

Fiscal Year 2023/2024 Calendar (Department Admins)

Sep-23	Assignment	Task	Detail
1-Sep	All		Beginning of Fiscal Year
1-Sep	Admin/BC	New Year	BLACKOUT PERIOD (09/01 to 09/08)- No Time off
13-Sep	All	Census Day	Census Day- Fall

Oct-23	Assignment	Task	Detail
13-Oct	Admins/BC	Data Base- Spring	Busn Ctr & Dept Admin team meeting

Nov-23	Assignment	Task	Detail
3-Nov	Admins	Data Base- Spring	Data Base Due at BC
10-Nov	Admins/BC	Needs Req- Spring	Busn Ctr & Dept Admin team meeting
23-Nov	All	Holiday break	Nov 23-24

Dec-23	Assignment	Task	Detail
5-Dec	Admins	Appt DTN's- Spring	Start submitting Manual Appt DTN's
8-Dec	Admins	Needs Request- Spring	Needs Request Due
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	Dec 25-28

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

Feb-24	Assignment	Task	Detail
TBD			

Mar-24	Assignment	Task	Detail
8-Mar	Admins/BC	Data Base- Summer	Busn Ctr & Dept Admin team meeting
29-Mar	Admins	Data Base- Summer	Data Base Due at BC

Apr-24	Assignment	Task	Detail
5-Apr	Admins/BC	Needs Req- Summer	Busn Ctr & Dept Admin team meeting
30-Apr	Admins	Appt DTN's- Summer	Start submitting Manual Appt DTN's

May-24	Assignment	Task	Detail
3-May	Admins	Needs Request- Summer	Needs Request Due
6-May	Admins	Tuition Waivers- Summer	Start submitting Tuition Waivers

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10-May	Admins/BC	Offer Letters- Summer	Busn Ctr & Dept Admin team meeting
24-May	Admins	Offer Letters- Summer	Offer Letters- Due at Busn Ctr (Deans Signature)

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

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

Aug-24	Assignment	Task	Detail
5-Aug	Admins/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
12-Aug	Admins	Tuition Waivers- Fall	Start submitting Tuition Waivers
14-Aug	Admins/BC	Offer Letters- Fall	Busn Ctr & Dept Admin team meeting
23-Aug	Admins	Offer Letters- Fall	Offer Letters- Due at Busn Ctr (Deans Signature)