

University Enterprises, Inc.  
Additional Employment Reporting Submission Dates

Reports for the time periods outlined below will be sent to Academic Affairs (Office of Research Affairs) by the specified submission dates.

**Submission Date**

**Reporting Periods**

	ACADEMIC YEAR FACULTY	12 MONTH FACULTY, MPP & STAFF
<b>OCTOBER 31</b>	1. Prior academic year including winter break and summer	Current calendar year through Sept 30
	2. Current academic year through September 30	
<b>MARCH 31</b>	Current academic year – fall, winter break, and spring through February 28	1. Prior calendar year
		2. Current calendar year through Feb 28
<b>JULY 31</b>	Current academic year – fall, winter break, spring, and summer through June 30	Current calendar year through June 30

Also see:

- [California State University, Sacramento Office of Research Affairs Time and Effort Reporting](#)
- [Outside & Additional Employment Policy for Management Personnel Plan Employees](#)
- [University Additional Employment Policy HRS-0101](#)