Fiscal Year 2023/2024 Calendar

Sep-23	Assignment	Task	Detail
1-Sep	All		Beginning of Fiscal Year
5-Sep	All	Census Day	Census Day- Fall
29-Sep	Busn Ctr	Data Base- Spring	Start preparing Data Base spreadsheets

Oct-23	Assignment	Task	Detail
13-Oct	Admins/BC	Data Base- Spring	Busn Ctr & Dept Admin team meeting
17-Oct	Busn Ctr	BC Grant Training	Grant training 10/17 to 10/19 (OUT OF OFFICE)

Nov-23	Assignment	Task	Detail
3-Nov	Admins	Data Base- Spring	Spring Data Base Due at BC
3-Nov	Busn Ctr	Needs Req- Spring	Start preparing Needs Req spreadsheets
10-Nov	Admins/BC	Needs Req- Spring	Busn Ctr & Dept Admin team meeting
13-Nov	Busn Ctr	Data Base- Spring	Spring Data Base- Opens CAO

Dec-23	Assignment	Task	Detail
4-Dec	Busn Ctr	Data Base- Spring	Spring Data Base- Closes CAO
5-Dec	Admins	Appt DTN's- Spring	Start submitting Manual Appt DTN's
8-Dec	Admins	Needs Request- Spring	Needs Request Due
8-Dec	Busn Ctr	Offer Letters- Spring	Start preparing Offer Letter templates
11-Dec	Admins	Tuition Waivers- Spring	Start submitting Tuition Waivers
15-Dec	Admins/BC	Offer Letters- Spring	Busn Ctr & Dept Admin team meeting
23-Dec	All	Holiday break	

Jan-24	Assignment	Task	Detail
5-Jan	Admins	Offer Letters- Spring	Spring Offer Letters- Due at Busn Ctr (Deans Signature)
12-Jan	Busn Ctr	Offer Letters- Spring	Spring Offer Letters- Return to Dept Admin
16-Jan	All	Spring Classes	Spring Classes start
19-Jan	Admins	Offer Letters- Spring	Spring Offer Letters- Due at Busn Ctr (Employee Signature)
31-Jan	All	Census Day	Census Day- Spring

Feb-24	Assignment	Task	Detail
23-Feb	Busn Ctr	Data Base- Summer	Start preparing Data Base spreadsheets

Mar-24	Assignment	Task	Detail
8-Mar	Admins/BC	Data Base- Summer	Busn Ctr & Dept Admin team meeting
29-Mar	Admins	Data Base- Summer	Spring Data Base Due at BC
29-Mar	Busn Ctr	Needs Req- Summer	Start preparing Needs Req spreadsheets

Apr-24	Assignment	Task	Detail
5-Apr	Admins/BC	Needs Req- Summer	Busn Ctr & Dept Admin team meeting

Fiscal Year 2023/2024 Calendar

8-Apr	Busn Ctr	Data Base- Summmer	Summer Data Base- Opens CAO
29-Apr	Busn Ctr	Data Base- Summmer	Summer Data Base- Closes CAO
30-Apr	Admins	Appt DTN's- Spring	Start submitting Manual Appt DTN's

May-24	Assignment	Task	Detail
3-May	Admins	Needs Request- Summer	Needs Request Due
3-May	Busn Ctr	Offer Letters- Summer	Start preparing Offer Letter templates
6-May	Admins	Tuition Waivers- Summer	Start submitting Tuition Waivers
10-May	Admins/BC	Offer Letters- Summer	Busn Ctr & Dept Admin team meeting
24-May	Admins	Offer Letters- Summer	Spring Offer Letters- Due at Busn Ctr (Deans Signature)
31-May	Busn Ctr	Offer Letters- Summer	Spring Offer Letters- Return to Dept Admin

Jun-24	Assignment	Task	Detail
7-Jul	Busn Ctr	Data Base- Spring	Start preparing Data Base spreadsheets
10-Jun	All	Summer Classes	Summer Classes start
12-Jun	All	Census Day	Census Day- Summer
14-Jun	Admins	Offer Letters- Summer	Spring Offer Letters- Due at Busn Ctr (Employee Signature)
14-Jul	Admins/BC	Data Base- Spring	Busn Ctr & Dept Admin team meeting

Jul-24	Assignment	Task	Detail
5-Jul	Admins	Data Base- Fall	Fall Data Base Due at BC
5-Jul	Busn Ctr	Needs Req- Fall	Start preparing Needs Req spreadsheets
12-Jul	Admins/BC	Needs Req- Fall	Busn Ctr & Dept Admin team meeting
15-Jul	Busn Ctr	Data Base- Fall	Fall Data Base- Opens CAO

Aug-24	Assignment	Task	Detail
5-Aug	Busn Ctr	Data Base- Fall	Fall Data Base- Closes CAO
5-Aug	Admin/BC	Year End	BLACKOUT PERIOD (08/05 to 08/16)- No Time off
6-Aug	Admins	Appt DTN's- Fall	Start submitting Manual Appt DTN's
9-Aug	Admins	Needs Request- Fall	Needs Request Due
9-Aug	Busn Ctr	Offer Letters- Fall	Start preparing Offer Letter templates
12-Aug	Admins	Tuition Waivers- Summer	Start submitting Tuition Waivers
14-Aug	Admins/BC	Offer Letters- Fall	Busn Ctr & Dept Admin team meeting
16-Aug	Busn Ctr	Year End	PeopleSoft/Miner Mall- closes for FYE
23-Aug	Admins	Offer Letters- Spring	Spring Offer Letters- Due at Busn Ctr (Deans Signature)
30-Aug	Busn Ctr	Offer Letters- Spring	Spring Offer Letters- Return to Dept Admin