DATES TO REMEMBER

5/31/2015
- Departments must have their **Staffing in balance**. If Staffing is not balanced on June 1, 2015, Financial Planning and Analysis will prepare adjusting entries to force balance the staffing and will notify the CFAO. When Staffing re-opens, it is the CFAO/department's responsible to make the appropriate correcting entries
- BEAs for establishing/changing your permanent budget for 2015/16 must be processed by May 31, 2015
- Permanent BEAs in the month of June can be done with approval of your Dean/Vice Chancellor's office and must be entered in UCRFS by July 7 using 6/30/2015 as the journal date

6/5/2015
- ASP end date extension to be processed by campus departments

6/10/2015
- If you have any Chancellor's Resource Commitments for 2014/15 that have not been allocated, in which all conditions of the allocation have been satisfied, please provide the appropriate FAU and information so the commitments can be allocated by June 10, 2015
- Academic & Staff salary increases - Provide requests for previously approved staff and academic salary increases including supporting documentation and Funding Request Form. (Excludes 7/1/15 academic merits & promotions)
- Departments may enter Unit 18 (lecturers and supervisors of teacher education only) merits and title code changes that are effective July 1 through June 30, 2015. Departments should not make any additional entries into PPS that affect Staffing from July 1 through July 15. (Note this date may be subject to change and an email notification will be sent if the change is required.)

6/26/15
- Cutoff date for central payroll updates of ladder rank Merits, Promotions and Retention actions effective 7/1/2015. All actions announced through June 26, 2015 will be updated by APO and the central payroll office. Actions announced after June 26, 2015 will be updated by the departments after 7/15/2015

6/30/2015
- Department must have their Staffing in balance. If Staffing is not balanced on July 1, FPA will debit the department's budget to cover any variance
- Department cut-off for on-line payroll entries that will affect Staffing
- Department cut-off date for all 2014/15 BEAs
- Department cut-off for provision adds, changes and deletions. (Departments will not be able to access provisions until staffing is complete around the end of July)
- Department should not make any additional entries into PPS that affect Staffing until after July 15. (Note this date may change depending on the date we freeze PPS)

7/1/2015 through 7/2/2015
- Payroll to enter Academic Merits and Promotions into PPS

7/3/2015 – HOLIDAY

7/6/2015
- All temporary and permanent BEAs must be entered using 6/30/2015 as the journal date
- Departments to review Academic Merits and Promotions, and Retention Actions for accuracy

7/6/2015 through 7/7/2015
- Costing reports for Academic Merits & Promotions run by OP
- BEAs created and posted
- Costing reports to be distributed

7/10/2015
- Payroll to enter Academic Range Adjustments into PPS

7/6/2015 through 7/7/2015
- Costing reports for Academic Range Adjustments run by OP
- BEAs created and posted
- Costing reports to be distributed

7/15/2015
- Departments to review Academic Range Adjustments for accuracy
- Academic leaves for 2015-16 may NOT be entered before this date

7/10/2015 through 7/15/2015
- FPA will process any transactions needed for the final balancing of Staffing

Definition of Terms	
Central Offices	**Systems**
APO – Academic Personnel Office	**BEA** – Budget Establishment Adjustment
FPA – Financial Planning and Analysis (*formerly Resource Planning & Budget - RPB)	**PPS** – Payroll/Personnel System
	UCRFS – UCR Financial System
ASP – DOS code for Asst. Professors	