

MONTH	DATE	ACTION	ENVR	RESPON. DIV	Status/Comments
JUNE	5	STIPEND LOCKOUT 5pm	HPRD	SDR	
		PA Cutoff	HPRD	SDR	
	6	STIPEND Payroll/Distribution	HPRD	PAYROLL/SDR	
	9	SDR Lock Out 5pm	HPRD	SDR	
	10	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Updates and testing to 9/1 panel complete and approved	HPRD	SDR	
	11	Distribution	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b)	HPRD	SDR	
	17	STIPEND PA CUTOFF	HPRD	SDR	
		<b>09/01 Funding Panel Entry training for schools starts today</b>	<b>HTST</b>	<b>SDR/IT</b>	
	19	STIPEND LOCKOUT 5pm	HPRD	SDR	
	20	PA Cutoff	HPRD	SDR	
		STIPEND Payroll/Distribution	HPRD	PAYROLL/SDR	
	24	SDR Lock Out 5pm	HPRD	SDR	
	25	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
	26	Payroll Distribution	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b)	HPRD	SDR	
	29	Set up dept security for 09/01 Funding panel entry	HPRD	SDR/Ken Bauer	
JULY	1	Evidence of Insurability Begins		BENEFITS	
		Annual Enrollment Begins		BENEFITS	
		STIPEND PA CUTOFF	HPRD	SDR	
	3	STIPEND LOCKOUT 5pm	HPRD	SDR	
	4	<b>HOLIDAY....HAPPY FOURTH OF JULY!</b>			
	7	PA Cutoff	HPRD	SDR	
		STPEND Payroll/Distribution	HPRD	PAYROLL/SDR	
		Deadline for PAF to change 09/29 end dates in FMS to 09/30/07	HPRD	PAF	
	9	SDR Lockout--Snapshot of HPRD taken to be used as "load" data for the 09/01 Funding Panel....5pm	HPRD	IT	TO BE DISCUSSED
		Update Parking Rates	HPRD	IT	
	10	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Load DBE to 09/01 Funding Panel data into HPRD and verify	HPRD	IT/SDR	TO BE DISCUSSED
	11	Payroll Distribution	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b)	HPRD	SDR	
		<b>Open 09/01 Funding Panel Entry for schools/units</b>	HPRD	SDR/IT	
	13	Update pay calendars for the upcoming fiscal year plus 3 additional years (for multi-year grants).	HPRD	PAYROLL	Complete through 12/31/2011.
	15	STIPEND PA CUTOFF	HPRD	SDR	
	17	STIPEND LOCKOUT 5pm	HPRD	SDR	
	18	STIPEND Payroll/Distribution	HPRD	SDR/PAYROLL	
	23	PA Cutoff	HPRD	SDR	
	25	Lockout MSB departmental users from 09/01 Funding Panel entry(7:00 a.m.)	HPRD	SDR/IT	TO BE DISCUSSED
		SDR LOCK OUT 5pm	HPRD	SDR	
	28	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Payroll Process-confirm	HPRD	PAYROLL	
	29	Payroll Distribution	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b)	HPRD	SDR	
	31	Annual Enrollment Ends		BENEFITS	
		Evidence of Insurability Ends		BENEFITS	
		FY 2009 Budget loaded to FMS production	FMS/ FPRD	BUDGET	
		<b>ANY CHANGES TO APPT LETTERS</b>	HPRD	SDR	
AUG	4	STIPEND LOCKOUT 5pm	HPRD	SDR	
	7	PA Cutoff	HPRD	SDR	
		<b>Departmental deadline for submitting Retros for FY 2008</b>	HPRD	SDR	
		Close 09/01 Funding Panel Entry-all others (Dean level) 7:00 am	HPRD	SDR/Ken Bauer	

MONTH	DATE	ACTION	ENVR	RESPON. DIV	Status/Comments
	8	SDR/PAF begin review of Dept Budget Entry	HPRD	SDR/PAF	
		STIPEND Payroll/Distribution	HPRD	SDR/PAYROLL	
	11	SDR Lock out 5pm	HPRD	SDR	
	12	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Payroll Process-confirm	HPRD	PAYROLL	
		Review for any TMS accruals/max carry forward rule changes	TMS	HR/PAY	
	13	Payroll Distribution (8/15/2008)	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b)/ FMS Budget Ck/Generate Jrnl	HPRD	SDR	
	16	Refresh HTST (for encumbrance testing) (from 8/15 backup) Refresh FTST and HCNV.HR_ACCTG_LINE table	HTST/FTST	IT	Include HCNV HR_ACCTG_LINE
	18	Run 8/16 - 8/31 Payroll	HTST	PAYROLL	
		Payroll Distribution/GL Interface(41 a,b)/FMS Budget Ck/Generate Jrnl	HTST	SDR	
	19	STIPEND PA CUTOFF	HPRD	SDR	
		Annual Enrollment (latest UT Touch File)	HTST	PAY/BEN/SDR	
		Liquidate 2008 Encumbrances (71 a,b)/ FMS Budget Check	HTST/FTST	SDR	
		Verify encumbrance liquidation.	FTST	PAF	
