

Staffing - Academic Year Dates

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

Academic Year: 16-AUG-2018 to 15-MAY-2019
Summer Session: Separately for May, June, July & August
Fiscal Year 2019: 01-JUL-2018 to 30-JUN-2019

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-2018 through 30-JUN-2019

| Account | Start Date | End Date | Percent |
|---------|-------------|----------|---------|
| 1334560 | 01-JAN-2018 | | 100.00 |

Change in funding: Current funding ends 30-JUN-2018 and new funding starts 01-JUL-2018

| Account | Start Date | End Date | Percent |
|---------|-------------|-------------|---------|
| 1334560 | 01-JAN-2017 | 30-JUN-2018 | 100.00 |
| 1643210 | 01-JUL-2018 | | 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 April 18, 2018 for Summer Session 2018 information.