

DIVISION OF STUDENT AFFAIRS

FY19 Administrative Calendar

Effective Date: July 12, 2018

	<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 Housing, Dining Services, and Jewish Life; all other departments submit financial memos for fall, spring and 3rd quarter projections.

August 2018

10	By 5:00 pm - Division Year End Memo due to Provost Management Center (FPS prepares)
by mid - August	Discussions with fee and revenue units about increases for FY20

September 2018

14	Housing, Dining, and Event Management rate schedules as well as all fee increases for FY20 forecast due to Caroline. Instructions to follow.
28	Division FY20 - forecast fees and rates due to Provost's Office (CN prepares)

October 2018

~8	SBP open for Fall Projections
15	By Noon - All departments complete Fall Projections and submit projection memos to financial@studentaffairs.duke.edu .
~19	By Noon - Division SBP Fall Projections and narrative due to Provost Management Center and to Larry

November 2018

14	By 5:00 pm - Monthly financial reports for FP4 due to financial@studentaffairs.duke.edu
16	Division monthly financial reports due to Larry (FPS prepares)

December 2018

3	SBP open for FY20 budgeting
7	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)
20	By 5PM - Strategic plan Fall semester update due to Tim

January 2019

7	Department budget hearings begin. Schedule will be updated.
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January 2019

~8	SBP open for Spring Projections
14	By 5pm - All departments complete Spring Projections and submit projection memos to financial@studentaffairs.duke.edu.
~18	By 4pm - Division SBP spring projections and narrative due to Provost Management Center and to Larry
31	Department budget hearings end

February 2019

14	By 5:00 pm - Monthly financial reports for FP7 due to financial@studentaffairs.duke.edu
18	Division monthly financial reports due to Larry (FPS prepares)
~22	Division budget due to Provost Management Center

March 2019

~8	Division budget hearing with Provost
14	By 5:00 pm - Monthly financial reports for FP8 due to financial@studentaffairs.duke.edu
18	Division monthly financial reports due to Larry (FPS prepares)
22	Annual Performance ratings sheets distributed to Assoc & Asst VPs

April 2019

12	By 10:00 am - All departments complete 3rd quarter projections and submit projection memos to financial@studentaffairs.duke.edu.
19	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 2019

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

June 2019

17	By Noon - Written PPRs due to Richard. Signed copies of FY20 salary letters due to Alma
21	Release of approved FY20 salary letters for nonbargaining unit employees (N.B. Letters may not be released prior to this date).

July 2019

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