

VP Area	Due date (Month or Various)	Due Date	Compliance Activity	Description	Statute(s)/Other Authority	Responsible Office	Responsible Position Number and Title
Administration & Finance	January	20-Jan	DSBSD SWAM Report	Identify quarterly payments to DMBE certified small, woman and minority owned businesses in comparison to total discretionary payments. Calculate percentages to paid SWAM vendors by category.	Executive Order 33 - Enhancing Opportunities for Small, Woman and Minority Owned Businesses	Procurement Services	01092A, Procurement Program Coordinator
Administration & Finance	January	31-Jan	Auxiliary Indirect Cost Recovery Study (Biennial)	As part of the statewide reporting, the institution must submit an auxiliary recovery study electronically to the State Council of Higher Education (SCHEV). The study is used to determine the auxiliary indirect cost recovery rate for the biennium. The report is due in November every two years. Actual date is provided by SCHEV each period. NOTE: Effective Sept 30, 2015, this report is not sent to SCHEV but must be done to comply with the Auxiliary Recovery Report due Sept 30.	Section 3-4:01 Appropriation Act	General Accounting, Office of Finance	00237A, Plant Funds and Cost Accountant
Administration & Finance	January	31-Jan	Quarterly Accounts Receivable Report (1st quarter ending in September)	As part of the statewide reporting, the institution must submit an accounts receivable report electronically to the Department of Accounts. The report is due within 75 days after the quarters for September, December and March. June is due within 90 days after the quarter.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00828A, Financial Reporting Supervisor
Administration & Finance	January	31-Jan	Periodic Surveillance	Visual Inspection of asbestos containing building materials - BAL, Rogers Hall, Art Studio, Stables Theatre	HERA	Public Safety, Environmental Health & Safety	Asbestos & Lead Prog Coord, 00471A
Administration & Finance	January	31-Jan	Annual Permit Activity Report	Submit annually, a report of all activity initiated under the annual permit for the just concluded calendar year.	VUSBC, Section 110.2	Facilities Management	Utility Engineer/Supervisor, Planner Estimator, 00683
Administration & Finance	January	31-Jan	Tuition Payment Credit Reporting Requirements	An institution or insurer must furnish a statement to each individual for whom it is required to file a Form 1098-T, on or before January 31 of the year following the calendar year in which payments were received, or amount were billed, for qualified tuition and related expenses, or reimbursements, refunds, or reductions of such amounts were made.	26 U.S.C. § 6050S; 26 CFR 1.6050S-2T	Student Account Services, Office of Finance	00820 - AR/Cashiering Manager
Administration & Finance	January	31-Jan	Internal Revenue Code: W-2 Forms	By January 31 of the year succeeding the calendar year in which wages were paid to an employee, the employer must furnish the tax return copy and the employee's copy of Form W-2.	26 CFR § 31.6051-1	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	January	31-Jan	Internal Revenue Code: Form 1099 Reporting	By Jan. 31 of the year succeeding the calendar year in which accumulated reportable payments of \$600 or above were paid to all reportable payee types, the institution must furnish the tax return copy to the recipient of Form 1099.	26 CFR § 1.6041-1	Accounts Payable, Office of Finance	00898A - Financial Service Specialist I
Administration & Finance	January	31-Jan	Virginia Department of Taxation: Form VA-6	By Jan 31, Employers are required to file with the Virginia Department of Taxation "Virginia Annual/Final Summary of VA Income Tax Withheld"	VA Code §58.1-478	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	January	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	January	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	January	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	January	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	January	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	January	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	January	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	January	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	January	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	January	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	January	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	January	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	January	Quarterly	Financial Reports to Auditor of Public Accounts	Transmit FTMFSYR, Fiscal Calendar, and FTMCTRL, System Ledger Control Report, to Auditor of Public Accounts, Department of Accounts at end of each quarter (sent by the end of the following month). Data is used by Department of Accounts for the Commonwealth Data Point website (ref SB934 memorandum).	Auditor of Public Accounts and Department of Accounts	Data Control, Office of Finance	00290A, Finance Systems Manager
Administration & Finance	January	Quarterly	Internal Revenue Code: Form 941 - Federal	By Jan 31, or Feb 10th if all tax deposits made timely, Employers are required to file with the Internal Revenue Service Form 941 "Employers Quarterly Tax Return" for the succeeding calendar year quarter in which wages were paid to employees.	26 CFR §1.6011	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	January	Quarterly	Virginia Department of Taxation: Form VA-16 - State	By Jan. 31 of the year succeeding the calendar year in which wages were paid to an employee, the employer must file information returns for quarterly state tax reporting for the prior "fourth" quarter.	VA Code §58.1-472	Payroll, Office of Finance	00785, Payroll Accountant and 00146A, Payroll Manager

Administration & Finance	January	Quarterly	Virginia Employment Commission - Quarterly Reporting	By Jan. 31, file Form VEC FC-20 for the prior calendar year quarter reportable wages for all reportable employees covered under the Virginia Unemployment Compensation Act.	VA Code §60.2-512	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	January	Quarterly	Prompt Pay Reporting	By the 10th working day of the quarter, report to Department of Accounts for the prior quarters payments, # late payments, total # payments with dues dates, \$ amount of late payments and \$ amount of total payments with due dates for inclusion in the Statewide Report on Financial Management and Compliance	VA Code §2.2-4347 - §2.2-4356 & §2.2-5004	Accounts Payable, Office of Finance	01133A - Financial Services Manager I
Administration & Finance	February	14-Feb	Annual Fuel and Air Emissions Report	Oil and natural gas throughputs for boilers	ODU Air Permit (DEQ)	Environmental Health & Safety	Director, EH&S, FA734A
Administration & Finance	February	15-Feb	Effective Period of Withholding Exemption Certificate	A Form W-4 filed by an employee expires on February 15th of the year following the year in which the Form W-4 was given to employer. The employer must now begin withholding for any employee who previously claimed an exemption, but has not given the employer a new Form W-4 for the current year. If the employee does not give the employer a new Form W-4 (see December), withhold tax as if the employee is single, with zero withholding allowances.	26 CFR § 31.3402(f)(4)-2	Payroll, Office of Finance	00536A, Payroll Processing Supervisor
Administration & Finance	February	28-Feb	Return of Information as to Payments to Employees	Employers must file Form W-2 for wages paid to each employee from whom income, social security or Medicare taxes were withheld or income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4. Anyone required to file Form W-2 must file Form W-3 to transmit Copy A of Forms W-2. The employer must file these forms with the IRS by Feb. 28, or March 31 if filed electronically.	26 CFR § 1.6041-2	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	February	28-Feb	Code of Virginia: Form W2	By Feb 28, Employers are required to file with the Virginia Department of Taxation, annual "Employer Summary of W2 Magnetic Media"	VA Code §58.1-478	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	February	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	February	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	February	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	February	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	February	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	February	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	February	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	February	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	February	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	February	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	February	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	February	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	March	1-Mar	SARA Tier II Report	SARA Title III	40 CFR 370	Environmental Health & Safety	Director, EH&S, FA734A
Administration & Finance	March	1-Mar	Emergency Planning and Community Right-to-Know Act (EPCRA)	By March 1st of each year, the owner or operator of any facility shall prepare and submit a hazardous material inventory for Extremely Hazardous Substances in excess of Threshold Planning Quantities to the appropriate local emergency planning committee; the state emergency response commission; and the fire department with jurisdiction over the facility.	42 U.S.C. §§ 11021 and 11022; 40 CFR §370.21 and 370.25	Public Safety, Environmental Health & Safety	Director, EH&S, FA734A
Administration & Finance	March	10-Mar	Assessment of Institutional Performance	Provide DEB a listing of completed capital projects (those receiving a final certificate of occupancy) greater than \$1M to include authority (appropriation or governing board), original budget and completion cost for the project.	Code of Virginia Section 4-9.02	Design & Construction	Director, Design and Construction, FA030A
