

## Implementation Schedule for Tennessee State University Cooperative Extension Program

Month	Description	Due	Submit Documents to:
<b>July</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>August</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>September</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>October</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	Qualtrics
	Requests for Leave	By 16 <sup>th</sup> day	myTSU
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
	<i>Non-faculty Time and Effort Reporting Period Oct. 1<sup>st</sup> to Mar. 30<sup>th</sup>.</i>	TBD	Jason Foster
<i>Annual Enrollment Transfer Period (AETP)</i>	TBD	Online, HR	
<b>November</b>	<i>Educational Assistance Forms – Spring Semester, if applicable</i>	By 1 <sup>st</sup> day	Jason Foster
	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics	
<b>December</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>January</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>February</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>March</b>	<i>Educational Assistance Forms – Summer Semester, if applicable</i>	By 1 <sup>st</sup> day	Jason Foster
	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics	
<b>April</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
	<i>Non-Faculty Time and Effort Reporting Period Apr. 1<sup>st</sup> to Sept. 30<sup>th</sup></i>	TBD	Jason Foster
<b>May</b>	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
	Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics
<b>June</b>	<i>Educational Assistance Forms - Fall Semester, if applicable</i>	By 1 <sup>st</sup> day	Jason Foster
	Travel Reimbursement	By 10 <sup>th</sup> day	Qualtrics
	Leave Report	By 16 <sup>th</sup> day	myTSU
	Requests for Leave	By 16 <sup>th</sup> day	Qualtrics
Land-Grant Ledger Submission	By 16 <sup>th</sup> day	Qualtrics	