## June 30
- Payroll database is frozen and a copy is made for staffing list purposes.

### July 1
- 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 1 to fund 2014-15 academic merits and promotions effective July 1.

### July 7
- Deadline to approve non year-end BA documents. Use the year-end documents for all activity that will post after this date. YEBA’s affect the staffing list.

### July 8 – July 11
- YEBA Processing – Departmental users may process YE Budget Adjustment documents.

### July 12 – July 14
- YEBA Processing – Dean/VC users may process YE Budget Adjustment documents.

### July 14
- **Deadline to balance staffing list for all funds.**

### July 14
- Provision system is closed at 5:00 p.m.

### July 15 – July 18
- Force balance transactions and Final Staffing Lists are generated.

### July 22
- 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 to complete reporting to the Office of the President and to conduct annual system maintenance.**

### September 1
- Open provision system is reopened for the new 2014-15 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, 2014 Academic Merits and Promotions.

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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](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/](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.