Administration & Finance	March	15-Mar	Form 1042/1042-S Filing and Information Returns	Form 1042-S is used to report all non-employee payments to non-resident aliens and payments to nonresident employees who claim exemptions from federal income taxes due to a tax treaty. (The taxable portion of payments to nonresident employees are reported on IRS Form W-2 in January.) The institution must file Form 1042, and copies of all Forms 1042-S with the IRS by March 15 of the calendar year following the year in which the income was paid. In addition, Form 1042-S must be sent to each recipient of an amount subject to reporting by March 15 of the calendar year following the year in which the income was paid.	26 USCS § 871; 26 CFR 1.146-1	Payroll, Office of Finance	001007A NRA & Payroll Coordinator
Administration & Finance	March	31-Mar	Radiation Safety Committee Meeting	Quarterly meeting of RSC	NRC	Public Safety, Environmental Health & Safety	Radiation Safety Officer, 00437A

Administration & Finance	March	31-Mar	Tuition Payment Credit Reporting Requirements	Form 1098-T must be filed with the IRS by February 28 (or March 31, if filed electronically) of the year following the calendar year during which payments were received. The proposed regulations requiring filing Forms 1098-T on magnetic media impose no additional reporting or record keeping and only prescribe the method of filing information returns that are already required to be filed.	26 U.S.C. § 6050S; 26 CFR 1.6050S- 2T	Student Account Services, Office of Finance	00820 - AR/Cashiering Manager
Administration & Finance	March	31-Mar	Return of Information as to Payments to Employees	Employers must file Form W-2 for wages paid to each employee from whom income, social security or Medicare taxes were withheld or income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4. Anyone required to file Form W-2 must file Form W-3 to transmit Copy A of Forms W-2. The employer must file these forms with the IRS by Feb. 28, or March 31 if filed electronically.	26 CFR § 1.6041-2	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	March	31-Mar	Internal Revenue Code: Form 1099 Reporting	Filers are required to file electronically when 250 or more information returns are filed. IRS Electronic Filing is due by March 31 of the year succeeding the calendar year in which accumulated reportable payments of \$600 or above were paid to all reportable payee types, the institution must file using the FIRE system (Filing Information Returns Electronically).	Publication 1220	Accounts Payable, Office of Finance	00898A - Financial Service Specialist I
Administration & Finance	March	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	Biennial March	Biennial	Fixed Asset Inventory	Conduct inventory of University's fixed assets at least once every two years.	CAPP Manual Topic 30505	General Accounting, Office of Finance	Fixed Asset Accountant 00708A
Administration & Finance	March	Mid-March	Quarterly Accounts Receivable Report (2nd quarter ending in December)	As part of the statewide reporting, the institution must submit an accounts receivable report electronically to the Department of Accounts. The report is due within 75 days after the quarters for September, December and March. June is due within 90 days after the quarter.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00828A, Financial Reporting Supervisor
Administration & Finance	March	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	March	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	March	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	March	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	March	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	March	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	March	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	March	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	March	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	March	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	March	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	March	Quarterly	Return of funds for uncashed checks	In accordance with DOE guidance for return of Title IV funds disbursed by check and the check is not cashed, the institution must return the funds to DOE not later than 240 days after the date it issued that check.	34 CFR §668.14 (h) (2)	General Accounting, Office of Finance	00925A, Reconciliation Accountant
Administration & Finance	April	Annually, 1-Apr	University Continuity Plan Update	ODU is required to update the University Continuity Plan to include relevant information and to conform to the most recent template produced by the Virginia Department of Emergency Management (VDEM). The University Continuity Plan describes how ODU will continue to provide essential services or perform mission essential functions during a disaster or other event that disrupts normal operations.	Executive Order 41 (Effective 30 September 2011)	Public Safety, Office of Emergency Management	FA027A, Associate Director, Emergency Management
Administration & Finance	April	14-Apr	Program Participation Agreements and IPEDS	As part of the program participation agreements signed in connection with financial aid, an institution must complete surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the Secretary, in a timely manner and to the satisfaction of the Secretary. Filing the required IPEDS forms also fulfills certain reporting requirements under Titles VI and VII and the ADA.	20 U.S.C. § 1094(a)(17); 34 C.F.R. § 100.6; 29 C.F.R. §§ 1602.48-50	General Accounting, Office of Finance	00828A, Financial Reporting Supervisor
Administration & Finance	April	20-Apr	DSBSD SWAM Effort Report	Identify quarterly payments to DMBE certified small, woman and minority owned businesses in comparison to total discretionary payments. Calculate percentages to paid SWAM vendors by category.	Executive Order 33 - Enhancing Opportunities for Small, Woman and Minority Owned Businesses	Procurement Services	01092A, Procurement Program Coordinator
Administration & Finance	April	April - August	Capital Six Year Plans	Capital Six Year Plans	Virginia Department of Planning and Budget	Design & Construction	Director, Design & Construction, FA717
Administration & Finance	April	April - May	Tuition & Fee Report	Tuition & Fee Report	SCHEV	Budget Office	Assoc. VP for Admin & Finance, FA202

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Administration & Finance	April	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	April	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
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Administration & Finance	April	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	April	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
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Administration & Finance	April	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	April	Quarterly	Prompt Pay Reporting	By the 10th working day of the quarter, report to Department of Accounts for the prior quarters payments, # late payments, total # payments with dues dates, \$ amount of late payments and \$ amount of total payments with due dates for inclusion in the Statewide Report on Financial Management and Compliance	VA Code §2.2-4347 - §2.2-4356 & §2.2-5004	Accounts Payable, Office of Finance	01133A - Financial Services Manager I
Administration & Finance	April	Quarterly	Internal Revenue Code: Form 941 - Federal	By Apr 30, or May 10th if all tax deposits made timely, Employers are required to file with the Internal Revenue Service Form 941 "Employers Quarterly Tax Return" for the prior quarter.	26 CFR §1.6011	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	April	Quarterly	Virginia Employment Commission - Quarterly Reporting	By Apr 30, file Form VEC FC-20 for the prior quarter reportable wages for all reportable employees covered under the Virginia Unemployment Compensation Act.	VA Code §60.2-512	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	April	Quarterly	Virginia Department of Taxation: Form VA-16 - State	By Apr 30, Employers are required to file with the Virginia Department of Taxation "Employers Quarterly Reconciliation/Return of Virginia Income Tax Withheld" for the prior quarter.	VA Code §58.1-472	Payroll, Office of Finance	00785, Payroll Accountant and 00146A, Payroll Manager
Administration & Finance	April	Quarterly	Financial Reports to Auditor of Public Accounts	Transmit FTMFSYR, Fiscal Calendar, and FTMCTRL, System Ledger Control Report, to Auditor of Public Accounts, Department of Accounts at end of each quarter (sent by the end of the following month). Data is used by Department of Accounts for the Commonwealth Data Point website (ref SB934 memorandum).	Auditor of Public Accounts and Department of Accounts	Data Control, Office of Finance	00290A, Finance Systems Manager
Administration & Finance	April	Annually	University Operating Plan & Budget	Submitted annually to the Board of Visitors for approval at the quarterly meeting held in April	BOV	Budget Office	Assoc. VP for Admin & Finance, FA202
Administration & Finance	April	Annually	Continuing Disclosure Requirements, Capital	Continuing Disclosure Requirements, Capital	Virginia Department of Treasury	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	April	Annually	Tuition & Fee Proposal	Submitted annually to the Board of Visitors for approval at the quarterly meeting held in April	BOV	Budget Office	Assoc. VP for Admin & Finance, FA202
Administration & Finance	May	45-Days Prior to July 1	IT Strategic Plan	At least 45 days prior to each fiscal year, the President, acting through the University Chief Information Officer, shall make available the University's IT strategic plan covering the next fiscal year to the State CIO for his review and comment with regard to the consistency of the University's plan with the intent of the currently published overall five-year IT strategic plan for the Commonwealth developed by the State CIO pursuant to § 2.2-2007 of the Code of Virginia and into which the University's plan is to be incorporated.	Level II	Information Technology Services	Associate VP for University Services, FA 140A
