

## DIVISION OF STUDENT AFFAIRS

### FY17 Administrative Calendar

Effective Date: July 19, 2016

|  |  |
|--|--|
|  | <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 2016

|    |  |
|----|--|
| 29 | By 5:00 pm -Departmental Year-end Memos due to financial@studentaffairs.duke.edu |
|----|--|

#### August 2016

|    |  |
|----|--|
| 10 | By 5:00 pm - Division Year End Memo due to Provost Management Center |
|----|--|

#### September 2016

|    |   |
|----|---|
| 30 | Housing & Dining rates for FY18 forecast due to Caroline. Instructions to follow. |
|----|---|

#### October 2016

|     |   |
|-----|---|
| ~4  | PBF open for Fall Projections   |
| ~12 | By 5:00 pm - <b>All departments</b> complete Fall Projections and submit projection memos to financial@studentaffairs.duke.edu. |
| ~19 | By 4:00 pm - Division PBF Fall Projections and narrative due to Provost Management Center and to Larry                          |

#### November 2016

|    |   |
|----|---|
| ~1 | Division FY17 forecast fees and rates due to Provost's Office                           |
| 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 2016

|    |  |
|----|--|
| ~1 | PBF open for FY17 budgeting  |
| 10 | 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  |
| 16 | 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 2017

|     |   |
|-----|---|
| ~4  | PBF open for Spring Projections   |
| 9   | Department budget hearings begin. Schedule will be updated.   |
| ~12 | By 5:00 pm - <b>All departments</b> complete Spring Projections and submit projection memos to financial@studentaffairs.duke.edu. |
| ~18 | By 4:00 pm - Division PBF spring projections and narrative due to Provost Management Center and to Larry                          |
| 30  | Department budget hearings end  |

#### February 2017

|     |   |
|-----|---|
| 13  | By 5:00 pm - Monthly financial reports for FP7 due to financial@studentaffairs.duke.edu |
| 17  | Division monthly financial reports due to Larry (FPS prepares)                          |
| ~24 | Division budget due to Provost Management Center  |

#### March 2017

|     |   |
|-----|---|
| ~10 | Division budget hearing with Provost  |
| 14  | 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)                          |
| 24  | Annual Performance ratings sheets distributed to Assoc & Asst VPs                       |

#### April 2017

|    |  |
|----|--|
| 21 | By 10:00 am - <b>All departments</b> complete 3rd quarter projections and submit projection memos to financial@studentaffairs.duke.edu.                        |
| 21 | 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 2017

|    |  |
|----|--|
| 12 | 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)                           |
| 26 | Salary confirmation lists released to directors  |
| 31 | By 5:00 pm - Strategic plan Spring semester update due to Tim                            |

#### June 2017

|    |   |
|----|---|
| 20 | By Noon - Written PPRs due to Richard. Signed copies of FY18 salary letters due to Alma   |
| 30 | Release of approved FY18 salary letters for nonbargaining unit employees (N.B. Letters may not be released prior to this date). |

**DIVISION OF STUDENT AFFAIRS****FY17 Administrative Calendar****Effective Date: July 19, 2016***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 FY17**

|                    |   |
|--------------------|---|
| September 30, 2016 | Housing & Dining rates for FY18 forecast due to Caroline. Instructions to follow. |
| ~November 1, 2016  | Division FY18 forecast fees and rates due to Provost's Office                     |
| ~December 1, 2016  | PBF open for FY18 budgeting   |
| January 9, 2017    | Department budget hearings begin. Schedule will be updated.                       |
| January 30, 2017   | Department budget hearings end  |
| ~February 24, 2017 | Division budget due to Provost Management Center                                  |
| ~March 10, 2017    | Division budget hearing with Provost  |

**FINANCIAL REPORTING DATES AND DEADLINES FOR FY17**

|                   |  |
|-------------------|--|
| July 29, 2016     | By 5:00 pm -Departmental Year-end Memos due to financial@studentaffairs.duke.edu                         |
| August 10, 2016   | By 5:00 pm - Division Year End Memo due to Provost Management Center                                     |
| ~October 19, 2016 | By 4:00 pm - Division PBF Fall Projections and narrative due to Provost Management Center and to Larry   |
| November 11, 2016 | By 5:00 pm - Monthly financial reports for FP4 due to financial@studentaffairs.duke.edu                  |
| November 15, 2016 | Division monthly financial reports due to Larry (FPS prepares)   |
| December 14, 2016 | By 5:00 pm - Monthly financial reports for FP5 due to financial@studentaffairs.duke.edu                  |
| December 16, 2016 | Division monthly financial reports due to Larry (FPS prepares)   |
| ~January 18, 2017 | By 4:00 pm - Division PBF spring projections and narrative due to Provost Management Center and to Larry |
| February 13, 2017 | By 5:00 pm - Monthly financial reports for FP7 due to financial@studentaffairs.duke.edu                  |
| February 17, 2017 | Division monthly financial reports due to Larry (FPS prepares)   |
| March 14, 2017    | By 5:00 pm - Monthly financial reports for FP8 due to financial@studentaffairs.duke.edu                  |
| March 16, 2017    | Division monthly financial reports due to Larry (FPS prepares)   |
| May 12, 2017      | By 5:00 pm - Monthly financial reports for FP10 due to financial@studentaffairs.duke.edu                 |
| May 16, 2017      | Division monthly financial reports due to Larry (FPS prepares)   |

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**PPR AND SALARY DATES AND DEADLINES FOR FY17**

|                   |  |
|-------------------|--|
| December 10, 2016 | 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 24, 2017    | Annual Performance ratings sheets distributed to Assoc & Asst VPs  |
| April 21, 2017    | 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 26, 2017      | Salary confirmation lists released to directors  |
| June 20, 2017     | By Noon - Written PPRs due to Richard. Signed copies of FY18 salary letters due to Alma  |
| June 30, 2017     | Release of approved FY18 salary letters for nonbargaining unit employees (N.B. Letters may not be released prior to this date).  |

**STRATEGIC PLANNING DATES AND DEADLINES FOR FY17**

|                   |   |
|-------------------|---|
| December 21, 2016 | By 5:00 pm - Strategic plan Fall semester update due to Tim   |
| May 31, 2017      | By 5:00 pm - Strategic plan Spring semester update due to Tim |

**PROJECTION DATES AND DEADLINES FOR FY17**

|                   |   |
|-------------------|---|
| ~October 4, 2016  | PBF open for Fall Projections   |
| ~October 12, 2016 | By 5:00 pm - <b>All departments</b> complete Fall Projections and submit projection memos to financial@studentaffairs.duke.edu.         |
| ~January 4, 2017  | PBF open for Spring Projections   |
| ~January 12, 2017 | By 5:00 pm - <b>All departments</b> complete Spring Projections and submit projection memos to financial@studentaffairs.duke.edu.       |
| April 21, 2017    | By 10:00 am - <b>All departments</b> complete 3rd quarter projections and submit projection memos to financial@studentaffairs.duke.edu. |