

## A Year-in-the-Life of a Department Administrator: A Fiscal Year Overview

	Monthly	July	August	September	October	November	December	
<b>Budget</b>	Submit monthly budget allocations to HSF (clinical)							
<b>Compensation</b>	<p>Submit temporary salary increases &amp; bonuses for classified/university staff 30 days before effective date.</p> <p><a href="#">Follow HSF Payroll Deadlines (clinical)</a></p> <p>Submit HSF Contract renewals to SOM 60 days before current contract ends</p> <p>Submit out of cycle salary increases to SOM</p> <p>Follow Faculty Benefits deadlines</p> <p><a href="#">Enter Endowed Chairholders' LD schedules</a></p> <p><a href="#">Review HRMS/Payroll System Availability</a></p>	<p>Submit proposed in-band salary adjustments for all classified/university staff quarterly.</p> <p>Institutional Funding Plan Distribution Dates Published</p> <p>Observe quarterly Cash Balance Reports Deadlines (clinical)</p> <p>Review faculty records in Oracle for specialties, administrative appointments, and HSF salary screens</p>	<p>Faculty Salary Increase Database released</p> <p>Faculty Remuneration Plan training (HSF)</p> <p>FRP Database Released</p> <p>Complete FRPs and Enter Incentives</p> <p><a href="#">Follow HSF Incentive schedule (clinical)</a></p>	<p>Complete FRPs and Enter Incentives</p> <p><a href="#">Follow HSF Incentive schedule (clinical)</a></p>	<p>Submit proposed in-band salary adjustments for all classified/university staff quarterly.</p> <p>Institutional Funding Plan Distribution Dates Published</p> <p>Observe quarterly Cash Balance Reports Deadlines (clinical)</p> <p>Complete FRPs and Enter Incentives</p> <p><a href="#">Follow HSF Incentive schedule (clinical)</a></p>	<p>Faculty salary increase approvals released</p> <p><a href="#">Follow HSF Incentive schedule (clinical)</a></p>	<p>Complete FRPs and Enter Incentives</p> <p>HSF contracts due</p>	
<b>Finance</b>	<p>7th workday of month - JE cutoff (clinical)</p> <p>9th workday of month - draft financials (clinical) distributed</p> <p>10th workday of month - review and reconcile Oracle (ISDS) activity reports(or follow SOM's alternative schedule of 30 days if approved by UVA Comptroller)</p> <p>11th workday of month - submit additional accruals made to financials (clinical)</p> <p>13th workday of month - draft financials w/ additional accruals distributed (clinical)</p> <p>15th workday of month - final financial statements released (clinical)</p> <p>Attend University Comptroller's Fiscal Administrators Mtg.</p>	<p>HSF quarterly meetings (scheduled ~5 weeks after quarterly results are released)</p> <p>Review SOM-prepared cash report</p>				<p>HSF quarterly meetings (scheduled ~5 weeks after quarterly results are released)</p> <p>Submit cash report</p>		
<b>Grants &amp; Contracts</b>	<p>Determine grants up for review or expiration</p> <p>Submit grants and contracts applications no later than 5 days before award deadline</p> <p>Complete labor distribution adjustments as needed</p> <p>Complete grant expenditure reviews (due within 10 days of the close of each month)</p> <p>Visit "Find Grant Opportunities" to locate grants offered by federal grant-making agencies</p>	<p>Student effort report generation deadline for 1/1-5/31 (7/15)</p>	<p>Clinical and Basic Science faculty effort report generation deadline for 1/1-6/30 period (8/15)</p> <p>Classified effort report deadline for 1/1-3/31 (8/15)</p> <p>Classified effort report generation deadline for 4/1-6/30 (8/15)</p>		<p>Student effort report deadline for 1/1-5/31 (10/15)</p> <p>Student effort report generation deadline for 6/1-8/31 (10/15)</p>	<p>Clinical and Basic Science faculty effort report deadline for 1/1-6/30 period (11/15)</p> <p>Classified effort report deadline for 4/1-6/30 (11/15)</p> <p>Classified effort report generation deadline for 7/1-9/31 (11/15)</p>		
<b>Human Resources</b>	<p>Submit J1 visas no less than 30 days and no more than 60 days prior to hire date</p> <p>Submit H1-B visas at least 180 days prior to hire date</p> <p>Attend Administrators Committee Mtg</p> <p>Plan faculty orientation at the SOM department level.</p> <p>Notify new faculty of the "SOM New Faculty Orientation Programs"</p> <p>Use the "Department Orientation Checklist"</p> <p>Schedule HSFclinical faculty orientation as needed</p> <p>Notify new faculty of the "UVA Human Resources Employee Orientation Guide"</p>	<p>HSF Clinical Faculty Orientation Session</p> <p>Notify faculty of the HSF/UVA Benefits Orientation</p>	<p>Submit annual faculty salary increase recommendations to the SOM by 8/31</p>	<p>SOM New Faculty Orientation</p>				
<b>Promotion &amp; Tenure</b>		<p>Department chairs organize department P&amp;T committees</p> <p>BOV sends P&amp;T notification letters to candidates</p>		<p>Department P&amp;T Committees review candidates' portfolios</p>	<p>Department P&amp;T Recommendation Forms due to Dean's Office</p> <p>P&amp;T appeal packets for candidates denied by Department P&amp;T due to SOM</p> <p>Department chairs submit P&amp;T candidates' completed portfolio binders</p>	<p>Department chairs provide additional/revised information as required by SOM P&amp;T</p> <p>SOM P&amp;T reviews portfolios, vote on requested actions, and notify department chairs</p>		

