

DIVISION OF STUDENT AFFAIRS
FY18 Administrative Calendar
Effective Date: September 7, 2017

	<i>Variance dates and deadlines</i>
	<i>Budget dates and deadlines</i>
	<i>Financial reporting dates and deadlines</i>
	<i>Strategic planning dates and deadlines</i>
	<i>PPR and Salary dates and deadlines</i>

Notes

- * Items marked with "~" are subject to change
- * Monthly financial memos (beginning with FP4) required from HDRL and Jewish Life; all other departments submit financial memos for fall, spring and 3rd quarter projections.

July 2017

28	By 5:00 pm -Departmental Year-end Memos due to financial@studentaffairs.duke.edu
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August 2017

~10	By 5:00 pm - Division Year End Memo due to Provost Management Center (FPS prepares)
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September 2017

TBD	Discussions with fee and revenue units about increases for FY19
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October 2017

9	Housing, Dining, and Event Management rate schedules as well as all fee increases for FY19 forecast due to Caroline. Instructions to follow.
9	PBF open for Fall Projections
16	By Noon - All departments complete Fall Projections and submit projection memos to financial@studentaffairs.duke.edu.
20	By Noon - Division PBF Fall Projections and narrative due to Provost Management Center and to Larry

November 2017

~1	Division FY19- forecast fees and rates due to Provost's Office (CN prepares)
11	By 5:00 pm - Monthly financial reports for FP4 due to financial@studentaffairs.duke.edu
15	Division monthly financial reports due to Larry (FPS prepares)

December 2017

4	PBF open for FY19 budgeting
8	By Noon - Confirmation of Mid-year PPRs for all nonbargaining unit employees due to hr@studentaffairs.duke.edu. All "needs improvement" ratings should be discussed with Richard in advance.
14	By 5:00 pm - Monthly financial reports for FP5 due to financial@studentaffairs.duke.edu
18	Division monthly financial reports due to Larry (FPS prepares)
21	By 5PM - Strategic plan Fall semester update due to Tim

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January 2018

8	Department budget hearings begin. Schedule will be updated.
9	PBF open for Spring Projections
15	By 5pm - All departments complete Spring Projections and submit projection memos to financial@studentaffairs.duke.edu.
19	By 4pm - Division PBF spring projections and narrative due to Provost Management Center and to Larry
31	Department budget hearings end

February 2018

13	By 5:00 pm - Monthly financial reports for FP7 due to financial@studentaffairs.duke.edu
16	Division monthly financial reports due to Larry (FPS prepares)
~23	Division budget due to Provost Management Center

March 2018

~9	Division budget hearing with Provost
13	By 5:00 pm - Monthly financial reports for FP8 due to financial@studentaffairs.duke.edu
16	Division monthly financial reports due to Larry (FPS prepares)
23	Annual Performance ratings sheets distributed to Assoc & Asst VPs

April 2018

16	By 10:00 am - All departments complete 3rd quarter projections and submit projection memos to financial@studentaffairs.duke.edu.
20	By Noon - Rating sheets for annual performance due to hr@studentaffairs.duke.edu. All "needs improvement" ratings should be discussed with Richard in advance.

May 2018

11	By 5:00 pm - Monthly financial reports for FP10 due to financial@studentaffairs.duke.edu
15	Division monthly financial reports due to Larry (FPS prepares)
25	Salary confirmation lists released to directors
31	By 5:00 pm - Strategic plan Spring semester update due to Tim

June 2018

18	By Noon - Written PPRs due to Richard. Signed copies of FY19 salary letters due to Alma
28	Release of approved FY19 salary letters for nonbargaining unit employees (N.B. Letters may not be released prior to this date).

July 2018

27	By 5:00 pm -Departmental Year-end Memos due to financial@studentaffairs.duke.edu
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Notes:

- * Items marked with "~" are subject to change
- * Monthly financial memos (beginning with FP4) required from HDRL and Jewish Life; all other departments submit financial memos for fall, spring and 3rd quarter projections.

BUDGET DATES AND DEADLINES FOR FY19

TBD	Housing & Dining rates for FY19 forecast due to Caroline. Instructions to follow.
~November 1, 2017	Division FY19 forecast fees and rates due to Provost's Office
~December 1, 2017	PBF open for FY19 budgeting
January 8, 2018	Department budget hearings begin. Schedule will be updated.
January 31, 2018	Department budget hearings end
~February 23, 2018	Division budget due to Provost Management Center
~March 9, 2018	Division budget hearing with Provost

FINANCIAL REPORTING DATES AND DEADLINES FOR FY18

August 10, 2017	By 5:00 pm - Division Year End Memo due to Provost Management Center
~October 25, 2017	By noon - Division PBF Fall Projections and narrative due to Provost Management Center and to Larry
November 9, 2017	By 5:00 pm - Monthly financial reports for FP4 due to financial@studentaffairs.duke.edu
November 13, 2017	Division monthly financial reports due to Larry (FPS prepares)
December 14, 2017	By 5:00 pm - Monthly financial reports for FP5 due to financial@studentaffairs.duke.edu
December 18, 2017	Division monthly financial reports due to Larry (FPS prepares)
~January 25, 2018	By noon - Division PBF Spring Projections and narrative due to Provost Management Center and to Larry
February 13, 2018	By 5:00 pm - Monthly financial reports for FP7 due to financial@studentaffairs.duke.edu
February 16, 2018	Division monthly financial reports due to Larry (FPS prepares)
March 13, 2018	By 5:00 pm - Monthly financial reports for FP8 due to financial@studentaffairs.duke.edu
March 16, 2018	Division monthly financial reports due to Larry (FPS prepares)
May 11, 2018	By 5:00 pm - Monthly financial reports for FP10 due to financial@studentaffairs.duke.edu
May 15, 2018	Division monthly financial reports due to Larry (FPS prepares)
July 27, 2018	By 5:00 pm - Departmental Year End Memos due to financial@studentaffairs.duke.edu

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PPR and Salary Deadlines

December 8, 2017	By Noon - Confirmation of Mid-year PPRs for all nonbargaining unit employees due to hr@studentaffairs.duke.edu. All "needs improvement" ratings should be discussed with Richard in advance.
March 23, 2018	Annual Performance ratings sheets distributed to Assoc & Asst VPs
April 20, 2018	By Noon - Rating sheets for annual performance due to hr@studentaffairs.duke.edu. All "needs improvement" ratings should be discussed with Richard in advance.
May 25, 2018	Salary confirmation lists released to directors
June 18, 2018	By Noon - Written PPRs due to Richard. Signed copies of FY19 salary letters due to Alma
June 28, 2018	Release of approved FY19 salary letters for nonbargaining unit employees (N.B. Letters may not be released prior to this date).

STRATEGIC PLANNING DATES AND DEADLINES FOR FY18

December 21, 2017	By 5:00 pm - Strategic plan Fall semester update due to Tim
May 31, 2018	By 5:00 pm - Strategic plan Spring semester update due to Tim

PROJECTION DATES AND DEADLINES FOR FY18

October 10, 2017	PBF open for Fall Projections
October 18, 2017	By Noon - All departments complete Fall Projections and submit projection memos to financial@studentaffairs.duke.edu.
January 10, 2018	PBF open for Spring Projections
January 18, 2018	By Noon - All departments complete Spring Projections and submit projection memos to financial@studentaffairs.duke.edu.
April 16, 2018	By 10:00 am - All departments complete 3rd quarter projections and submit projection memos to financial@studentaffairs.duke.edu.