

Meeting/Event/Item	Date	Time	Purpose/Information	Venue
New course approvals	January / February 2017		Faculty Managers: Academic Admin to initiate the new course approval process in the faculties	
Course Approval forms	26 May 2017		Faculty Managers: Academic Admin to get forms of DC approved new courses to Lisa Belding	
Course Approval Forms on PeopleSoft	Monday, 26 June 2017		Lisa Belding to have captured all DC approved submissions (Course Approval Forms) on PeopleSoft system and to give Finance department the go-ahead to run reports for templates	
Training - Refresher	29 June 2017 OR 03 July 2017	09h00 to 13h00 09h00 to 13h00	Refresher course for SAP planners (optional)	ICTS Training Room 2, Kramer
Training - New planners	30 June 2017	09h00 to 13h00	New planners (compulsory)	ICTS Training Room 1, Kramer
SAP open	03 July 2017	08h30	Open for 2018 CO Planning Version 29	
Guidelines available	03 July 2017	08h30	Budget guidelines distributed	
Budget fee templates	10 July 2017	08h30	Budget fee templates sent to Faculty Managers: Academic Admin	
Budget fee templates submissions due	Monday, 07 August 2017	08h30	Submission of completed Budget fee template by Faculty Managers: Academic Admin to Finance Managers, for input into SAP	
Staffing master data changes (SAP CO Resources)	Monday, 14 August 2017	08h30	No further requests for changes to staffing resources will be accepted	
Budget submissions due	Wednesday, 30 August 2017	08h30	Faculty & PASS dept. plans completed in SAP (including fee plans) & budget submissions (schedules)	
P&BWG	Monday, 11 September 2017	09h00 to 17h00	Preliminary meeting 1 (pre-review meeting)	Finance Meeting Room, Bremner
P&BWG	Tuesday, 12 September 2017	08h30 to 17h00	Preliminary meeting 2 (pre-review meeting)	Finance Meeting Room, Bremner
P&BWG	13, 14 September 2017 15 September 2017 18, 19 September 2017 20 September 2017 21 September 2017	08h30 to 17h00 08h30 to 13h00 08h30 to 17h00 08h30 to 15h30 08h30 to 17h00	Budget Reviews with units; Faeeda will advise units on slot choices available	Finance Meeting Room, Bremner
UFC	Friday, 22 September 2017	14h30 to 17h30	Recommend 2018 fee increases to Council	Finance Meeting Room, Bremner
P&BWG Budget Post Review First Pass	Tuesday, 26 September 2017	08h30 to 17h00	Post review meeting budget 2018 (Final P&BWG wrap-up meeting)	Finance Meeting Room, Bremner
RAAG	Wednesday, 27 September 2017	08h30 to 17h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
RAAG	Thursday, 28 September 2017	08h30 to 17h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
RAAG	Friday, 29 September 2017	08h30 to 17h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
RAAG	Monday, 02 October 2017	08h30 to 13h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
RAAG	Tuesday, 03 October 2017	08h30 to 17h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
RAAG	Wednesday, 04 October 2017	08h30 to 17h00	Budget 2018 review of plans	Finance Meeting Room, Bremner
SLG Budget Heads meeting: "Show & Tell"	Friday, 06 October 2017	08h30 to 13h00	Budget 2018	Mafeje Room, Bremner
Council	Saturday, 07 October 2017	10h00	Approve 2018 Fees	Mafeje Room, Bremner
RAAG	Monday, 09 October 2017	08h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
RAAG	Tuesday, 10 October 2017	11h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
RAAG	Wednesday, 11 October 2017	08h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
RAAG	Monday, 16 October 2017	08h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
USF/UFC/SLG	Friday, 20 October 2017	14h00 to 17h00	2018 Budget for November UFC and December Council	Mafeje Room, Bremner
RAAG	Monday, 23 October 2017	08h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
RAAG	Tuesday, 24 October 2017	08h30 to 17h00	Budget 2018	Finance Meeting Room, Bremner
UFC	Monday, 20 November 2017	14h30 to 17h30	2018 Budget for December Council	Finance Meeting Room, Bremner
Council	Saturday, 09 December 2017	10h00	Approve 2018 Budget	Mafeje Room, Bremner