Administration & Finance	May	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	May	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	May	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	May	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	May	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A

Administration & Finance	May	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	May	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	May	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	May	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	May	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	May	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	May	Annually	Small Purchase Charge Card	Review of Cardholder Usage Certification	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	May	Annually	Small Purchase Charge Card	Department of Accounts Cardholder Training Certification	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	May	Annually	Small Purchase Charge Card	Department of Accounts Cardholder Supervisor Training Certification	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	May	Annually	Small Purchase Charge Card	Department of Accounts SPCC Program Administrator Training Certification	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	June	1-Jun	Capital Reappropriation Reports	Capital Reappropriation Reports	Virginia Department of Planning and Budget	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	June	15-Jun	Year-end Close Procedures and Compliance Actions	Year-end Close Procedures and Compliance Actions	Virginia Department of Planning and Budget	Budget Office	Assoc. VP for Admin & Finance, FA202
Administration & Finance	June	15-Jun	Equipment Trust Fund Reimbursement Submissions	Equipment Trust Fund Reimbursement Submissions	SCHEV & Treasury	Budget Office	Budget Officer, FA723
Administration & Finance	June	30-Jun	Radiation Safety Committee Meeting	Quarterly meeting of RSC	NRC	Public Safety, Environmental Health & Safety	Radiation Safety Officer, 00437A
Administration & Finance	June	Mid-June	Quarterly Accounts Receivable Report (3rd quarter ending in March)	As part of the statewide reporting, the institution must submit an accounts receivable report electronically to the Department of Accounts. The report is due within 75 days after the quarters for September, December and March. June is due within 90 days after the quarter.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00828A, Financial Reporting Supervisor
Administration & Finance	June	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	June	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	June	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	June	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	June	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	June	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	June	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	June	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	June	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	June	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	June	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	June	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	June	Quarterly	Return of funds for uncashed checks	In accordance with DOE guidance for return of Title IV funds disbursed by check and the check is not cashed, the institution must return the funds to DOE not later than 240 days after the date it issued that check.	34 CFR §668.14 (h) (2)	General Accounting, Office of Finance	00925A, Reconciliation Accountant
Administration & Finance	July	3-Jul	Deposit Certificate Recording	Record last deposit certificate to Cardinal, usually by 3rd day in July. This deadline will ensure that DOA receives all cash data by the preliminary close. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	Data Control, Office of Finance	00016A, Data Control Fiscal Technician

Administration & Finance	July	Mid-July	Year End Cash Close	As part of the statewide reporting, the institution must close the financial records for year end on a cash basis at June 30th of each year. The year end close process must be completed by mid July of each year. The actual date is published on line by the Department of Accounts in May of each year and a notification is sent to the Controller to ensure timely completion.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	July	Second Week of July	ATV Recording	Record general ledger file to Cardinal, usually by end of second week in July. This deadline will ensure that DOA receives all activity to close out the fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	Data Control, Office of Finance	00290A, Finance Systems Manager
Administration & Finance	July	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	July	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	July	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	July	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	July	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	July	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	July	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	July	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	July	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	July	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	July	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	July	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	July	Quarterly	Internal Revenue Code: Form 941 - Federal	By July 31 or Aug 10th if all tax deposits made timely, Employers are required to file with the Internal Revenue Service Form 941 "Employers Quarterly Tax Return" for the prior quarter.	26 CFR §1.6011	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	July	Quarterly	Virginia Employment Commission - Quarterly Reporting	By July 31 file Form VEC FC-20 for the prior quarter reportable wages for all reportable employees covered under the Virginia Unemployment Compensation Act.	VA Code §60.2-512	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	July	Quarterly	Virginia Department of Taxation: Form VA-16 - State	By July 31 of the year succeeding the calendar year in which wages were paid to an employee, the employer must file information returns for quarterly state tax reporting for the prior "fourth" quarter.	VA Code §58.1-472	Payroll, Office of Finance	00785, Payroll Accountant and 00146A, Payroll Manager
Administration & Finance	July	Quarterly	Financial Reports to Auditor of Public Accounts	Transmit FTMFSYR, Fiscal Calendar, and FTMCTRL, System Ledger Control Report, to Auditor of Public Accounts, Department of Accounts at end of each quarter (sent by the end of the following month). Data is used by Department of Accounts for the Commonwealth Data Point website (ref SB934 memorandum).	Auditor of Public Accounts and Department of Accounts	Data Control, Office of Finance	00290A, Finance Systems Manager
Administration & Finance	July	Quarterly	Prompt Pay Reporting	By the 10th working day of the quarter, report to Department of Accounts for the prior quarters payments, # late payments, total # payments with dues dates, \$ amount of late payments and \$ amount of total payments with due dates for inclusion in the Statewide Report on Financial Management and Compliance	VA Code §2.2-4347 - §2.2-4356 & §2.2-5004	Accounts Payable, Office of Finance	01133A - Financial Services Manager I
Administration & Finance	July	Annually	Capital Outlay Progress Reports	Submitted to the Virginia Department of General Services/Bureau of Capital Outlay Management semi-annually. This allows BCOM to see a condensed update of all capital projects. For each project, the appropriation amount, amount obligated to date, the design and construction completed percentages, the estimated date of project completion, and construction contract amount are noted.	Code of Virginia, Section 4-8-00	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	August	1-Aug	Value Engineering	Required annually for inclusion in DGS report to the Governor entitled "Value Engineering of State Agency Capital Outlay Projects." This report discloses capital projects where value engineering was employed and resulting cost savings.	Code of Virginia Section 2.2-1133	Design & Construction	Director, Design and Construction, FA030A
Administration & Finance	August	24-Aug	O&M Plant Survey for New Capital Projects	O&M Plant Survey for New Capital Projects	SCHEV	Budget Office (with input from Facilities Management)	Budget Officer, FA723; Utility Engineer/Supervisor, Planner Estimator, 00683
Administration & Finance	August	Mid August	Annual Budget Operating Plan	Annual Budget Operating Plan	Virginia Department of Planning and Budget	Budget Office	Budget Officer, FA723
Administration & Finance	August	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	August	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor

Administration & Finance	August	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	August	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	August	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	August	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	August	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	August	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	August	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	August	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	August	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	August	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	August	Annually	Maintenance Reserve Expenditure Report	Maintenance Reserve Expenditure Report	Virginia Department of Planning and Budget	Budget Office	Budget Officer, FA723
