# THE UNIVERSITY OF ARIZONA Human Resources

# 2023-2024 Fiscal Year-End Schedule

| Due Date | | Responsible Unit(s) | Function | Description | Contact |
|---|---|---|---|---|---|
| 3/16 | Th | Department/College | Review Email | Fiscal Year-End Schedule to Distributed to Departments/Colleges | Workforce Systems |
| 3/27 | M | Department/College | Deadline | FY24 Salary Increase Program Implementation - College/division plans submitted to SVPs for approval | Human Resources |
| 4/07 | F | Department/College | Deadline | FY24 Salary Increase Program Implementation - Plans approved by SVPs | Human Resources |
| 4/10 | M | Department/College | Review Email | Discretionary Pay Change Moratorium Notice to Colleges/VPs (all employees, including Graduate Assistant/Associate and student workers) | Workforce Systems |
| 4/10 | M | Department/College | Action | FY24 Salary Increase Program Implementation - Dept/unit planning (Review Salary Increase Program, PT&T, 9pay12 enrollment/withdraw, extensions, end dates and stipends, sabbaticals, Leaves. | |
| 4/11 | T | Department/College | Review Email | 9/12 Pay Plan Enrollment Form Available for Employees and Departments | Workforce Systems |
| 4/14 | F | Department/College | Review Email | Review courtesy reminder sent to departments/colleges with expiring Multi Year | Workforce Systems |
| 4/17 | M | Department/College | Action | FY24 Salary Increase Program Implementation - Departments and units can begin submitting FY24 MSS Salary Increase Event | Workforce Systems |
| 4/17 | M | Department/College | Review Email | Email Reminder - MSS FY24 Job Data Changes Available | Workforce Systems |
| 4/17 | M | Department/College | Review | Fiscal Year Report Available in Analytics | Workforce Systems |
| 4/17 | M | Department/College | Action | MSS FY24 DCC Extensions and (Fiscal) Employee Job Data Change Requests Available | Workforce Systems |
| 4/17 | M | Department/College | Review | Sabbatical and Leave Without Pay Reports Available in Analytics | Workforce Systems |
| 4/28 | F | Department/College | Deadline | MSS Job Data Change Requests for Student Workers EED (SWB - Summer Off) Due to Workforce Systems | Workforce Systems |
| 5/03 | W | Department/College | Deadline | **MSS Job Data Change-Discretionary Increases for FY23 Due to Workforce Systems.** *All Discretionary Pay Changes effective in FY23 must have an effective date prior to 5/15/2023 and the transaction must be received in Workforce Systems by 5/3/2023* | Workforce Systems |
| 5/05 | F | Department/College | Deadline | MSS Job Data Change-Terminations/Retirement for 9/12 Pay Plan (Academic Term Effective Date 5/22/2023) Due to Workforce Systems | Workforce Systems |
| 5/08 | M | Department/College | Action | MSS AY24 (Academic) Employee Job Data Change Requests Available | Workforce Systems |
| 5/08 | M | Department/College | Deadline | MSS FY24 Job Data Changes for 9/12 Pay Plan Enrollments Due to Workforce Systems (7/1/2023 Effective Date) | Workforce Systems |
| 5/12 | F | Department/College | Deadline | MSS FY24 Job Data Changes for Promotions & Tenure/Terminal, Multi Year Renewals Due to Provost | Provost Office |
| 5/12 | F | Department/College | Deadline | MSS Job Data Change Requests for Provost Approved Performance Base Compensation (PAPBC's) Due to Provost | Provost Office |
| 5/12 | F | Department/College | Deadline | FY24 Salary Increase Program Implementation - Events due to Workforce Systems | Workforce Systems |
| 5/12 | F | Department/College | Deadline | MSS Exception Requests for Sabbaticals and Leave Without Pay Due to Workforce Systems (Fiscal/Academic) | Workforce Systems |
| 5/12 | F | Department/College | Deadline | MSS FY24 DCC Extensions Finalized and Approved by Dept./College | Workforce Systems |
| 5/12 | F | Department/College | Deadline | MSS FY24 Job Data (Fiscal) 7/1/2023 Transactions Due to Workforce Systems | Workforce Systems |
| 5/12 | F | Department/College | Deadline | Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning | Office of Budget and Planning |
| 5/15 | M | Department/College | Pagelet Not Available | MSS Daily Graduate Assistant/Associate NOA and Faculty & Appointed Contracts (Fiscal/Academic)-Direct Access to | Workforce Systems |
| 5/15 - 6/30 | M-F | **Department/College** | **Date** | **Moratorium on All Discretionary Pay Changes (All employees, including Graduate Assistants/Associates and student workers) -** *All Discretionary Pay Changes effective in FY23 must have an effective date prior to 5/15/2023 and the transaction must be received in Workforce Systems by 5/3/2023* | Workforce Systems |
| 5/21 | Su | Campus | Date | AY23 - End Date | |
| 5/24 | W | Department/College | Deadline | Last Day to Approve June 30th & July 1st Uaccess Financials Account Extensions Before Continuation Account Flip | Sponsored Projects |
| 5/29 | M | Department/College | Action | MSS Position Distribution Available to Departments/Colleges for FY24 (7/1/2023) Updating | Workforce Systems |

