Administrative Operations Calendar 2007-08
University of California, Santa Cruz
Published By The Office of Campus Provost and Executive Vice Chancellor • Information as of April 11, 2008.
Dates are subject to change • For quarterly updates: http://opscalendar.ucsc.edu • For questions, contact: saybass@ucsc.edu

Financial & Purchasing

UC for Yourself® Deadline to Receive an On-Line W2 Form for 2008
Jan 2
Annual Inventarioal Equipment Audit Reports Due
Apr 1
Fiscal Close - Updates available in mid-May
Purchasing Deadlines
Accounting Deadlines
June
June
July
June
July
July
July
Vacation & Holiday

Human Resources

STAFF
For updates: http://hrb.ucsc.edu

FINANCIAL & PURCHASING

FINANCIAL
For updates: http://budget.ucsc.edu

ADDITIONAL RESOURCES

For updates: http://purchasing.ucsc.edu

For updates: http://srh.ucsc.edu

For updates: http://www.ucsc.edu/careers/staff/
### ADMINISTRATIVE OPERATIONS CALENDAR 2007-08

**University of California, Santa Cruz**

**Published by The Office of Campus Provost and Executive Vice Chancellor**

- Information as of Oct. 1, 2007
- Dates are subject to change
- Use as a guide only
- For questions, contact: saybass@ucsc.edu

#### Fall

<table>
<thead>
<tr>
<th>Month</th>
<th>Key Dates &amp; Events</th>
<th>Budget &amp; Planning</th>
<th>Financial &amp; Purchasing</th>
</tr>
</thead>
</table>
| September   | Academic Senate Mtg, 9/15  
Qir Begins, 9/22  
UC Regents Mtg, 9/18-20  
Preview/Advising Fair, 10/1  
Founders Day, 10/18  
Staff Brown Bag, 10/17 | UCOP/State: Regents' Budget for current operations and capital improvements  
EVC/Planning & Budget: Consider large issues with resource implications, year-end balances and divisional plans | Purchasing: On-line ProCard re-certification process  
Purchasing: Small business office launch  
Purchasing: CruxBuy workflow enhancements |
| October     | Campus Holiday Party, 12/18  
Qir Finals, 12/10-13  
Qir Ends, 1/13  
Holiday, 1/17  
UC Regents Mtg, 1/11-15  
Holidays, 1/22-31  
Campus Closure, 1/22-1/31  
Holiday, 1/21 | UCOP/State: UCOP provides preliminary allocations based on Governor's Budget  
UCOP/State: State releases "May Revision" Budget  
UCOP/State: UCOP updates preliminary allocations based on "May Revision" Budget | Financial: "UC for Yourself" deadline to receive an on-line W-2 form for 2007 (1/19)  
Financial: Annual inventorial equipment audit reports due (4/4)  
Financial: Fiscal Close deadlines | Financial: Annual inventorial equipment audit reports due (4/4)  
Financial: Fiscal Close deadlines |
| November    | Scholarships Dinner, 1/26  
Academic Senate Mtg, 1/29  
Holiday, 2/18  
UC Regents Mtg, 2/20  
Holiday, 2/28  
Staff Brown Bag, 2/20  
MLK Jr. Celebration, 2/21 | EVC/Planning & Budget: Recharge Rates approved; Resource plan for 08-09 and tentative plan for longer term refined | Purchasing: New supplier catalogs available monthly; Ongoing outreach to new and returning faculty |

#### Summer

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| June        | Qtr Ends, 6/12  
Commencements, 6/13-15  
Qir Begins, 6/23 | UCOP/State: UCOP provides campuses with final allocations  
EVC/Planning & Budget: Fiscal Closing process is completed and 08-09 budgets are loaded in FIS system | Academic: Candidates prepare material for performance appraisals & merits  
Academic: Departments review materials for performance appraisals & merits  
Academic: Divisions review materials for performance appraisals & merits  
Academic: AHR reviews & processes materials for performance appraisals & merits  
Academic: Candidates prepare material for performance appraisals & merits | Academic: Candidates prepare material for performance appraisals & merits  
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