Administration & Finance	August	Annually	Capital Initiatives Financial Feasibility Studies 9c and 9d (if needed)	Capital Initiatives Financial Feasibility Studies 9c and 9d (if needed)	Virginia Department of Treasury and SCHEV	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	September	30-Sep	Radiation Safety Committee Meeting	Quarterly meeting of RSC	NRC License	Public Safety, Environmental Health & Safety	Radiation Safety Officer, 00437A
Administration & Finance	September	30-Sep	ARMICS	Institution heads must certify to DOA and APA the they have established, maintained, and evaluated their institution's internal control framework.	Code of Virginia §2.2-802 & §2.2-803	Controller Office, Office of Finance	FP741A AVP Finance/Controller
Administration & Finance	September	Mid-Sept	Quarterly Accounts Receivable Report (4th quarter ending in June)	As part of the statewide reporting, the institution must submit an accounts receivable report electronically to the Department of Accounts. The report is due within 75 days after the quarters for September, December and March. June is due within 90 days after the quarter.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00828A, Financial Reporting Supervisor
Administration & Finance	September	Mid-September	Equipment Trust Fund Submissions	Equipment Trust Fund Submissions	SCHEV	Budget Office	Budget Officer, FA723
Administration & Finance	September	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	September	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	September	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	September	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	September	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	September	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	September	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	September	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	September	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	September	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month.	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	September	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant

Administration & Finance	September	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	September	Quarterly	Fume Hood Evaluations - KDH, MGB, Spong	Only report deficiencies to Work Management	Chemical Hygiene	Public Safety, Environmental Health & Safety	EH&S Officer, 00969
Administration & Finance	September	Quarterly	Return of funds for uncashed checks	In accordance with DOE guidance for return of Title IV funds disbursed by check and the check is not cashed, the institution must return the funds to DOE not later than 240 days after the date it issued that check.	34 CFR §668.14 (h) (2)	General Accounting, Office of Finance	00925A, Reconciliation Accountant
Administration & Finance	September	Various July - Oct Due Dates	Financial Statements and DOA Attachments	Institutions are required to prepare and submit financial statements, financial statement template, and other financial statement information to DOA and APA. The information is required for DOA to prepare the CAFR. The financial statements will be audited by APA yearly.	Code of Virginia §2.2-803 & §2.2-813	Controller Office, Office of Finance	FP019A Associate Controller
Administration & Finance	September	Annually	Auxiliary IDC Recovery Certification	The institution must submit certification to DOA that Education and General Programs recovered full indirect costs from Auxiliary Enterprises.	Section 3-4:01 of the Appropriation Act	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	September	Annually	The FISAP Edit Corrections and Perkins Cash on Hand Update.	As part of the program participation agreements signed in connection with financial aid, the institution must complete the report for campus based programs and Federal Perkin Loans as designated by the U.S Department of Education in a timely manner. Filing the required FISAP reports also fulfills certain reporting requirements under Title IV programs. Edit corrections and Cash on Hand Updates must be submitted as needed. (Only Perkin's Cash on Hand Update was submitted) http://www.ifap.ed.gov/registers/attachments/FR013112PerkinsFSEOGWSAwardYeardeadlinedates.pdf	(34 CFR 673.3) (20 U.S.C 1087bb), (34 CFR 674.19, FWS (34 CFR 673.3) (42 U.S.C 2752), (34 CFR 675.19) and FSEOG (34 CFR 673.3) (20 U.S.C 1070b-3 (34 CFR 676.19), (20 U.S.C 1094).	General Accounting, Office of Finance (Report is submitted online by Office of Financial Aid)	- 00082A, Financial Accounting Supervisor (tuition and fees), - 00828A, Financial Reporting Supervisor (campus based programs) - 00810A , Reconciliation Accountant (Federal Perkins Loan)
Administration & Finance	October	1-Oct	Campus Sex Crimes Prevention Act	This law was signed on October 28, 2000, and becomes effective on October 27, 2002. Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. Suggested deadline of Oct. 1 of each year to coincide with annual security reporting.	Pub. L. No. 106-386 and 42 U.S.C. § 14071j and 20 U.S.C. § 1092(f)(1)(I)	Public Safety, University Police	FA706A - Chief of Police
Administration & Finance	October	1-Oct	Annual Security and Fire Safety Report	The Jeanne Clery Disclosure of campus Security Policy and Campus Crime Statistics Act. The Clery Act requires colleges to collect, classify, and count crime report and crime statistics, issue Timely Warnings and Emergency Alerts, and report on the following: Provide Educational Programs and Campaigns for primary and ongoing prevention and awareness programs of dating violence, domestic violence, sexual assault and stalking, Institutional Disciplinary Procedures in place for domestic violence, dating violence, sexual assault, and stalking. Publish an Annual Security Report containing safety and security related policy statements and crime statistics and distribute to all current students and employees. Must also inform perspective students and employees of the availability of the report. Report must be published and publicly available by October 1 of each year and contain crime statistics for the previous three years. The Report must also contain information for the Annual Fire Safety Report containing policy statements and fire statistics for on campus student housing facilities. The Police Department is also required to maintain an up to date Crime Log, and Fire Log with entries made within 2 business days.	Higher Education Act 1998, 485(f), Higher Education Opportunity Act of 2008 Pub. L. 110-315, Violence Against Women Reauthorization Act of 2013 (VAWA) Pub. L. No.113-14	Public Safety, University Police	FA706A - Chief of Police
Administration & Finance	October	1-Oct	MS4 General Permit Annual Report	Report on actions taken by ODU to address to each of the six (6) minimum control measures listed in the general permit	DEQ - Stormwater Division	Public Safety, Environmental Health & Safety	Director, EH&S, FA734A
Administration & Finance	October	1-Oct	Six Year Financial Plan	Six Year Financial Plan	SCHEV	Budget Office	Assoc. VP for Admin & Finance, FA202
Administration & Finance	October	1-Oct	Previous Fiscal Year's IT Expenditures	By October 1 of each year, the President, acting through the appropriate designee, shall make available to the State CIO and the Information Technology Investment Board a report on the previous fiscal year's IT expenditures.	Level II	Information Technology Services	Associate VP for University Services, FA 140A
Administration & Finance	October	1-Oct	Fiscal Operations Report and Application to Participate (FISAP) Perkins Loan	As part of the program participation agreements signed in connection with financial aid, the institution must complete the report for campus based programs and Federal Perkin Loans as designated by the U.S Department of Education in a timely manner. Filing the required FISAP reports also fulfills certain reporting requirements under Title IV programs.	(34 CFR 673.3) (20 U.S.C 1087bb), (34 CFR 674.19, FWS (34 CFR 673.3) (42 U.S.C 2752), (34 CFR 675.19) and FSEOG (34 CFR 673.3) (20 U.S.C 1070b-3 (34 CFR 676.19), (20 U.S.C 1094).	General Accounting, Office of Finance (Report is submitted online by Office of Financial Aid)	- 00082A, Financial Accounting Supervisor (tuition and fees), - 00828A, Financial Reporting Supervisor (campus based programs) - 00810A , Reconciliation Accountant (Federal Perkins Loan)
Administration & Finance	October	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	October	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	October	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	October	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	October	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	October	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	Pcard Program Administrator, 00242A
Administration & Finance	October	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant

Administration & Finance	October	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	October	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	October	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	October	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	October	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	October	Quarterly	Internal Revenue Code: Form 941 - Federal	Internal Revenue Code: Form 941 - Federal By Oct 31 or Nov 10th if all tax deposits made timely. Employers are required to file with the Internal Revenue Service Form 941 "Employers Quarterly Tax Return" for the prior quarter.	26 CFR §1.6011	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	October	Quarterly	Virginia Employment Commission - Quarterly Reporting	By Oct 31, file Form VEC FC-20 for the prior quarter reportable wages for all reportable employees covered under the Virginia Unemployment Compensation Act.	VA Code §60.2-512	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	October	Quarterly	Virginia Department of Taxation: Form VA-16 - State	By Oct 31 of the year succeeding the calendar year in which wages were paid to an employee, the employer must file information returns for quarterly state tax reporting for the prior "fourth" quarter.	VA Code §58.1-472	Payroll, Office of Finance	00785, Payroll Accountant and 00146A, Payroll Manager
