

## **08-09 Year-End Staffing Budget Schedule**

### **Sunday, May 31, 2009**

- Departments must have their Staffing in balance. If Staffing is not balanced on June 1st, APB will debit the department's budget to cover any variance.
- BEAs for establishing/changing your permanent budget for 2009/10 must be processed by May 31, 2009.
- Permanent BEAs in the month of June can be done with the approval of your Dean/Vice Chancellor office and must be entered in UCRFS by July 7<sup>th</sup> using 6/30/09 as the journal date.

### **Friday, 6/5/2009**

ASP end date extension to be processed by campus departments.

### **Wednesday, 6/10/2009**

Budget (BSL) reports and Staffing files are due to OP with an "as of" date of 5/31/09.

### **Tuesday, 6/30/2009**

- Departments must have their Staffing in balance. If Staffing is not balanced on July 2nd APB will debit the department's budget to cover any variance.
- Department cut-off for on-line payroll entries that will affect Staffing.
- Department cut-off for all 2008/09 BEAs.
- Department cut-off for provision adds, changes and deletions. (\* Departments will not be able to access provisions until staffing is complete around the end of July).

### **Wednesday, 7/1/2009**

Departments should not make any additional entries into PPS that affect Staffing until after July 10. (Note this date may change depending on the date we freeze PPS)

### **Friday, 7/3/09**

Holiday

### **Monday & Tuesday, 7/6/09 thru 7/7/09**

Payroll to enter academic merits and promotions into PPS.

### **Monday, 7/6/09**

All permanent BEAs must be entered using 6/30/09 as the journal date.

### **Wednesday & Thursday 7/8/09 thru 7/09/09**

- Costing reports run by OP.
- BEAs created and posted.

### **7/10/09 thru 7/13/09**

APB will process any transactions needed for the final balancing of Staffing (includes late merits).

### **Wednesday, 7/15/09**

Final Staffing transmittal due to OP.  
BSL Final Allocations File due to OP.

### **Friday, 8/7/09**

BSL Post Purge File due to OP.