


# Academic Unit To-Do Checklist

<b>JUNE</b>	Hire all Session 1 and July Special Session Instructors in UCPATH. Download & fill-in spreadsheets for mass uploads.
6/2-6/4	<ul style="list-style-type: none"><li><input type="checkbox"/> Process remaining Graduate Student Positions &amp; Hires in UCPATH after approved by Graduate Division Dean.</li><li><input type="checkbox"/> Download <b>Mass Upload Spreadsheet for grad students</b> from collab site. <a href="https://collab.ucsd.edu/x/iS_YBQ">https://collab.ucsd.edu/x/iS_YBQ</a></li><li><input type="checkbox"/> Process remaining Lecturer &amp; Recall Positions &amp; New Hires/Rehires/Concurrent Hires in UCPATH. (DUE must approve Visiting Lecturers before processing in UCPATH.)</li></ul>
6/5-6/10	<p>★ DO NOT Initiate or Approve any Unit 18 Lecturer Entries in UCPATH</p>
6/21	<ul style="list-style-type: none"><li><input type="checkbox"/> Download copy of the <b>Mass Upload Spreadsheet for Faculty and Lecturers - JULY</b> from your department folder on OneDrive <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a>.</li></ul>

# Academic Unit To-Do Checklist

<b>JULY</b>	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 1 & July Special Session classes. Finish hiring Session 2 instructors.
7/2	<input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for SESSION 1 & July Special Session <b>grad student payments</b> at this link: <a href="https://forms.gle/GJrdDSMfuiFpVCKd9">https://forms.gle/GJrdDSMfuiFpVCKd9</a> <input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for SESSION 1 & July Special Session <b>faculty and lecturer payments</b> on OneDrive department folder. <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a>
7/3 - 7/19	<input type="checkbox"/> Enter funding for all Summer Session July pay period payments (faculty, lecturers, and grad students) by 7/19. <input type="checkbox"/> Finish hiring Session 2 instructors.
7/20	★ UCPATH deadline for the 7/1-7/31 pay period, 3pm
7/26	Download copy of the <b>Mass Upload Spreadsheet for Faculty and Lecturers - AUGUST</b> from your department folder on OneDrive <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a> .
7/30	Session 1 pay date

# Academic Unit To-Do Checklist

<b>AUG.</b>	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 2 & August Special Session classes.
8/6	<input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for SESSION 2 & August Special Session grad student payments at this link: <a href="https://forms.gle/GJrdDSMfuiFpVCkD9">https://forms.gle/GJrdDSMfuiFpVCkD9</a> <input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for SESSION 2 & August Special Session faculty and lecturer payments on OneDrive department folder. <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a>
8/6 - 8/19	<input type="checkbox"/> Enter funding for all Summer Session August pay period payments (faculty, lecturers, and grad students) by 8/19
8/20	 UCPATH deadline for 8/1-8/31 pay period, 3pm
8/23	Download copy of the <b>Mass Upload Spreadsheet for Faculty and Lecturers - SEPTEMBER</b> from your department folder on OneDrive <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a> .
9/1	Session 2 pay date

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<b>SEPT.</b>	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Remaining Summer Session payments (as needed).
9/3	<input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for remaining grad student Summer Session payments at this link: <a href="https://forms.gle/GJrdDSMfuiFpVCkD9">https://forms.gle/GJrdDSMfuiFpVCkD9</a> <input type="checkbox"/> <b>DEADLINE</b> - Turn in mass upload spreadsheet for remaining Summer Session faculty and lecturer payments on OneDrive department folder. <a href="https://go.ucsd.edu/3cPRUEF">https://go.ucsd.edu/3cPRUEF</a>
9/3-9/19	<input type="checkbox"/> Enter funding for all remaining Summer Session payments (faculty, lecturers, and grad students) by 9/19.
9/20	★ UCPATH deadline for 9/1-9/30 pay period, 3pm
10/1	Pay Date