Administration & Finance	October	Quarterly	Financial Reports to Auditor of Public Accounts	Transmit FTMFSYR, Fiscal Calendar, and FTMCTRL, System Ledger Control Report, to Auditor of Public Accounts, Department of Accounts at end of each quarter (sent by the end of the following month). Data is used by Department of Accounts for the Commonwealth Data Point website (ref SB934 memorandum).	Auditor of Public Accounts and Department of Accounts	Data Control, Office of Finance	00290A, Finance Systems Manager
Administration & Finance	October	Quarterly	Prompt Pay Reporting	By the 10th working day of the quarter, report to Department of Accounts for the prior quarters payments, # late payments, total # payments with dues dates, \$ amount of late payments and \$ amount of total payments with due dates for inclusion in the Statewide Report on Financial Management and Compliance	VA Code §2.2-4347 - §2.2-4356 & §2.2-5004	Accounts Payable, Office of Finance	01133A - Financial Services Manager I
Administration & Finance	October	October	University's SWAM Plan	A plan that reviews practices, procedures and proposed criteria that identifies and removes barriers to allow increased SWAM participation.	Executive Order 33 - Enhancing Opportunities for Small, Woman & Minority Owned Businesses	Procurement Services	01092A, Procurement Program Coordinator
Finance & Administration with input from Academic Affairs	October	10/1 Odd Years	Higher Education Restructuring Act - Biennium Academic Plan	University academic planning aligned with the goals of the Higher Education Restructuring Act	Section 23-38.88 of the Virginia Code.	Budget Office & Governmental Relations	Budget Office & Governmental Relations
Finance & Administration with input from Academic Affairs	October	10/1 Odd Years	Higher Education Restructuring Act - Financial Plan	Provides a summary of the resource needs associated with the Higher Education Restructuring Act Academic Plan. Overview of revenue requirements and tuition revenue scenarios.	Section 23-38.88 of the Virginia Code.	Budget Office & Governmental Relations	Budget Office & Governmental Relations
Finance & Administration with input from Academic Affairs	October	10/1 Odd Years	Higher Education Restructuring Act - Biennium Academic Plan	University academic planning aligned with the goals of the Higher Education Restructuring Act	Section 23-38.88 of the Virginia Code.	Budget Office & Governmental Relations	Budget Office & Governmental Relations
Finance & Administration with input from Academic Affairs	October	10/1 Odd Years	Higher Education Restructuring Act - Financial Plan	Provides a summary of the resource needs associated with the Higher Education Restructuring Act Academic Plan. Overview of revenue requirements and tuition revenue scenarios.	Section 23-38.88 of the Virginia Code.	Budget Office & Governmental Relations	Budget Office & Governmental Relations
Administration & Finance	October	Annually, 1-Oct	Crisis and Emergency Management Plan Update	ODU is required to develop, adopt, and keep current a written Crisis and Emergency Management Plan (CEMP). The CEMP, along with associated annexes and appendices, provides the framework from which the University community collectively prevents, prepares for, responds to, recovers from, and mitigates against all hazards and threats, regardless of size, type, complexity, or duration. Annually, the Chief Executive Officer shall review the CEMP, certify in writing to the Virginia Department of Emergency Management that he has reviewed the plan, and make recommendations to ODU planning personnel for appropriate changes to the plan.	Virginia Code §23.1-804	Public Safety, Office of Emergency Management	FA027A, Associate Director, Emergency Management
Administration & Finance	October	Annually, 1-Oct	Test or Exercise	ODU shall annually conduct a test or exercise in accordance with the protocols established by its Crisis and Emergency Management Plan (CEMP). The activation of the CEMP and completion of an After Action Report (AAR) in response to an actual incident or event satisfies the requirements to conduct such a test or exercise. Continuity Plan components including alert, notification, and activation procedures for key personnel shall be tested per Executive Order 41 (2011) (this can be incorporated into the overall test or exercise). An After Action Report (AAR) must be completed within 90 days of the test, exercise, or actual event and corrective actions be monitored/tracked/corrected in a reasonable time frame as resources allow.	Virginia Code §23.1-804 Governor's Executive Order 41 (Effective 30 September 2011)	Public Safety, Office of Emergency Management	FA027A, Associate Director, Emergency Management
Administration & Finance	November	1-Nov	Department of General Services (DGS)	eVA electronic procurement system security standard - annual certification that all eVA accounts not accessed within 180 days have been deactivated.	DGS eVA Security Standards	Procurement Services	00919A, Office Manager
Administration & Finance	November	1-Nov	DSBSD Annual Swam Report	Annual SWAM report to identify University's efforts, goals for upcoming fiscal year, and actual SWAM expenditures for prior year.	Executive Order 33 - Enhancing Opportunities for Small, Woman & Minority Owned Businesses	Procurement Services	01092A, Procurement Program Coordinator
Administration & Finance	November	1-Nov	DEB Annual Construction Report	Annual report to DEB on University's Construction Projects	DEB Annual Requirement	Procurement Services	00409A Procurement Manager III

Administration & Finance	November	1-Nov	Completed Capital Projects Report	Per the reporting requirement outlined in Part 4: General Provisions of the 2017 Virginia Acts of the Assembly (2017 Appropriation Act / Chapter 836), all completed Capital Project shall be reported to the Department of General Services by November 1st of each year. Reports will be submitted via the eVA website and should meeting the following criteria: 1. The project was completed in or after Fiscal Year 2017; 2. The project was a Capital Project; 3. The project was authorized for construction after July 1, 2015 (Chapter 665 and later). At a minimum, the reports shall include procurement method, project budget, annual project costs, expected timeline, actual completion time and any post-project issues.	Section 4-9.02 of the Virginia Code	Space Management	University Space Manager
Administration & Finance	November	2-Nov	Non General Funds Revenue Report - Six Year Estimate	Non General Funds Revenue Report - Six Year Estimate	Virginia Department of Planning and Budget	Budget Office	Assoc. VP for Admin & Finance, FA202
Administration & Finance	November	2-Nov	Facilities Inventory	Submitted every other year in the even years.	SCHEV	Space Management	University Space Manager
Administration & Finance	November	15-Nov	Internal Revenue Code: Filing Form 990	Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. As the fiscal year at ODU ends on June 30th, the return is due Nov. 15th of each year.	26 U.S.C § 6033 and 26 CFR § 1.6033-2	Controller, Office of Finance	FP741A AVP Finance/Controller
Administration & Finance	November	30-Nov	Annual Research Report (SCHEV K1)	Annual Research Report (SCHEV K1)	SCHEV	Budget Office (with Institutional Research)	Budget Officer, FA723
Administration & Finance	November	30-Nov	Classroom and Classroom Lab Utilization	Submitted every other year in the even years.	SCHEV	Department of Design & Construction	FA717A Director of Design & Construction
Administration & Finance	November	Nov 1-Dec 20	Debt-Set Off	Submit receivables to Dept of Taxation	VA Debt Collection Act	Student Accounts	00820A - Student Accounts Manager
Administration & Finance	November	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	November	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	November	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	November	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	November	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	November	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	November	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	November	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	November	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	November	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	November	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	November	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	November	Annually	Red Flag Rules	Duties regarding the detection, prevention, and mitigation of identity theft.	FACTA 15 U.S.C. §1681 Federal Trade Commission, Title 16, Part 681	Controller Office, Office of Finance	FP019A Associate Controller
Administration & Finance	November	Quadrennially	Crisis and Emergency Management Comprehensive Plan Revision	Every four years, ODU shall conduct a comprehensive review and revision of its Crisis and Emergency Management Plan (CEMP) to ensure the plan remains current. The revised plan shall be adopted formally by the governing board and the review must be certified in writing to the Virginia Department of Emergency Management (VDEM).	Code of Virginia §23.1-804	Public Safety, Office of Emergency Management	FA027A, Associate Director, Emergency Management
Administration & Finance	December	1-Dec	U.S. Tax Code: Withholding exemption certificates	The employer is required to request a withholding exemption certificate from each employee, but if the employee fails to furnish such certificate, the employer shall consider that employee a single person claiming no withholding. On or before December 1st of each year, every employer should request of each employee a newly completed withholding exemption certificate for the ensuing calendar year.	26 C.F.R. § 31.3402(f)(2)-1(c)(3).	Payroll, Office of Finance	00146A, Payroll Manager
