

Staffing - Academic Year Dates

Use the following appointment start/end dates for the academic year:

Academic Year: 19-AUG-2024 to 15-MAY-2025
Summer Session: Separately for May, June, July & August
Fiscal Year 2025: 01-JUL-2024 to 30-JUN-2025

Academic Year

Typically, the labor schedule should have no end dates, it should be left open-ended. If there is a change in funding though, you will need to enter an end date and start a new distribution line. See the examples below.

12 Month Appointment: 01-JAN-2024 through 30-JUN-2024

Account	Start Date	End Date	Percent
1334560	01-JAN-2024		100.00

Change in funding: Current funding ends 30-JUN-2023 and new funding starts 01-JUL-2023

Account	Start Date	End Date	Percent
1334560	01-JAN-2024	30-JUN-2024	100.00
1643210	01-JUL-2024		100.00

The important thing to remember is the labor schedule is associated with an assignment number.

For current employees make sure the labor schedule start date is the beginning of the month or else part of the month's salary will end up getting charged to the default account. The same holds true for the end date, even when a person's assignment ends mid-month the labor distribution end date should be the end of the month.

For new hires, the labor schedule start date needs to be their hire or assignment date.

To view what the system is computing as encumbrances for each employee, you can use the Monthly Summary schedule. Go to Labor Distribution > Labor Schedules > Schedule Lines > Monthly Summary and under display enter the begin/end dates and refresh. Make any necessary modifications for each employee for the upcoming fiscal and academic year on the Schedule Lines screen.

Summer Session

Refer to email sent by HR via the Oracle listserv dated March 29, 2024 for Summer Session 2024 information.