2007 Master Calendar

Engineering Research Support Organization

January

S	M	T	W	Th	F	S
	1	2	4	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Event	Group Responsible
GSR Appt. Renewals	Human Resources
Factulty Research Leaves (1/16-5/31)	Human Resources
I/UCRC 07-537 Letter of Intent (1/19)	Research
NeTS 07-507 Full Proposal (1/22)	Research
MRI 07-510 Full Proposal (1/25)	Research
1st Quarter PAR	Payroll/Research

February

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Event	Group Responsible
EMT 07-523 Full Proposal (2/14)	Research

March

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Event	Group Responsible
I/UCRC 07-537 Full Proposal (3/30)	Research
Quarterly Event	All Staff
Faculty Research Recall	Human Resources

April

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Event	Group Responsible
2nd Quarter & Fall PAR	Payroll/Research

May

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Event	Group Responsible
Faculty Summer Salary	Payroll/Human Resources
GSR Appts, Summer	Human Resources
Regular Merit - Academic Due (5/1)	Human Resources

June

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Event	Group Responsible
Quarterly Event (ERSO Picnic)	All Staff
I/UCRC 07-537 Letter of Intent (6/29)	Research

July

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Event	Group Responsible
CISE CRI 06-597 Letter of Intent (7/2)	Research
3rd Quarter PAR	Payroll/Research
Academic Merits (Effective 7/1)	Human Resources

August

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event	Group Responsible
GSR Appointments	Human Resources
Performance Evaluations Due	Supervisors
CISE CRI 06-597 Full Proposal (8/7)	Research

September

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Event	Group Responsible
Quarterly Event	All Staff
Faculty Research Leaves (9/1-1/15)	Human Resources

October

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Event	Group Responsible
Merit/Promo Deadline (Academic)	Human Resources
Staff Merits	Human Resources
4th Quarter & Spring PAR	Payroll/Research
Academic Range Adjustments	Human Resources

November

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Event	Group Responsible
GSR Appts - Sign-up & Renewal	Human Resources/Research
Merit/Promotions (Academic)	Human Resources
Open Enrollment	Human Resources

December

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Event	Group Responsible
Visa Requests	Human Resources
Intersession Pay	Human Resources/Payroll
ERSO Holiday Party	All Staff
Solicit address updates for Jan. W2s	Payroll