|  |  |  |  |
| --- | --- | --- | --- |
| Key Activity | Department Impacted | Detail Activity | Key Dates |
| GUF Budget Hearing Package (Est. Timeframe) | Jorgensen/UCMB | GUF Narrative & Template Draft Workup: Directors/FSO | 9/12 – 9/16 |
|  |  |  |  |
|  |  | First Draft Due to COO (Inclusive of Narrative) | 9/19 |
|  |  | Final Draft Due to COO (inclusive of Narrative) | 9/30 |
|  |  | Final Submission to AVP, Student Affairs (TBD) | 10/5 |
|  |  | GUF Budget Hearing (TBD) | Mid Oct |
|  |  |  |  |
| OCT Projection Process | All Departments | Unrestricted Operating & Foundation Accounts – 2L and 3/4/6L (plus, 2 YR O/L - optional); FSO/DH/Dir | 10/6 - 10/14 |
|  |  | Templates Due to COO by EOD | 10/14 |
|  |  |  |  |
| Spring Special Payroll Hiring (Est. Timeline) | All Departments | Adjunct/Special Payroll Due in PageUp (TBD) Departments > FSO (Draft Review) | 10/12 |
|  |  | FSO > COO (Review & Approve) | 10/24 |
|  |  | Spring FY23 Adjunct/Special Payroll due in PageUp | 10/26 |
|  |  | Spring FY23 Adjunct/Special Payroll due in CORE-CT | 12/27 |
|  |  |  |  |
| HEADS Reports | Academic Departments | Prepare Fiscal/HC Sections of NASAD/ NASM Reports (FSO) | 10/31 – 11/17 |
|  |  | All HEADS Reports Due EOD | 11/18 |
|  |  |  |  |
| Scholarship Management Process (Est. Timeline) | Academic Departments | Allocate Remaining FY23 FATS Distribution: DH/FSO | 9/26 |
|  |  | Reallocate Approved FY23 FATS Redistribution: FSO/DH | 10/14 |
|  |  | FY23 Scholarship Packages Due to Departments by EOD | 12/2 |
|  |  | Meet w/DH to Review FY24 Scholarship Package & Requirements | 12/5 - 12/6 |
|  |  | Anticipated FY24 Freshman Scholarship Deadline | 2/10 |
|  |  | Anticipated FY24 Continuing Scholarship Deadline | 4/14 |
|  |  |  |  |
| Grad Hiring & Payroll Process – Spring Semester Hires (Est. Timeline) | Academic Departments | Draft Offer Letter Review - Departments > FSO | 11/18 |
|  |  | Draft Offer Letter Review & Signature FSO > COO | 11/25 |
|  |  | Fully Executed Offer Letters - Departments > FSO | 12/2 |
|  |  | Grad Payroll Due in CORE-CT > FSO Enter & Approve | 12/9 |
|  |  |  |  |
| JAN Projection Process | All Departments | Unrestricted Operating & Foundation Accounts – 2L and 3/4/6L (plus, 2 YR O/L - mandatory) | 12/7 - 12/14 |
|  |  | Templates Due to COO by EOD | 12/14 |
|  |  |  |  |
| FY24 Budget Development Workup Process | All Departments | Unrestricted Operating & Foundation Accounts – 2L and 3/4/6L FSO/Department Zero Based Budgeting Workup Process | 12/27 - 1/23 |
|  |  | Templates Due to COO by EOD | 1/23 |
|  |  | Anticipated Deficit Mitigation/Hiring Plan Guidance Received by Provost’s Office (TBD) | 2/8 - 2/15 |
|  |  | FY24 Draft Budget Submission Review DH/Directors > Dean/ COO | 2/23 - 3/16 |
|  |  | FY24 GA Budgets Confirmed: COO > DH | 3/24 |
|  |  | FY24 Final Budgets Distributed: COO > DH & Directors | 3/24 - 3/31 |
|  |  |  |  |
| Incoming Grad Hiring & Payroll Process – Fall Semester Hires | Academic Departments | Draft Offer Letter Review - Departments > FSO | 3/17 |
|  |  | Draft Offer Letter Review & Signature FSO > COO | 3/24 |
|  |  | GA Offer Letter Due to Students | 3/31 |
|  |  | Fully Executed Offer Letters - Departments > FSO | 6/30 |
|  |  | Grad Payroll Due in CORE-CT > FSO Enter & Approve | 7/14 |
|  |  |  |  |
| APR Projection Process | All Departments | Unrestricted Operating & Foundation Accounts – 2L and 3/4/6L (plus, 2 YR O/L - optional) | 4/5 - 4/12 |
|  |  | Templates Due to COO by EOD | 4/12 |
|  |  |  |  |
| Fall Special Payroll Hiring (Est. Timeline) | All Departments | Adjunct/Special Payroll Due in PageUp Departments > FSO (Draft Review) | 5/12 |
|  |  | FSO > COO (Review & Approve) |  |
|  |  | Fall FY24 Adjunct/Special Payroll due in PageUp | 5/26 |
|  |  | Fall FY24 Adjunct/Special Payroll due in CORE-CT | 7/28 |
|  |  |  |  |
| FY23 EOY Purchasing Deadlines | All Departments | Deadline on Purchases Over 10k Non-Contract | 5/1 |
|  |  | Deadline on Purchases Under 10k Non-Contract | 5/31 |
|  |  | Placeholder - ProCard Purchase Cutoff |  |
|  |  |  |  |
| FY23 End-Date Appointment Renewal Letters | All Departments | APIR, VAP, Retirement, End Date Review: FSO/Departments | 5/12 |
|  |  |  |  |
| Continuing Grad Hiring & Payroll Process – Fall Semester Hires | Academic Departments | Draft Offer Letter Review - Departments > FSO | 5/19 |
|  |  | Draft Offer Letter Review & Signature FSO > COO | 5/26 |
|  |  | GA Offer Letter Due to Students | 6/14 |
|  |  | Fully Executed Offer Letters - Departments > FSO | 6/30 |
|  |  | Grad Payroll Due in CORE-CT > FSO Enter & Approve | 7/14 |