

The following key dates for October and November are as follows:

**GUF Budget Hearing Package for the Jorgensen and Marching Band:**

10/1 – 10/7	GUF Narrative & Template Draft Workup: Directors/FSO (FSO will send meeting invites)
10/8	First Draft of Template Due to COO
10/18	Final Draft Due to COO (inclusive of Narrative)
10/27	Final Submission to AVP, Student Affairs
10/28	Open Forum
11/1-11/5	Public Hearings

**October Projection Process for all Departments:**

10/7 – 10/15	Unrestricted Operating & Foundation Accounts – 2L and 3/4/6L (plus, 2 YR O/L - optional); FSO/DH/Dir (FSO will send meeting invites)
10/15	Templates Due to COO by EOD

**Spring Special Payroll Hiring (tentative) for all Departments:**

10/13	Adjunct/Special Payroll Due in PageUp - Departments > FSO (Draft Review)
10/25	FSO > COO (Review & Approve)
10/28	Spring FY22 Adjunct/Special Payroll due in PageUp

**Scholarship Management Process (tentative) for Academic Departments:**

10/15	Reallocate Approved FY22 FATS Redistribution: FSO/DH
-------	--

**HEADS Reports for Academic Departments:**

11/1-11/18	Prepare Fiscal/HC Sections of NASAD/ NASM Reports (FSO)
11/19	All HEADS Reports Due by EOD

**TCG Salary Survey (tentative) for CRT:**

11/8-11/12	Salary Survey Prepare Draft: FSO/CRT
11/18	Salary Survey Draft Review: FSO > COO
12/2	Final Submission FSO > TCG

**Grad Hiring & Payroll Process – Spring Semester Hires (Est. Timeline) for Academic Departments:**

11/19	Draft Offer Letter Review - Departments > FSO
11/26	Draft Offer Letter Review & Signature FSO > COO