

**2008-2009 Fiscal Close Staffing List Schedule**  
Updated schedule available at <http://budget.ucdavis.edu/staffing>

April 7 – July 4	July 1, 2009 Academic Merits and Promotions post to DaFIS (weekly automated feeds, aka scrubber doc, initiated by the Offices of the Chancellor and Provost). Please contact Carmen Raycraft ( <a href="mailto:csraycraft@ucdavis.edu">csraycraft@ucdavis.edu</a> ) with any questions.
Tuesday, June 30	Payroll database is frozen and a copy is made for staffing list purposes.
July 1 – July 2	Deans' offices and academic departments observe a three-day moratorium and will NOT input any academic merits and promotions into PPS. The last scrubber document will run July 2 to fund 2009-10 academic merits and promotions effective July 1.
Monday, July 6	Deadline to approve base budget (BB) documents. Use the year-end documents (YEBB) for all activity that will post after this date. YEBB's affect the staffing list.
July 7 – July 13	YEBB Processing – Departmental users may process YE Base Budget documents.
July 14 – July 15	YEBB Processing – Dean/VC users may process YE Base Budget documents.
<b>Wednesday, July 15      Deadline to balance staffing list for all funds.</b>	
Wednesday, July 15	Provision system is closed at 5:00 p.m.
July 20 – July 25	Force balance transactions and Final Staffing Lists are generated.
Monday, July 27	Report of force balance transactions to dean and vice chancellor offices.
July 15- August 31	Updates to the PPS-DS Staffing List Reports are suspended. This is necessary to complete reporting to the Office of the President and to conduct annual system maintenance.
Monday, September 7	Open provision system is reopened for the new 2009-10 fiscal year and daily updates to PPS-DS Staffing List Reports (daily updates available after 10AM) resume.
August 1 – Mid November	Resume weekly automated feeds to fund late July 1, 2009 Academic Merits and Promotions.

Units are responsible for preparing base budget adjustments or provision entries and any associated current budget adjustments to balance the staffing list. Additional information and resources are available from the Office of Resource Management and Planning web site at <http://budget.ucdavis.edu/staffing>.

Contact Human Resources, Collective Bargaining if you have questions about eligibility or collective bargaining contract terms. Information is available on the web at <http://www.hr.ucdavis.edu/>.

Contact Carmen Raycraft at [csraycraft@ucdavis.edu](mailto:csraycraft@ucdavis.edu) or 752-2091 if you have any questions about academic salary actions.

Staffing list workshops are available. Please contact Donna Udahl at [dfudahl@ucdavis.edu](mailto:dfudahl@ucdavis.edu) or 752-5318 to schedule an appointment.