	20	Benefits Actualization DBA Task Plan - recover HR-870, FIN-1315, FIN-1319	HTST/FTST	IT	
	21	STIPEND LOCKOUT 5pm	HPRD	SDR	
		PA Cutoff (8/16 - 8/31)	HPRD	SDR	
		Last day to enter TUT, Moving Expense into HRMS	HPRD	SDR	
		Open FY 2009 / Accounting Period 01	FTST	Gen Acct	
		Verify/update Benefit rates	HTST	BFR	
		Load 09/01 Funding Panel to DBE (try to get data as complete as possible)	HTST	IT	
	22	STIPEND Payroll/Distribution	HPRD	SDR/PAYROLL	
		PA Cutoff (9/01 - 9/15)	HPRD	SDR	
		Enter PA's with changes and New Hires if needed	HTST	SDR	
		Annual Encumbrance (UPAYCMP1; UTCA0006 Run Dt 9/1/2008; PAYGL04 using FY 2009, Acctg Period 01; 95A/B; 98A/B) Run FMS Budget Check (Make sure GL Period1, 2009 is open in FTST)	HTST	SDR	
		Verify annual encumbrance.	FTST	PAF/BFR	
	25	HR/PAF Lockout for approvals on 09/01 Funding Panel Entry/E-PA	HPRD	SDR/IT	
		ALL RETROS NEED TO BE COMPLETE	HPRD	SDR	
		HRMS LAST 51A & B RETRO INTERFACE	HPRD	SDR	
		FMS Budget Check and Journal Generate for Retros	HPRD	SDR	
		Delay database backup for SDR 10:00pm	HPRD/FP RD	IT	
		SDR Lockout 5pm (8/16 payroll)	HPRD	SDR	
		ABBR	HTST	BENEFITS	
		Test Payroll Process (9/16 paycheck) check gross to net and processes (for checking Benefits deductions)-	HTST	PAYROLL	
		Run distribution (81A/B), Nightly Enc (UPAYCMP1, UTCA0006, PAYGL04, 95A/B, 98A/B), HR_ACCTG_QRY, FMS Budget Check/General Journal/Post.	HTST/FTST	SDR	
	26	Payroll Process begins; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Payroll Process-confirm- 8/16-8/31	HPRD	PAYROLL	
		Payroll Distribution - backup required before distribution	HPRD	SDR	
		Payroll GL Interface (UTGL41a,b) 08/31/06	HPRD	SDR	
		Migrate Open Enrollment Benefit Program Changes and refresh application server cache	HPRD	IT	
		Verify 9/16 Payroll expenses and encumbrances in HTST & FTST.	HTST/FTST	PAF/BFR	
	27	HRMS Nightly GL Interface. Last one for FY08 (UTCA004, PAYGL03, UTGL61a,b) (Cannot run after 9/1 funding has been loaded)	HPRD	SDR	
		SDR Lockout for approvals on 09/01 Funding Panel Entry/E-PA	HPRD	SDR/IT	

MONTH	DATE	ACTION	ENVR	RESPON. DIV	Status/Comments
		Process Annual Enrollment . Disable weekly EGI file transmission (pending ut touch file). - <b>If HTST results were correct</b>	HPRD	BENEFITS	
	<b>28</b>	Load 09/01 Funding Panel Entry info into production DBET- <b>DO NOT RUN NIGHTLY ENCUMBRANCE</b>	HPRD	SDR/IT	
		Run script to update system default for current year	HPRD	IT	
	<b>29</b>	Verify load data and make corrections-Can begin 9/1 entry on DBET.	HPRD	SDR/IT	
		Run Additional Pay setup	HPRD	SDR	
		<b>If verification of load is complete then</b> :Generate FY 2009 Appointment Letters	HPRD	SDR	
		Complete all Comptroller HRIS Extracts (Mandated deadline)	HPRD	PAY/SDR	
		Departments to begin running queries/reports to verify data entered/loaded into PS HRMS	HPRD	ALL DEPTS	
	<b>30</b>	Liquidation of FY08 Encumbrances (71 a/b)	HPRD	SDR/IT	
		Change Budget Definition for CC_ORG & CC_PRJ from "Control" to "Track w/Budget" or Change Spending Begin Date or Budget End Date in the UTH Grants panel to something earlier than the 9/1/XX date. The liquidation does not clear budget check if this isn't done. Time frame for this is after the HRMS liquidation in production and before the FMS budget check. Review with PAF - BFR change budget definition back to "Control" for CC_ORG & CC_PRJ or PAF re-entered dates back to original dates (8/31)	HPRD	PAF/SDR/BFR ????	Changing the ledgers from "control" to "track" will need to be done after hours, budget check to follow, then return back to "control". This will minimize the risk of other invalid transaction passing budget check.