Administration & Finance	December	2-Dec	Utilization Report (UT50)	Submitted every other year in the even years.	SCHEV	Space Management	University Space Manager
Administration & Finance	December	31-Dec	Occupational Safety and Health Act of 1970 (OSHA)	By Dec. 31 of each calendar year, the employer must review the OSHA 300 Log to verify entries, create an annual summary of injuries and illnesses, and certify the summary, which must be posted no later than Feb. 1 of the following year and kept in place until April 30.	29 U.S.C. § 654 and 29 CFR 1904.32	Public Safety, Office of Risk Management	Claims Manager, Risk Mgmt., 00037

Administration & Finance	December	31-Dec	Radiation Safety Committee Meeting	Quarterly meeting of RSC	NRC	Public Safety, Environmental Health & Safety	Radiation Safety Officer, 00437A
Administration & Finance	December	31-Dec	The Energy Policy Act of 1992 (EPAct)	By December 31 of each year, must file a report on all qualifying (excludes emergency vehicles and any vehicle with a GVWR of 8,500 lbs or higher) vehicle purchases for the Agency for the prior model year (September 1 - August 31). Requirement is that ¾ of qualifying vehicles purchased be alternatively fueled capable or that an appropriate number of Alt. fuel credits be purchased.	Public Law 102-486, 10CFR Part 490	Facilities Management	Associate Director, Facilities Management 00420
Administration & Finance	December	First week of Month following close	Banner Monthly Commonwealth Transactions	Submit to Cardinal all Commonwealth Banner transactions per Cardinal guidelines usually by end of first week of each month. This deadline will ensure that DOA receives all activity to close out monthly/fiscal year. Deadline set by Department of Accounts on their year-end closing calendar.	Department of Accounts	General Accounting, Office of Finance	00082A, Financial Accounting Supervisor
Administration & Finance	December	Semi-Monthly	Virginia New Hire Reporting Center	Within 10 days of hire, report all new hires to the Virginia New Hire Reporting Center.	VA Code §60.2-114(D)	Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	December	Semi-Monthly	Affordable Health Care Act	Within 14 days of hire, mail all new student employees a copy of the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice on Health Insurance exchange	Affordable Health Care Act	Payroll, Office of Finance	00011A, Student Employment Processor - 00146A, Payroll Manager
Administration & Finance	December	Monthly	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Capital Bond Drawdown Submissions - 0811, 0813, 0815, 0817	Virginia Department of Treasury and Bank of New York	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Administration & Finance	December	Monthly	eVA Dashboard	Report of procurement transactions conducted outside of the eVA e-Procurement system which are in violation of the eVA Business Plan.	eVA Business Plan effective July 1, 2004	Procurement Services	Office Manager, 00919A
Administration & Finance	December	Monthly	Small Purchase Charge Card	Monthly New Cardholder Agency Training	CAPP Manual Topic 20355	Procurement Services	PCard Program Administrator, 00242A
Administration & Finance	December	Monthly	0300 & 0306 Daily Cash Balance Analysis	Transmit Banner 0300 & 0306 daily cash balances to General Accounting, Department of Accounts by 5th working day of each month. This is a requirement set forth by Department of Accounts in our Decentralization Memorandum of Understanding. DOA uses this data to calculate our Auxiliary interest earnings and E&G reporting as required by the General Assembly staff.	Decentralization Memorandum of Understanding	General Accounting, Office of Finance	00830A, Manager of Accounting and Reporting
Administration & Finance	December	Monthly	Local Auxiliary Analysis	Prepare Banner revenue analysis for all local accounts and prepare general ledger to Cardinal to record revenue and expense for this activity. It is a SCHEV requirement for agencies to submit this data to Department of Accounts by the 15th of each month..	SCHEV requirement	Data Control, Office of Finance	00016A, Data Control Fiscal Technician
Administration & Finance	December	Monthly	Confirmation of Agency Reconciliation and Exception Register	As part of the statewide reporting, the institution must submit a signed confirmation form electronically to the Department of Accounts. The form is due before 30th of each month.	Code of Virginia §2.2-802-803, §2.2-809	General Accounting, Office of Finance	00070A, Reconciliation Accountant
Administration & Finance	December	Monthly	Department of Human Resource Management	By the 8th working day of the month, report to DHRM employee position data required in the EPR IV-C. DHRM has the responsibility for reporting the labor force utilization of State agencies to the Governor and the General Assembly. ODU reports monthly employment counts to DHRM on the EPR IV-C so that DHRM can meet its labor reporting responsibility to the Governor.	Employers Position Report IV-C	Payroll, Office of Finance	00785A, Payroll Accountant
Administration & Finance	December	Monthly	Department of Human Resource Management	By the last business day of each month, report to DHRM the Health Care Reconciliation and supporting documentation for payments collected in the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	December	Monthly	Virginia Retirement System	By the 10th of each month, certify the VRS snapshot in VNAV for the prior month and complete the VRS Reconciliation for the prior month		Payroll, Office of Finance	01047A, Payroll Benefits Supervisor
Administration & Finance	December	Quarterly	Return of funds for uncashed checks	In accordance with DOE guidance for return of Title IV funds disbursed by check and the check is not cashed, the institution must return the funds to DOE not later than 240 days after the date it issued that check.	34 CFR §668.14 (h) (2)	General Accounting, Office of Finance	00925A, Reconciliation Accountant
Administration & Finance	Ongoing	Ongoing	Virginia Pesticide Control Act	Ongoing requirement (no annual reporting requirement): 1) individual applying pesticide must be certified, 2) notify Office of Pesticide Services as to who is the designated commercial applicator and 3) Maintain records of pesticide sales and use as required by the regulations.	Virginia Code §§ 3.1-249.27 and 3.1-249.46, Virginia Administrative Code 2 VAC 20-40-10 et seq.	Facilities Management	Grounds Supervisor, 00399
Administration & Finance	Various	As Needed	Status of IT Projects Valued at over \$2M	On a quarterly basis, the President, acting through the appropriate designee, shall report to the Information Technology Investment Board on the budget, schedule and overall status of the Institution's major IT projects. This requirement shall not apply to research projects, research initiatives or instructional programs.	Level II	Information Technology Services	Associate VP for University Services, FA 140A
Administration & Finance	Various	Biannually	Capital Financial Records, CO Forms, Reports	Capital Financial Records, CO Forms, Reports	Auditor of Public Accounts	Budget Office	Capital Accountant (Financial Services Specialist II), 00815
Academic Affairs	January	Renewed every 5 years	Acceptance of Military Tuition Assistance funding	Memorandum of Understanding between Department of Defense (Office of the Under Secretary of Defense for Personnel and Readiness) and Old Dominion University. Articulates the commitment and agreement provided by ODU to DoD by accepting funds via each Military Service's tuition assistance (TA) program in exchange for education services.	Memorandum of Understanding between Department of Defense (Office of the Under Secretary of Defense for Personnel and Readiness) and Old Dominion University	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Academic Affairs	March	2-Mar	SEVIS Annual Verification of School and Sponsors	Each year between December 2 and March 2 of the following year, Principal Designated Officials (PDSOs) and Responsible Officers (ROs) must update SEVIS to verify that all PDSOs, Designated School Officials (DSOs), ROs, and Alternate Responsible Officers (AROs) at their respective schools or exchange visitor programs are still employed by the organization and continue to require access to SEVIS as a PDSO, DSO, RO, or ARO. This verification is based on the Federal Information Security Management Act (FISMA), which requires any user who has access to a government system (including SEVIS) to be reviewed and validated annually.	Federal Information Security Management Act	Office of Visa & Immigration Service Advising	GA030A1 Director of Visa & Immigration Service Advising
Academic Affairs	April	April 7th (but varies - sometimes as early as March 31)	Title II - Report	Data from institutions of higher education with approved teacher education programs will report annually to the state departments of education the performance of candidates on state assessments, standards for teacher certification and licensure, as well as data on the performance of candidates.	Title II - Higher Education Act, Section 207 (PL 105-244)	Darden College of Education	Dean of the College of Education
Academic Affairs	June	30-Jun	Teacher Education and Licensure II: Close of Spring Collection (SCHEV-VITAL)	By the date specified by SCHEV (normally around June - July), submit to SCHEV beginning cohort of students enrolled in Teacher Education and Licensure Program in the previous spring, and continuing cohort of students who were reported as beginning students in previous VITAL sessions who were not exited before, and exiting cohort of students who exit before spring semester.	Section 23-9.6:1 (SCHEV Duty 9)	College of Education	Dean of the College of Education

