

FLAC Monthly Calendar	
15th	deadline to lock records
17th	Acknowledgement deadline
<i>Unloaded jobs (not acknowledged/applied by deadline) must be unlocked and dates edited for next pay period</i>	
Dates will be changed after PEPFCAP is run by HR on the 17th	

FLAC Yearly Calendar	
July	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	Fall Term Opens begin editing course teaching assignments and adding non-instructional assignments in SIAASGN for August/Fall semester (20xx10) (FT, OV, EX, TE, TZ, TX)
August	
5th-12th (Suggested Date)** <i>Fall/Spring parameter</i> PEPFLAC run for Fall term 20xx10	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of September assignments</i>
September	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of October assignments</i>
October	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of November assignments</i>
November	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of December assignments</i>
18th	Spring Term Opens begin editing course teaching assignments and adding non-instructional assignments in SIAASGN for January/Spring semester (20xx20) (FT, OV, EX, TE, TZ, TX)
December	
TBA	deadline to lock records (for December payments)
TBA	Acknowledgement deadline (for December payments)
TBA	Fall semester (20xx10) closes
January	
5th-12th (Suggested Date)** <i>Fall/Spring parameter</i> PEPFLAC run for Spring term 20xx20	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of February assignments</i>
February	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of March assignments</i>

March	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of April assignments</i>
April	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for completion of May assignments</i>
18th	Summer Term Opens 20xx60; Can begin entering Summer assignments (Summer I, II & Full Term) (SS, ST, TZ, EX)
May	
15th	deadline to lock records (for May paying assignments)
17th	Acknowledgement deadline (for May paying assignments)
18th	Spring semester assignments (20xx20) closes
19th-31st (Suggested Dates)**	Initial Summer I parameter PEPFLAC run for Summer I only , term 20xx60/all assignments paying June
Initial Parameter Specifics: Use appropriate term code (20xx60). Run as "I" and then "A". Part of term codes: AP5, I**	
Part of term codes required for summer	
June	
15th	deadline to lock records
17th	Acknowledgement deadline
18th	<i>Dates adjusted by HR for July assignments</i>
18th	Summer II parameter PEPFLAC can now be run for Summer II & Full Summer, term 20xx60/all assignments paying July
Initial Parameter Specifics: Use appropriate term code (20xx60). Run as "I" and then "A". Part of term codes: F, FS, II, AP6**	
Part of term codes required for summer	

****Subject to change. Check with FLAC Manager for individualized instruction.**

Part of Term Codes can be viewed via SOATERM in Banner.