

FINANCE & BUSINESS OFFICE TIMELINE

Summer 2 and 2nd half Summer 10-week additional pays											
Prior year COI Certification						Mid-Year Conflict of Interest reminder					
Web Leave Reports	Notice of Intent for Professional Activities for Pay					Web Leave Reports	Pride of the WolfPack nominations due by end of month				Summer 1 and 1st half Summer 10-week additional pays
EPA Actvity Report, Review, and Development Plans	Annual Conflict of Interest	1st Fall Semester additional payment	2nd Fall Semester additional payment	3rd Fall Semester additional payment	EPA & SPA Interim Appraisals	W-2s issued	1st Spring Semester additional payment	2nd Spring Semester additional payment	3rd Spring Semester additional payment	SPA Final Appraisals	SPA Work Plans
July	August	September	October	November	December	January	February	March	April	May	June
DELTA Internal Budget Discussions			DE Program Budget to Colleges	IDEA Grant budget transfers			Spring Administrative Support to Colleges		Fiscal Year Closeout		
Departmental Parking Pass Renewal			Fall Administrative Support to Colleges				Spring Flat Rate and Dept Support funds to departments			Summer I Administrative Support to Colleges	Submit Purchase Order requests that require July 1 payment (ie: rent)
			Fall Flat Rate and Dept Support funds to departments							Summer I Flat Rate and Dept Support funds to departments	

PERSONNEL: EPA, SPA, and Temporary

FINANCIAL: Accounting and Budgetary