	ACTIVITY	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
OAA	Annual Counselling: Asst & Assoc Professors	1					1						
OAA	Faculty Billet Reconciliation					1	1						
OAA	C/E Reappointments and Promotions							1			1		
CoI	Annual COI Disclosure							1					
EPS	Stanford Bulletin Department Mastheads								1			1	
EPS	Stanford Bulletin SoM Mastheads - Authorize Edits								1			1	
EPS	Course Offerings Updates								1		1		
EPS	SoM On-Line Catalog Updates								1			1	
EPS	Main Campus Classroom Scheduling									1		1	
EPS	Projected Time Schedule of Courses									1		1	
EPS	Faculty List Update										1	1	
EPS	Postdoc Benefits Premium Expense Payments	1	1	1	1	1	1	1	1	1	1	1	1
EPS	Time Schedule of Courses (Quarterly Review) - Updates	1	1		1	1		1			1		1
EPS	Biosciences Enrollment Reporting/Tracking	1	1	1	1			1			1		
EPS	Time Schedule of Courses (Quarterly Review) - Room Requests		1		1	1		1		1	1		
EPS	Biosciences Admissions - Faculty Reviewes Lists			1	1								
EPS	Biosciences Interview Weekend - Interviewees Lists		1			1							
EPS	Biosciences Interview Weekend - Schedule Reconciliation					1							
EPS	Biosciences Interview Weekend - Final Lists					1							
EPS	Biosciences Interview Weekend - Invitations					1							
EPS	Biosciences Admissions - Denials					1							
EPS	Biosciences Admissions - Final Denials Lists					1							
EPS	Biosciences Interview Weekend - Faculty Scheduling Updates		1			1							
EPS	Graduate Student Survey (GSS)			1			1						
EPS	Biosciences Interview Weekend - Finalize Schedule					1	1						
EPS	Biosciences Interview Weekend - Prep						1						
EPS	Biosciences Admissions - Signed Lists of Admitted Students							1					
EPS	Biosciences Admissions - Contact Admitted Students							1					
EPS	Biosciences Admissions - Signed-off Admit Lists							1					
EPS	Appointment of Postdoctoral Research Scholars for Clinical Fellowship Program Trainees							1	1				
EPS	Commencement - Graduate Information					1				1			
EPS	Commencement - Student Award Winners							1		1			
EPS	Biosciences Admissions -- Guide to Graduate Admissions								1	1			
EPS	Biosciences Admissions -- Online Supplemental Form								1	1			
EPS	Course Catalog update								1		1		
EPS	Biosciences brochure - Draft								1		1		
EPS	Biosciences brochure - Final											1	1
EPS	Financial Aid - MD TA's										1		1
F&A-B	Annual Budget Process												
F&A-B	Confirm with Dept Re Faculty Forecast								1				1
F&A-B	Hyperion Training							1					
F&A-B	Operating Budget Allocation - Cross list of courses/TECU/total OB Budget							1					
F&A-B	LD review								1				
F&A-B	Budget Preparation with Depts and Budget office consultation									1			1
F&A-B	Budget Review Meetings										1		1

	ACTIVITY	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
F&A-B	Budget office recommends changes to Depts											1 1	
F&A-B	Budget office distriutes final approved budget												1 1
F&A-B	Institutes												
F&A-B	*Dean Support*												
F&A-B	OB Support		1 □ □ □	□ □ 1									
F&A-B	Dean's Commitments		1 □ □ □	□ □ 1									
F&A-B	Gifts anticipated		1 □ □ □	□ □ 1									
F&A-B	Radiology												
F&A-B	PET CT information			1 □ □ □	□ □ □ □	□ □ □ 1							
F&A-B	Clinical and Basic Dept												
F&A-B	Inquiry re faculty assumptions re UTL and MCL faculty					1 □ □ 1							
F&A-B	Blood Center												
F&A-B	Ten year plan requested		1 □ □ □	□ □ 1									
F&A-B	VSC												
F&A-B	Animal Care direct costs and indirect forecast for 10 years					1 □ □ 1							
F&A-B	Bioengineering												
F&A-B	Ten year plan requested		1 □ □ □	□ □ 1									
F&A-B	Update requested to determine changes					1 □ □ 1							
F&A-FC	Incentives												
F&A-FC	Submit Incentive OTP Forms (Quarterly & Year End)	□ 1			1 1	1 1			1 1			1 1	1 □
F&A-FC	Chair Incentives (Clinical Departments)												
F&A-FC	Chair Self-Assessment and Goals	1 □ □ 1											
F&A-FC	Review Faculties cFTE & wRVUs			1 1									
F&A-FC	Review Dept Results (cFTE, wRVUS, awards, etc.)			1 1									
F&A-FC	Compensation Committee												
F&A-FC	Project Next Year's Bonuses at/over $250k (Clinical Depts)		1 1										
F&A-FC	Reconfirm Bonus Projections												
