

University Enterprises, Inc.
Additional Employment Reporting Submission Dates

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

Submission Date

Reporting Periods

	ACADEMIC YEAR FACULTY	12 MONTH FACULTY, MPP & STAFF
November 15th annually	1. Prior academic year including winter break and summer	Current calendar year through Sept 30
	2. Current academic year through September 30	
April 15th annually	Current academic year – fall, winter break, and spring through February 28	1. Prior calendar year
		2. Current calendar year through Feb 28
September 1st	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](#)