Academic Affairs	July	31-Jul	Annual Report on numbers of Exchange Visitors and documentation	As part of the Code of Federal Regulations for the Exchange Visitor Report , sponsors must submit an annual report to the Department of State, which contains a program report and evaluation, Description of the nature and extent of reciprocity, cross-cultural activities, proof of insurance, and a report of Form DS-2019 usage.	22 CFR §62.15	Office of Visa & Immigration Service Advising	GA030A1 Director of International Student & Scholar Services
Academic Affairs/Distance Learning	January	Annually	Washington State Taxes	As an institution of higher education with on-site operations in Washington State, ODU has an obligation to follow the tax laws of Washington state.	Washington state law	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Academic Affairs/Distance Learning	May	Annually (May 31)	NC SARA Annual Enrollment Report Filing	As a SARA member, the National Council requires ODU to file a state-by-state enrollment count for online students.	Voluntary membership.	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Academic Affairs/Distance Learning	July	Renewed every 5 years	VCCS MOU	ODU and the VCCS degree completion partnership is guided by the Memorandum of Understanding that was updated in fall 2017.	Memorandum of Understanding between ODU and the Virginia Community College System	Office of Distance Learning	FP 310 Asst. VP for DL Planning and Development
Academic Affairs/Distance Learning	July	Annually (July 1)	VCCS MOU - Appendix A Payment	An annual payment transfer is made to the VCCS system office following the terms of Appendix A associated with the MOU between ODU and the VCCS.	Memorandum of Understanding between ODU and the Virginia Community College System	Office of Distance Learning	FP 310 Asst. VP for DL Planning and Development
Academic Affairs/Distance Learning	July	Annually (July 1)	Olympic College, Washington State - Payment	An annual payment transfer is made to Olympic College following the terms of the MOU between ODU and the Olympic College.	Memorandum of Understanding between ODU and Olympic College	Office of Distance Learning	FP175, Director of DL Resources and Finance
Academic Affairs/Distance Learning	July	Annually (July 1)	Roanoke HEC	An annual rental payment is due to the Roanoke HEC per the terms of the Lease Agreement between the HEC and ODU	Lease Agreement between Roanoke HEC and ODU	Office of Distance Learning	University Real Estate Manager, Stacey Vellines
Academic Affairs/Distance Learning	July	Annually (July 1)	Dahlgren	A Deed of Lease agreement between the Commonwealth of Virginia, University of Mary Washington and ODU requires a rental payment per terms of the agreement	Deed of Lease agreement between the Commonwealth of Virginia, University of Mary Washington and ODU	Office of Distance Learning	University Real Estate Manager, Stacey Vellines
Academic Affairs/Distance Learning	July	Renewed every 5 years	Olympic College, Washington State	This is a community college MOU arrangement for on-site operations at Olympic College.	Memorandum of Understanding between ODU and Olympic College	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Academic Affairs/Distance Learning	July	Annually (July 1)	SVHEC/SOBO	A Memorandum of Understanding between Southern Virginia HEC and ODU requires payment for Office space semi-annually and an annual partner affiliation fee payment.	Memorandum of Understanding between Southern Virginia HEC and ODU	Office of Distance Learning	FP175, Director of DL Resources and Finance
Academic Affairs/Distance Learning	December	Annually (December 15)	NC-SARA Annual Renewal Application	The State Authorization Reciprocity Agreement is a national initiative between member states and institutions. As a member institution, ODU can deliver online instruction into any participating state (Currently [November 2017] all US States except California (exempt) and Massachusetts (online delivery with no physical presence is acceptable), including internship activities and practicum.	Membership is voluntary and administered by 4 regional compacts of higher education (WICHE, MHEC, NEBHE, and SREB). Participation is open to degree-granting postsecondary institutions from all sectors (public colleges and universities; independent institutions, both non-profit and for-profit) accredited by an agency recognized by the U.S. Secretary of Education.	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Academic Affairs/Distance Learning	December	Annually (December)	SWVA HEC	A Memorandum of Understanding between Southwest Virginia HEC and ODU requires an annual payment for per capita cost for services and facilities provided by the Center.	Memorandum of Understanding between Southwest Virginia HEC and ODU	Office of Distance Learning	FP175, Director of DL Resources and Finance
Academic Affairs/Distance Learning	N/A	Long-term (varies)	Various Military Installations	The Office of Distance Learning maintains a number of DoD/base-specific MOU/MOA arrangements that define or academic/working arrangements. There are no payment obligations associated with these agreements.	Base-specific MOU/MOA Agreements	Office of Distance Learning	FP 425 Academic Partnerships and Authorization Manager
Intercollegiate Athletics	January	15-Jan	NCAA Membership Financial Reporting	NCAA Schedules of expenses and revenues in accordance with NCAA agreed upon procedures	NCAA Bylaw 6.2.3	Athletics	Deputy Athletic Director (GA014)
Intercollegiate Athletics	May	Mid-May	NCAA Graduation Success Rate	Reporting process for the graduation and academic success for Division I student-athletes. Initial contact is sent via US Mail to the President and Athletic Director. Information is then completed and submitted online to the NCAA. This report is part of the NCAA Academic Performance Program - and penalties/rewards are administered based upon report results. Includes reporting of Federal Graduation Rate statistics for student-athletes.	NCAA Bylaw 18.4.2.2.3 - Graduation Success Rate Disclosure	Athletics	Senior Associate Athletics Director, Compliance & Student-Athlete Welfare (GP036)
Intercollegiate Athletics	June	1-Jun	NCAA Special Assistance Fund (SAF) & Special Opportunity Fund (SAOF)	Report due to Conference Office (CUSA) detailing expenses provided to student-athletes under the Special Assistance and Special Opportunity Fund	NCAA Bylaw 4.01.2.2.1 - Revenue Distribution Formula	Athletics	Deputy Athletic Director (GA014)
Intercollegiate Athletics	June	June	NCAA Revenue Distribution Reports	Grant-in-Aid summary, sport sponsorship, Special Assistance Pell Grant Form, Academic Enhancement report of uses, Copyright Royalty Tribunal	NCAA Bylaw 4.01.2.2.1 - Revenue Distribution Formula & NCAA Bylaw 20.5.3 Timing of Monetary Distributions	Athletics	Senior Associate Athletics Director, Compliance & Student-Athlete Welfare (GP036)
Intercollegiate Athletics	May, June, & July	June	NCAA Coaches Certification Exam	Yearly certification for all countable coaching staff members. Certification allows coaching staff members to recruit off campus. Education and review in May. Test taking dates in June. Annual certification runs through July 31st.	NCAA Bylaw 11.5.1 and NCAA Bylaw 11.5.1.1	Athletics	Academic Compliance Coordinator (GP272)
Intercollegiate Athletics	August	August	NCAA Sport Sponsorship / Institutional Demographic	Required report for institutions to be eligible for NCAA Championships. Initial contact is sent via email to Athletic Directors and Compliance Coordinators. Reports are completed and submitted via the NCAA web-site	NCAA Bylaw 20.9.6 - Sports Sponsorship	Athletics	Director of Compliance (GP187)
Intercollegiate Athletics	October	First week of October	NCAA Academic Progress Report	Part of NCAA Academic Performance Program. Data includes reporting on the eligibility and retention of student-athletes on athletic scholarship. Report is due no later than 6 weeks after the first day of classes for the fall semester.	NCAA Bylaw 3.2.4.4 - Academic Performance Program, 18.4.2.2.2 - Academic Progress Rate and Academic Performance Census	Athletics	Senior Associate Athletics Director, Compliance & Student-Athlete Welfare (GP036)

Intercollegiate Athletics	October	15-Oct	Equity in Athletics Disclosure Act of 1994	Each coed institution of high learning that participates in Title IV programs , and has an intercollegiate athletic program, must make available on request to enrolled students, prospective students, and the public, the report required to be produced under this law. Online registration and passcodes are mailed from the Dept. of Education in September. Online survey can be updated and adjusted through October 31st.	20 U.S.C. § 1092g; 34 C.F.R. §§ 668.41 and 47 CAA Article 3.01 B	Athletics	Deputy Athletic Director (GA014)
Intercollegiate Athletics	November, December, February, & April	November, December, February, & April	NLI Commitment Form	Yearly form submitted to conference office (CUSA) declaring commitment and participation in the next cycle of the National Letter of Intent Program	www.national-letter.org	Athletics	Director of Compliance (GP187)
HR	January	15-Jan	Statement of Economic Interest	Required annually by Executive Order 16-2006 and the Code of Virginia 2.2-3114 & 2.2-3115 (Conflict of Interest Act) - Certain positions within the University are required to complete the Economic Interest Statements. Positions (whether classified or non-classified), which involve substantive responsibility for procurement, audit, investment, or other activities that could be subject to abuse or improper influence, are required to disclose their financial interests.	Executive Order 16-2006 and the Code of Virginia 2.2-3114 & 2.2-3115	Human Resources	00383A - Staffing & Operations Manager