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	Monthly	January	February	March	April	May	June
<b>Budget</b>	Submit monthly budget allocations to HSF (clinical)	SOM/HSF Budget Training  FRP database released  MOU and IFP Published Revenue projections and budget databases released	Revenue projections databases completed (HSF)	Group I Budgets Due (HSF)  Group II Budgets Due (HSF)	Group I Budget Review (HSF, SOM, Administrator) Group II Budget Review (HSF, SOM, Administrator) Group III Budgets Due (HSF) Group III Budget Review (HSF, SOM, Administrator)	Budgets submitted to HSF Finance Committee Budget Books Completed (HSF)	
<b>Compensation</b>	Submit temporary salary increases & bonuses for classified/university staff 30 days before effective date.  <a href="#">Follow HSF Payroll Deadlines (clinical)</a> Submit HSF Contract renewals to SOM 60 days before current contract ends Submit out of cycle salary increases to SOM Follow Faculty Benefits deadlines  <a href="#">Enter Endowed Chairholders' LD schedules</a> <a href="#">Review HRMS/Payroll System Availability</a>	Submit proposed in-band salary adjustments for all classified/university staff quarterly.  Institutional Funding Plan Distribution Dates Published Observe quarterly Cash Balance Reports Deadlines (clinical)  <a href="#">Review AAMC Faculty Survey Data (released Jan/Feb)</a>	SOM (State) salaries due  <a href="#">Follow HSF Incentive schedule (clinical)</a>	Notify SOM by 3/1 if chairholders have trouble using Eminent Scholars Matching Salary allocation.	Submit proposed in-band salary adjustments for all classified/university staff quarterly.  Institutional Funding Plan Distribution Dates Published Observe quarterly Cash Balance Reports Deadlines (clinical)	<a href="#">Follow HSF Incentive schedule (clinical)</a>	
<b>Finance</b>	7th workday of month - JE cutoff (clinical)  9th workday of month - draft financials (clinical) distributed  10th workday of month - review and reconcile Oracle (ISDS) activity reports(or follow SOM's alternative schedule of 30 days if approved by UVA Comptroller) 11th workday of month - submit additional accruals made to financials (clinical) 13th workday of month - draft financials w/ additional accruals distributed (clinical) 15th workday of month - final financial statements released (clinical) Attend University Comptroller's Fiscal Administrator's Mtg.	HSF quarterly meetings (scheduled ~5 weeks after quarterly results are released) Review SOM-prepared cash reports			HSF quarterly meetings (scheduled ~5 weeks after quarterly results are released) Complete University Comptroller's Internal Controls Questionnaire  Submit cash reports	HSF Finance Committee Meeting	
<b>Grants &amp; Contracts</b>	Determine grants up for review or expiration  Submit grants and contracts applications no later than 5 days before award deadline  Complete labor distribution adjustments as needed Complete grant expenditure reviews (due within 10 days of the close of each month) <a href="#">Visit "Find Grant Opportunities" to locate grants offered by federal grant-making agencies</a>	<a href="#">Student effort report deadline for 6/1-8/31 (1/15)</a>	<a href="#">Clinical and Basic Science faculty effort report generation deadline for 7/1-12/31 period (2/15)</a>  <a href="#">Student effort report generation deadline for 9/1-12/31 (2/15)</a>  <a href="#">Classified effort report deadline for 7/1-9/31 (2/15)</a> <a href="#">Classified effort report generation deadline for 10/1-12/31 (2/15)</a>			<a href="#">Clinical and Basic Science faculty effort report deadline for 7/1-12/31 period (5/15)</a>  <a href="#">Student effort report deadline for 9/1-12/31 (5/15)</a>  <a href="#">Classified effort report generation deadline for 1/1-3/31 (5/15)</a> <a href="#">Classified effort report deadline for 10/1-12/31 (5/15)</a>	
<b>Human Resources</b>	Submit J1 visas no less than 30 days and no more than 60 days prior to hire date Submit H1-B visas at least 180 days prior to hire date Attend Administrators Committee Mtg <a href="#">Plan faculty orientation at the SOM department level.</a> <a href="#">Notify new faculty of the "SOM New Faculty Orientation Programs"</a> <a href="#">Use the "Department Orientation Checklist"</a> <a href="#">Schedule HSFclinical faculty orientation as needed</a> <a href="#">Notify new faculty of the "UVA Human Resources Employee Orientation Guide"</a>					Department chairs conduct annual faculty performance evaluations	
<b>Promotion &amp; Tenure</b>		Department chairs notify denied P&T candidates  Department chairs notify P&T candidates of appeals outcomes	SOM forwards P&T recommendations to Provost	P&T appeal packets for candidates denied by SOM P&T due to Provost Provost's P&T Committee reviews proposed actions and candidates' appeals		SOM delivers P&T "Must/May" list to department chairs  Department P&T contacts attend P&T Orientation  Chairs conduct annual faculty performance evaluations Chairs begin departmental P&T process Provost forwards P&T recommendations to BOV	SOM opens P&T Data Entry System to department contacts  Department chairs submit Faculty Promotion Request Forms