

BFO MASTER CALENDAR

KEY	Payroll	Finance	Human Resources (HR)
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<i>January</i>			<i>February</i>			<i>March</i>		
Q1	New Faculty - Interviews	Study Away - Pre-Planning Due	Performance Evaluations Due					
	Performance Evaluations - Begin	Provost Budget Hearing - Meeting	Retiree/Rehire Requests Due					
	Reporting - Qtr 2	Scholarships - Pre-planning	New Faculty - Offer Letters					
	Student Credit Hour - New FY Allocation	Supplements - Submit New Requests	Federal Work Study - Request Due					
	Petty Cash Reconciliations Due	Grad Asstshp - Spring File Due	QAR 3 Due					
	Provost Budget Hearing - Prep/Planning		UGAF Professorships Memo - Planning					
			Carry Forward Reporting - IDC & Income					
		Year End Deadlines - Planning						
<i>April</i>			<i>May</i>			<i>June</i>		
Q2	PT Instructors - Summer Letters Due	New Faculty - Finalize Hiring	Faculty Contracts Due					
	Grad Asstshp - Summer Hiring Complete	Students Graduating Terminations Due	PT Instructors - Fall Letters Due					
	BPSS - Input & Finalized for College	Temp Wkr - Summer Hiring Complete	Year End Deadlines - Final					
	Operating Budgets - Begin Process	Student Wkr - Summer Hiring Complete	Operating Budgets - Allocation Memos					
	Student Credit Hour - FY Allocation	Grad Asstship Performance Evals Due	QAR 4 Due					
	B Budget Unspent Transfer to College	Operating Budgets - Development & Mtgs	Scholarships - New Awards					
	Reporting - Qtr 3	A Budget Unspent Transfer to College	Post-Award - Grant Effort Verification					
	Grad Asstshp - New FY Rates&Calculator	Grad Asstshp - Summer File Due	Summer Pay - June Due					
	Summer Pay - Planning	Summer Pay - Maymester Due						
<i>July</i>			<i>August</i>			<i>September</i>		
Q3	Federal Work Study - Hiring	New Faculty - Onboarding	Faculty Hires - Planning					
	BPSS - Budget Verification	UBIT Reporting	QAR 1 Due					
	New Faculty - Startup Allocation	Carry Forward Reporting - IDC & Income	Scholarships - Reconcile Awards					
	Speedtype Annual Review	Study Away - Close Out Previous Trips	Grants - Federal Fiscal Year Ends					
	Reporting - Qtr 4 and Year-End	Study Away - New Trips Budgets	Dept Id Annual Review					
	Petty Cash Reconciliations Due	UGAF Professorships Memo - FY Budgets	eRate - Revenue Reconciliation					
	Summer Pay - July Due	Combo Code Annual Review	Double Dawg - Revenue Allocation					
	Grad Asstshp - Fall Hiring Complete		Grad Asstshp - Fall File Due					
<i>October</i>			<i>November</i>			<i>December</i>		
Q4	Faculty Hires - Posting Positions	Grad Asstshp - Spring Hiring Complete	Students Graduating Terminations Due					
	Faculty Hires - Charge to Committees	Student Credit Hour - New FY Projections	Grad Asstship Performance Evals Due					
	PT Instructors - Spring Letters Due		QAR 2 Due					
	Open Enrollment - Employee Insurance		Grad Asstshp - Allocation from College					
	Reporting - Qtr 1		Carry Forward Reporting - IDC & Income					