Schedule: Balancing annual June 30, 2018 Academic (Sub 00) and Staff (Sub 01) Rosters

This year all Permanent Budget FAUs with Subs 00 and 01 must be in balance. Below is a list of the funds that must be balanced. All other funds must either be balanced or removed from the Permanent Budget.

General Funds 19900, 19924, 19931, 19935
Fee Funds 20000 to 20399
Overhead Funds 05397, 05399, 07427, 09549, 19933, 19940, 69749, 69750
Other Funds 69085, 69460, 69996

06/07/18, Thursday Cutoff for Open Provisions, Transfer of Funds, Employee Database entries for the 05/31/18 Rosters

06/08/18, Friday 05/31/18 Rosters available on Web Document Direct or RDS
Academic Rosters (Sub 00): SLRPT22A
Staff Rosters (Sub 01): SLRPT22S

06/08/18, Friday to 06/20/18, Wednesday Begin processing any actions that are to be effective 07/01/18. Make any corrections to the 05/31/18 Rosters.

06/20/18, Wednesday Cutoff for Open Provisions, Transfer of Fund, Employee Database entries for the 06/30/18 PRELIM Rosters

06/21/18, Thursday 06/30/18 PRELIM Rosters available on Web Document Direct or RDS

06/21/18, Thursday to 06/28/18, Thursday If needed, make final corrections in order to balance the 06/30/18 FINAL Academic and Staff Rosters.
If your 06/30/18 PRELIM Rosters are OUT OF BALANCE, complete Form C with notations indicating what changes and/or corrections have been made to balance those FAUs. Email the completed spreadsheet(s) back to Homa Mojtabai as soon as possible but no later than 3pm on Tuesday 06/28/2018

06/29/18, Friday Cutoff for Open Provisions, Transfer of Funds, Employee Database entries for the 06/30/18 FINAL Rosters

06/29/2018 to 07/03/2018 Friday - Tuesday DO NOT PROCESS ANY EDB ACTIONS

After this date, Subs 00 & 01 Transfer of Funds, and Open Provisions will no longer be available to departments