| Due Date | | Responsible Unit(s) | Function | Description | Contact |
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| 5/30 | T | Department/College | Review Email | FY24 (7/1/2023) Position Distribution Available | |
| 5/31 | W | Department/College | Submit | FY24 Temp and Perm RBCs Available for Updating | Office of Budget and Planning |
| 6/01 | Th | Department/College | Review | FY24 Position Distribution Dashboards Available in Analytics | Workforce Systems |
| 6/09 | F | Department/College | Deadline | FY23 Perm/Next Year RBCs Due to Office of Budget and Planning (to Affect FY24 Original Budget)* | Office of Budget and Planning |
| 6/09- 6/30 | F-TH | **Department/College** | **Date** | **Moratorium on FY23 Perm/Next Year Budget Changes** | Office of Budget and Planning |
| 6/16 | F | Department/College | Deadline | Final Approvals for Uaccess Financial Account Extensions FY23 - Due | FSO |
| 6/16 | F | Department/College | Deadline | FY23 Temp/Current Year RBCs Due to Office of Budget and Planning | Office of Budget and Planning |
| 6/23 | F | Department/College | Deadline | MSS Position Distribution Requests must be approved for FY23 Pay Period End Date 6/25/2023 | Workforce Systems |
| 6/30 | F | Department/College | Deadline | College Approvers Remove, Deny or Withdraw Contracts Not Accepted For FY23 & AY23 - Due | Workforce Systems |
| 6/30 | F | Campus | Date | FY23 - End date | |
| 7/01 | Sa | Campus | Date | FY24 - Start date | |
| 7/01 | Sa | Campus | Date | FY24 New Minimum Wage | |
| 7/01 | Sa | Campus | Date | FY24 New University Staff Pay Structure | |
| 7/01 | Sa | Campus | Date | FY24 Salary Increase Program Effective (Fiscal and Academic Employees on 9/12 Pay Option) | |
| 7/07 | F | Department/College | Deadline | MSS Position Distribution Requests Must be Approved for FY24 Pay Period 06/26/23-07/09/23 | Workforce Systems |
| 7/10 | M | Department/College | Review | FY24 (Fiscal) 7/1/2023 PAF's Available in Analytics for Review | Workforce Systems |
| 7/12 | W | Department/College | Action | MSS FY24 Graduate Assistant/Associate NOA (Fiscal) Available for Generating by Dept/College List | Workforce Systems |
| 7/12 | W | Department/College | Action | MSS FY24 Faculty/Appointed NOA (Fiscal) Available for Generating by Dept/College List | Workforce Systems |
| 7/19 | W | Department/College | Pagelet Available | MSS Daily (Fiscal) Faculty/Appointed and Graduate Assistant/Associate NOA -  Daily Pagelet Available | Workforce Systems |
| 7/20 | Th | Department/College | Review | Colleges Fiscal Contract Status Reports Available in Analytics for Review | Workforce Systems |
| 7/21 | F | Department/College | Deadline | MSS Employee Job Data Changes (Academic 9 month)  Due to Workforce Systems | Workforce Systems |
| 7/24 | M | Department/College | Review | FY24 Supplemental Compensation (Fiscal) Report Available | UAIR - Analytics |
| 8/11 | F | Department/College | Review Email | MSS FY24 Graduate Assistant/Associate NOA (Fiscal) Acceptance Deadline (30-day notice) | Workforce Systems |
| 8/14 | M | Campus | Date | AY24 - Start Date | |
| 8/14 | M | Campus | Date | FY24 Salary Increase Program Effective (Academic) | |
| 8/21 | M | Department/College | Review | FY24 (Academic) PAF's Available in Analytics for Review | Workforce Systems |
| 8/23 | W | Department/College | Action | MSS AY24 Graduate Assistant/Associate NOA (Academic) Available for Generating by Dept/College list | Workforce Systems |
| 8/23 | W | Department/College | Action | MSS AY24 Faculty/Appointed NOA (Academic 9-month and 9/12 Pay Plan) Available for Generating by Dept/College list | Workforce Systems |
| 8/30 | W | Department/College | Pagelet Available | MSS Daily (Academic) Faculty/Appointed and Graduate Assistant/Associate NOA - Daily Pagelet Available | Workforce Systems |
| 8/31 | Th | Department/College | Review | Colleges Academic Contract Status Reports Available in Analytics for Review | Workforce Systems |
| 9/11 | M | Department/College | Review | AY24 Supplemental Compensation (Academic) Report Available in Analytics | Workforce Systems |

*Notes:        *FY24 RBCs require both perm/next year and temp/current year transactions to affect FY23 and future year budgets*