed Contracts (Academic 9-month and 9/12 Pay Plan) Available for Generating by	Workforce Systems
9/7	M	Department/College	Pagelet Available	MSS Daily Graduate Assistant/Associate NOA (Academic) Daily Pagelet Available	Workforce Systems
9/14	M	Department/College	Pagelet Available	MSS Daily Faculty & Appointed Contracts (Academic) Daily Pagelet Available	Workforce Systems
9/14	M	Department/College	Review	AY21 Supplemental Compensation (Academic) Report Available in Analytics	Workforce Systems
9/15	T	Department/College	Review	Colleges Academic Contract Status Reports Available in Analytics for Review	Workforce Systems

*Notes: **FY21 RBCs require both perm/next year and temp/current year transactions to affect FY21 and future year budgets*