

Financial/Incentive Deadlines and Incentive Plan Development Process

Misc Finance Item	How Often	Due Dates	Time
Journal Entries	Monthly	4th Business Day	5:00 PM
Contract Income Deposits	Semi-annual	Dec 31st & June 30th	1:00 PM
On-call Incentive forms/spreadsheet	Monthly	~ 10th	Noon
Cost Center Budget	Annually	April	
Professional Trust Liability spreadsheet	Annually	Mid-January	5:00 PM

Financial Statements/Reports	How Often	When Available	
Financial Statements and Reports available for download	Monthly	~12th Business Day	<i>Finance will notify *</i>

Mid-Year and Year End Incentives	How Often	Due Dates	Time
Incentive for Mid Year & Year End distribution email from CU Medicine	Semi-annual, sent to Administrators	~ End of January & July	5:00 PM
Incentive package for March Payout	Mid Year	Mid-February	5:00 PM
Incentive package for April Payout	Mid Year	Mid-March	5:00 PM
Incentive package Sept Payout	Fiscal Year End	Mid-August	5:00 PM
Incentive package Oct Payout	Fiscal Year End	Mid-September	5:00 PM
Incentive Reserve Form for July-Dec (Mid Year) **	Semi-Annual Prior to payout	June 30th	5:00 PM
Incentive Reserve Form for Jan-July (Year End) **	Semi-Annual Prior to payout	Dec 31st	5:00 PM
Incentive Reserve Form for July-June **	Annual Prior to payout	June 30th	5:00 PM
Incentive Plan may be changed or amended any time prior to the distribution period in which it is to be applied			

* You will receive an email notification from the Financial Reporting Team when reports are available.
Please ensure you have received notification prior to printing/downloading.

** Incentive Reserve forms are due to CU Medicine prior to the period for which incentives are being earned.
Annual payout: Based on July 2017-June 2018 earnings, incentive reserve forms are due 6/30/17
Mid Year payout: Based on July-Dec 2017 earnings, incentive reserve forms are due 6/30/17; for Jan-July 2018 earnings, forms are due 12/31/17

Required Incentive Plan Approval Steps
<ol style="list-style-type: none"> 1. Dept forwards draft incentive plan to CU Medicine Finance 2. Plan reviewed by CU Medicine Finance 3. CU Medicine forwards to Sr. Assoc Dean for review 4. Sr. Assoc Dean will contact dept with comments 5. After incorporating changes, dept should proceed with faculty vote 6. Faculty approved plan w/ dept chair signature forwarded to Sr. Assoc Dean 7. Sr. Assoc Dean will secure SOM Dean approval and signature 8. Sr. Assoc Dean will notify dept the process has been completed 9. Dean's office will keep original and send signed copies to CU Medicine Finance and dept