

Mass Funding

Overview

Use the Mass Funding template to submit funding actions for upload into UCPATH.

Process

1. Review the Job Aids
 - a. UPK: [Job Aid: Complete the CSV File Template for Mass Funding Uploads](#)
 - b. UPK: PHCMGENL201 Funding Entry and Update
2. Complete the Mass Funding template spreadsheet: [UCPath Templates](#)
 - a. [Mass Funding Template Guide](#) (Google Sheet)
3. Submit to the Graduate Employment team using this Google Form: [Mass PayPath & Mass Funding Request](#)

Timelines

- **Deadline to Submit to FSU:** This is the deadline to submit a spreadsheet to the Graduate Student Employment team for review and submission (approximately 6 business days before the Funding Upload Deadline)
- **Monthly Payroll Deadline:** Employee data change deadline. Find links to the Payroll Processing Schedule on the [UCPath](#) website or the [Transactor Resources](#) page.
- **E-703 Funding Upload Deadline:** This is the UCPATH deadline to upload funding changes for the associated payroll period. Find links to the Payroll Processing Schedule on the [UCPath](#) website or the [Transactor Resources](#) page.
- **Non-transaction Days:** No funding transactions may be processed between the Pay Confirm Date and the GL Post-Confirm Date (Complete)

Month	Deadline to Submit to FSU	Monthly Payroll Deadline (3:00 pm)	E-703 Funding Upload Deadline	Non-transaction Days (MO /BW)
January 2022	01/14/22	01/19/22	01/24/22	01/26/22-01/28/22
February 2022	02/14/22	02/16/22	02/22/22	02/23/22-02/25/22
March 2022	03/15/22	03/18/22	03/23/22	03/28/22-03/30/22
April 2022	04/08/22	04/18/22	04/21/22	04/25/22-04/27/22
May 2022	05/11/22	05/19/22	05/24/22	05/26/22-05/31/22
June 2022	06/09/22	06/17/22	06/23/22	06/27/22-06/29/22
July 2022	07/11/22	07/19/22	07/22/22	07/26/22-07/28/22
August 2022	08/11/22	08/19/22	08/24/22	08/26/22-08/30/22
September 2022	09/09/22	09/19/22	09/22/22	09/26/22-09/28/22
October 2022	10/10/22	10/18/22	10/21/22	10/24/22-10/28/22
November 2022	11/14/22	11/16/22	11/21/22	11/23/22-11/29/22
December 2022	12/09/22	12/19/22	12/20/22	12/27/22-01/03/23