		Run FMS Budget Check - at completion - notify Kathy J. to return the "control" setting on Budget Definition.	HPRD	SDR	
	<b>31</b>	Migrate to HPRD/FPRD - Benefits Actualization DBA Task Plan - HR-870, FIN-1315, FIN-1319	HPRD	IT	
		Schedule UPAYCMP1 to run each night.	HPRD	IT	
<b>SEPT</b>	<b>1</b>	Holiday			
	<b>2</b>	No FY 09 nightly encumbrance job run until after FY09 Annual Encumbrance(BIG DADDY) runs and is verified.	HPRD	SDR	
		Verify/update Benefit rates and WCI. Dependent on completion of HRMS Nightly GL Interface for FY08.	HPRD	Budget	
		Load Fringe Benefit Override Expense Accounts	HPRD	PAF	
		Verify access to new processes in FMS GL Process Menu	HPRD	SDR	
		Verify Personal & Public Queries	HPRD/FP RD	All	HR_ACCTG_LN converted queries, Incentive query, New Benefit Ded query
	<b>3</b>	Notify Timekeepers and Employees [News on the Go] re. Vacation/sick balance forward	TMS	PAYROLL	
		Change Fiscal Year to 2009 .	FPRD	Gen Acct	
		Run ABBR prior to Payroll Processing (and continue running through last pay period in October	HPRD	BENEFITS	
		Run the Life Insurance Calculation Process prior to Payroll	HPRD	BENEFITS	
		Departmental PA Cutoff for submission of (FY 2009 New Hires)	HPRD	SDR	
	<b>4</b>	Run the Annual Encumbrance Job ( <b>BIG DADDY</b> ) (UPAYCMP1, UTCA006, UPYGL04, 95A/B, 98A/B; HR_ACCTG_QRY:FMS Budget Check)	HPRD	SDR	
		Verify Annual Encumbrances	HPRD	PAF/BFR	
		Backup HTST; Refresh HTST for Payroll (9/1 - 9/15) - after ABBR & annual enc	HTST	IT	
		<b>Last day for departments to run queries/reports to verify data entered/loaded into PS HRMS and notify SDR of any changes</b>	HPRD	ALL DEPTS	
	<b>5</b>	STIPEND Payroll/Distribution	HPRD	SDR	
	<b>8</b>	<b>Payroll Process (9/1 - 9/15) - check error messages</b>	HTST	PAYROLL	
		<b>SDR LOCKOUT-5pm</b>	HPRD	SDR	

MONTH	DATE	ACTION	ENVR	RESPON. DIV	Status/Comments
	9	Run ABBR prior to Payroll Processing (and continue running through last pay period in October)	HPRD	BENEFITS	
		Run the Life Insurance Calculation Process prior to Payroll	HPRD	BENEFITS	
	10	Turn off encumbrance flag on RTP earnings.	HPRD	PAYROLL	
		Payroll Process begins: TMS/Kronos files due HPRD 7:00 a.m. <b>(Manual entry of benefits info needs to be complete before payroll starts)</b>	HPRD	PAYROLL	
		Payroll Process-confirm	HPRD	PAYROLL	
		Resume the weekly EGI file transmission	HPRD	BEN/IT	
	11	Payroll Distribution	HPRD	SDR	
		Payroll GL Interface (UTGL81a,b) 9/15/08	HPRD	SDR	
		Process TMS Carry forward job (Lito)	TMS	IT/PAYROLL	
		Review TMS accruals/max carry forward balances.	TMS	PAYROLL	
	13	Restore HTST using HTST backup from 9/4/2008	HTST	IT	This will put HTST & FTST data back in sync for troubleshooting any issues.
	15	Turn on encumbrance flag on RTP earnings.	HPRD	PAYROLL	
		Check With Kathy Jalufka on Vacation Liability (this must be done after TMS carry forward)	HPRD	Kathy	
		Begin Nightly Encumbrance & Retro PA GL Interfaces on Regular schedule	HPRD	SDR	
	19	STIPEND Payroll/Distribution	HPRD	Payroll/SDR	
	22	PA Cutoff	HPRD	SDR	
	25	Payroll Process begins HPRD; TMS/Kronos files due HPRD 7:00 a.m.	HPRD	PAYROLL	
		Payroll Process-confirm	HPRD	PAYROLL	
	26	Payroll Distribution	HPRD	SDR	