F&A-FC	Annual Faculty Salary Setting												
F&A-FC	Verify Faculty AAMC and MGMA Specialties				1 □ □ 1								
F&A-FC	Submit Department Salary Recommendations and Memo							1 □ □ □	1				
F&A-FC	Respond to Dean's Final Salary Recommendations										1 □ □ □	1	
F&A-FC	Verify Administrative Supplements												1 1
F&A-FC	Verify Final Salary Upload Data												1
F&A-FC	Submit Admin Supplement RPF Forms												1 1
F&A-FC	Faculty Salary Letter Distribution	1											
F&A-FC	Compensation Surveys												
F&A-FC	MGMA Comp Survey (Clinical Depts)		1 □ □	1									
F&A-FC	VA Parity Pay Reconciliation												
F&A-FC	Review/Distribute Parity Pay Calculations	1											
F&A-FC	Review VA Pay Increases/Calcuations				1 1			1 1			1 1		
F&A-FC	Review/Distribute Parity Pay Reconciliations											1 1	
F&A-F	Clinical Overhead Calculation		1 □ 1										
F&A-F	Service Center Annual Forecast & Projection	1 □ 1											
F&A-F	Service Center Qrtly Forecast & Projection	1 □ 1			1 □ 1			1 □ 1			1 □ 1		
F&A-F	Labor Suspense Clearing	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1	1 □ 1
F&A-F	Maintenance of Funds in Overdraft											1 □ □ 1	
F&A-F	Clinical Bonus Accruals												1 □ □ 1
F&A-F	Housing Exceptions	1 1	1 1	1 1	1 1	1 1	1 1	1 1	1 1	1 1	1 1	1 1	1 1
F&A-F	Strategic Reserve Contributions		1 □ □	□ □ □ □	1								

	ACTIVITY	SEPT				OCT				NOV				DEC				JAN				FEB				MAR				APR				MAY				JUN				JUL				AUG			
F&A-F	Representation Letters									1	1																																						
F&A-F	Service Center Annual Rate Submission	1	□	□	1																																												
F&A-F	Self Assessment Audit									1	1																																						
F&A-F	Distribution of Academic Grant													1	1																																		
F&A-F	VA Benefits Expense/Cost Allocation to Departments																																					1	□	1									
F&A-HS	Quarterly Laboratory Self Inspection	1	□	□	1									1	□	□	1									1	□	□	1									1	□	□	1								
F&A-HS	Annual General Workplace Self Inspection	1	□	□	1																																												
F&A-HS	Hazardous Materials Storage Area Monthly Inspections	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1	1	□	□	1
F&A-HS	Department Emergency Plans															1	□	□	1																														
HRG	I-9 Verifications	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
HRG	Health Screening and Training		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1		1	□	1
HRG-ER	Annual Performance Appraisal process																			1	□	□	□	□	□	□	□	□	1																				
HRG-ER	Hire dates/service dates																																									1	□	□	1				
HRG-ER	Performance appraisal audit									1	□	□	□	□	1																																		
HRG-C	Staff Salary Planning																													1	□	□	1																
HRG-C	Staff Salary Planning																													1	□	□	□	1															
HRG-C	Staff Salary Planning																							1	□	□	□	□	□	□	□	□	□	□	□	□	1												
HRG-C	Staff Salary Planning	□	1																																											1	□	□	□
HRG-C	DFA Incentive Plan																	1	□	□	□	1																											
HRG-C	DFA Incentive Plan		1	□	□	□	□	□	1																																								
IRT	None																																																
OMD	None																																																
OFPM	Space Certification	1	□	□	□	1																																											
OIP	Long Range Forecast Process						1	□	□	□	□	□	1																																					
OIP	Faculty Recruitment Planning																																									1	□	□	□	□	□	□	□	1
OIP	Faculty Recruitment Planning	1			1	1			1	1			1	1			1	1			1	1			1	1			1	1			1	1			1	1			1	1			1	1			1
OIP	Long-Range Faculty Forecasts												1	1																																			
OIP	External Survey: Annual LCME data collection																												1	1																			
RMG	Monthly Certifications	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1
		□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□	□	□	□	1	1	□	□	□
RMG	Quarterly Certifications	□	□	□	□	□	□	□	1				1	□	□	□	□	□	□	□	1				1	□	□	□	□	□	□	□	1				1	□	□	□	□	□	□	□	1				1