

# January 2009

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Notes: 12-15 Ausaid Payments and Estimates				1 UNI HOLIDAY		2 UNI HOLIDAY		3		4			
5 MRO-ABS Data		6		7 General Ledger Closed FinOps Monthly Reports		8 FinOps 2008 Year End Reports		9		10		11	
12 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology		13		14		15 Growing Esteem Transition Funding Project Acquittal - 2008 Quarter 4 HR22s and HR25s and Circulars		16		17		18	
19		20		21		22		23		24		25	
26 UNI HOLIDAY		27 Mtg deadline, Vet Science		28		29 Mtg deadline, Science and L&F Resources		30 Excess AL emails to staff and report to Mike Excess LSL emails to staff and report		31 Aus Day honours list		Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red	

# February 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes: 20-27 HR Quarterly report to RECC						1
2 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology FinOps Monthly Reports HR22s and HR25s and Circulars Aus Day honours List	3	4 General Ledger Closed	5	6 NHMRC Research Fellowships are due	7	8
9 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Publications for DEEWR collection to be complete	28	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red

# March 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes: 9/3 - 9/4 QUT Benchmarking						1
2 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology FinOps Monthly Reports HR22s and HR25s and Circulars	3 Mtg deadline, Vet Science	4 General Ledger Closed	5 February Optional Forecast Open Mtg deadline, Science and L&F Resources	6	7	8
9 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	10	11	12 February Optional Forecast Closed	13	14	15
16	17 NHHRC Project Grant Scheme closing date	18	19	20	21	22
23	24	25	26	27 Excess LSL emails to staff and report to July	28	29
30	31	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red				

# April 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:  3-5 THEMIS UPGRADE 9/3 - 9/4 QUT Benchmarking		1 HERDC of 2009 data for period Jan-09 to Mar-09	2 FinOps Monthly Reports HR22s and HR25s and Circulars	3 General Ledger Closed	4	5
6 March Reportable Forecast Open Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	7 Mtg deadline, Vet Science	8	9 Mtg deadline, Science and L&F Resources	10 <b>UNI HOLIDAY</b>	11	12
13 <b>UNI HOLIDAY</b> Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology Mercer Reporting	14 <b>UNI HOLIDAY</b>	15 Growing Esteem Transition Funding Project Acquittal - 2009 Quarter 1	16 March Reportable Forecast Closed Forecast Commentary on the March Reportable Forecast	17	18	19
20	21	22	23 Budget Division Staffing Growth Data	24 Publications for non- DEEWR collection to be complete Equity & Diversity Reports	25	26
27	28	29	30 HERDC Due Date for Requesting Journal Adjustments	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red		

# May 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes: 4-15 DEST Reports 6-12 HR Quarterly report to RECC		Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red		1 FinOps Monthly Reports HR22s and HR25s and Circulars	2	3
4 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	5 General Ledger Closed	6 April Optional Forecast Open	7	8	9	10
11 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	12 Mtg deadline, Vet Science	13 April Optional Forecast Closed	14 Mtg deadline, Science and L&F Resources	15 HERDC Due Date for Final 2009 HERDC of 2008 Data Certification	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# June 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 FinOps Monthly Reports HR22s and HR25s and Circulars	2	3 General Ledger Closed	4 May Optional Forecast Open	5 Causal Closedown	6	7
8 <b>UNI HOLIDAY</b> Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	9	10	11 May Optional Forecast Closed	12	13	14
15 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	16 Mtg deadline, Vet Science	17	18	19	20	21
22 End-of-Financial year reports (I)	23	24	25	26	27	28
29	30 Excess LSL emails to staff	Notes: <b>Themis End of Year Legislative Patches</b> 2-4 Dest Reports wrap-up 11-12 Queen's Birthday Honours List Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red				

# July 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes: 3-21 End-of-Financial year reports (I) & Tess Top Up 8-9 Ausaid Estimates - Scholarships 20-24 Quarterly RECC Reports		1	2 Mtg deadline, Science and L&F Resources	3 General Ledger Closed HR/Circulars	4 Ausaid Payments - Scholarships	5
6 June Optional Forecast Open Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	7	8	9	10	11	12
13 June Optional Forecast Closed	14	15 Growing Esteem Transition Funding Project Acquittal - 2009 Quarter 2	16	17 ABS Survey earning.hours (bi-annual)	18	19
20	21	22	23	24	25	26
27 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental,RMH and Micro & Immunology	28 Mtg deadline, Vet Science	29	30	31 Run LSL	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red	

# August 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:					1	2
3 HERDC of 2009 data for period Jan-09 to Jul-09 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and	4	5 General Ledger Closed	6 July Reportable Forecast Open	7	8	9
10	11	12	13 July Reportable Forecast Closed July Forecast Commentary on the July Reportable Forecast	14	15	16
17	18	19	20 Mtg deadline, Science and L&F Resources	21	22	23
24 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	25	26	27	28 HERDC Due Date for Requesting Journal Adjustments	29 ABS - Surbey earnings/hours	30
31 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red					

# September 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:	1 Mtg deadline, Vet Science	2 HR22s and HR25s and Circulars	3 General Ledger Closed	4 August Optional Forecast Open	5	6
7	8	9	10	11 August Optional Forecast Closed	12	13
14 Annual Budget Open	15	16	17	18	19	20
21 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	22	23	24	25	26	27
28 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	29	30 HR Quarterly Report	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red			

# October 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:  16 - 18 THEMIS UPGRADE			1 Mtg deadline, Science and L&F Resources	2 HR22s and HR25s and Circulars	3	4
5 General Ledger Closed	6 September Reportable Forecast Open	7	8	9	10	11
12	13 September Reportable Forecast Closed Forecast Commentary on the September Reportable Forecast Mtg deadline. Vet	14	15 Growing Esteem Transition Funding Project Acquittal - 2009 Quarter 3	16	17	18
19	20	21	22	23 Annual Budget Closed	24	25
26 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	27	28	29	30	31	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red

# November 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:						1
2 HERDC of 2009 data for period Jan-09 to Oct-09 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and	3	4 General Ledger Closed	5 October Optional Forecast Open	6	7	8
9	10	11	12 October Optional Forecast Closed	13	14	15
16	17 Mtg deadline, Vet Science	18	19 Mtg deadline, Science and L&F Resources	20 HERDC Due Date for Requesting Journal Adjustments	21	22
23 Mtg deadline, Bioceh & Mol Bio, Bio21, Dental, RMH and Micro & Immunology	24	25	26	27	28	29
30 Mtg deadline, Anatomy & Cell Bio, Neurosci, Path, Pharm and Physiology	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red					

# December 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Notes:	1	2 HR22s and HR25s and Circulars	3 General Ledger Closed	4	5	6
7	8	9 Annual Leave Loading	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ARC/NHMRC Adjustments / Transfers closed	25 <b>UNI HOLIDAY</b>	26	27
28 <b>UNI HOLIDAY</b>	29 <b>UNI HOLIDAY</b>	30 <b>UNI HOLIDAY</b>	31 <b>UNI HOLIDAY</b>	Themis - Turquoise FinOps - Blue HR - Pink Res Off - Green Uni Holidays - Red		