HR	January	31-Jan	Program Participation Agreements and IPEDS	As part of the program participation agreements signed in connection with financial aid, an institution must complete surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the Secretary, in a timely manner and to the satisfaction of the Secretary. Filing the required IPEDS forms also fulfills certain reporting requirements under Titles VI and VII and the ADA.	20 U.S.C. § 1094(a)(17); 34 CFR § 100.6; 29 CFR §§ 1602.48-50	Human Resources provides data to Institutional Research for annual report submitted to SCHEV	00490A HR Systems Analyst
HR	February	20-Feb	VWCC Annual Report	Completion of VWCC Report of Self-Insured Payroll VWCC Form 26 to DHRM Office of WC	DHRM	Human Resources	00769A - Benefits Manager
HR	February	28-Feb	Tuition Payment Credit Reporting Requirements	Form 1098-T must be filed with the IRS by February 28 (or March 31, if filed electronically) of the year following the calendar year during which payments were received. The proposed regulations requiring filing Forms 1098-T on magnetic media impose no additional reporting or record keeping and only prescribe the method of filing information returns that are already required to be filed.	26 U.S.C. § 6050S; 26 CFR 1.6050S- 2T	Accounts Receivables, Office of Finance. Human Resources provides information to Payroll for computing taxable educational aid.	00857A Benefits Specialist
HR	February	1-Feb	Occupational Safety and Health Act of 1970 (OSHA)	Employers with 11 or more employees must post, from February 1 to April 30, a summary of the total number of job-related injuries and illnesses that occurred in the prior calendar year. Required to post the annual totals of the information contained on the right-hand portion of OSHA Form 300, "Log and Summary of Occupational Injuries and Illnesses. The form is to be displayed wherever notices to employees are usually posted.	29 U.S.C. § 654; 29 CFR 1904.32	Risk Management, Environmental Health & Safety, Human Resources	00476A Benefits Specialist, Director, EH&S, FA734A Claims Manager, Risk Mgmt., 00037
HR	September	30-Sep	The Veterans' Readjustment Benefits Act (VETS 100)	Required annual report on the number of veterans and disabled veterans that are ODU employees since the University is a federal contractor.	41 C.F.R. § 61-250.10	Human Resources completes this report and electronically submits.	Dir. for Workforce Planning, Compliance & HRIS/ 00567A
HR	October	1-Oct	The Drug-Free Schools and Communities Act Amendments of 1989	Annual distribution to students and employees the institution's standards of conduct with respect to illegal drugs and alcohol, a description of the applicable legal sanctions and health risks; as well as availability of drug and alcohol counseling available to employees and students. Must also include a statement on sanctions the institution will impose for violation of the standards of conduct. The law does not mandate a particular date for distribution, but suggested distribution is to make this information part of the Annual Security Report distribution of which is required by October 1st of each year.	20 U.S.C. § 1011i and 34 C.F.R. § 86.100	Human Resources for Employee Notification	FA307A Dir. Employee Relations & Strategic Initiatives
HR	October	31-Oct	Annual code of Ethics	Annual distribution to employees of the university's Code of Ethics.	University Policy 1002	Human Resources	FA307A Dir. Employee Relations & Strategic Initiatives
President's Office	January	By first day of General Assembly Session	Annual Executive Summary of the Interim Activity and Work of the Board of Visitors of Old Dominion University	The governing board of each public institution of higher education shall submit to the General Assembly and Governor and annual executive summary of its interim activity and work no later than the first day of each regular session of the General Assembly.	Va. Code §23.1-1301 (12)	Board of Visitors Office	University Policy Manager and Executive Secretary to the Board of Visitors/FP167
President's Office	December	15-Dec	Virginia Freedom of Information Act	If the Board of Visitors (a public body as defined in the Act) meets by electronic communication means, at any time during the calendar year, under the requirements of the Act, a report must be submitted to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15th of that year. Details of what must be included in the report are included in the statute.	2.2-3708(F) of the Code of Virginia	Board of Visitors Office	University Policy Manager and Executive Secretary to the Board of Visitors/FP167
President's Office	Various	As Needed	Posting of Minutes - Board of Visitors	All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's website, if any, and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Draft minutes of meetings shall be posted as soon as possible but no later than ten working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.	Va. Code §2.2-3707.1	Board of Visitors Office	University Policy Manager and Executive Secretary to the Board of Visitors/FP167
President's Office/ Institutional Equity and Diversity	September/October	Annually	DHRM -EEO Compliance Assessment	The Department of Human Resources Management conducts and annual compliance review utilizing the EEO Assessment tool. If it reveals indicators of disparate impact with respect to race, gender, age or veteran's status in one or more areas ODU has to provide a justification or plan to eradicate the disparity.	E.O. Number Six and the Commonwealth's Policy 2.05	Human Resources provides data & Equity and Diversity files the report.	Vice President for Human Resources/FA307 Assistant Vice President Office of Institutional Equity and Diversity/FA489
President's Office/ Institutional Equity and Diversity	October	Annually	Affirmative Action Plan	Required analysis of ODU workforce composition/utilization in comparison to the composition of the relevant labor pool. This is required as the University is a federal contractor.	E.O. 11246; 41 C.F.R. § 60.1	Human Resources provides data. Equity and Diversity is responsible for the plan, informing constituents of information from the plan and its dissemination if necessary.	Vice President for Human Resources/FA307 Assistant Vice President Office of Institutional Equity and Diversity/FA489
Research	January	January	Office of Laboratory Animal Welfare (OLAW) annual report	Update to registration that is required for conduct of animal subjects research. Annual report contains changes (if any) to the Program of Animal Use and Care, dates of semi-annual program evaluations and facility inspections, minority view reports (if any), and the membership of the committee.	PHS Policy, IV.F.1.2., and 4.	Office of Research	FP324 - Assistant Vice President for Research Compliance

Research	February	February	AAALAC Annual Report	Annual report required for continuing accreditation with the Association for Assessment and Accreditation of Laboratory Animal Care International. Includes information about facilities, programmatic changes, species used, and non-compliance.	Association for Assessment and Accreditation of Laboratory Animal Care	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research	February	February (submitted at invitation of ORI)	Office of Research Integrity (ORI) annual report	Report includes confirmation of institutional information and reports of research misconduct, if any.	42 C.F.R. 93	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research Foundation	November	mid-November	Internal Revenue Code: Filing Form 990	Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. As the fiscal year at ODU ends on June 30th, the return is due Nov. 15th of each year.	26 U.S.C § 6033 and 26 CFR § 1.6033-2	Research Foundation	Research Foundation
Research	December	December	Institutional Biosafety Committee annual report	Submitted to the NIH Office of Biotechnology Activities. Contains committee roster and biosketches of each committee member.	59 FR 34496 and subsequent amendments	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research	December	December	U.S. Department of Agriculture (USDA) annual report	Report of use of animals covered by the Animal Welfare Regulations. The only animals to which this applies at ODU are hamsters, rabbits, and guinea pigs. Report includes information on the number of animals used and the manner in which they were used.	Animal Welfare Act	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research	Various	At least every 3 years or whenever there is a change in IRB membership	Institutional Review Board (IRB) Registration	Linked with the Federal wide Assurance. Provides information on the organization operating the IRB, the Signatory Official of the organization, name of the person providing the renewal information, information on how the IRB functions and the IRB roster.	45 C.F.R. § 46	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research	Various	Every 3 years (next: 7/02/2019)	Federalwide Assurance renewal	Required to conduct federally-funded, non-exempt human subjects research. Renewal contains institutional identification, components over which the institution has legal authority, statement of ethical principals, information on how the institution applies the federal policies, designation of IRB(s) that can review research that takes place at the institution, and identification of the Human Protections Administrator and Signatory Official.	45 C.F.R. § 46	Office of Research	FP324 - Assistant Vice President for Research Compliance
Research	Various	Every 4 years (next: January 2019 submitted at the invitation of OLAW)	Office of Laboratory Animal Welfare (OLAW) Assurance renewal	Agreement with the federal government to allow the conduct of animal subjects research. Renewal entails the submission of the Program of Animal Use and Care and supporting documents for detailed review by OLAW.	PHS Policy, Animal Welfare Act, U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training	Office of Research	FP324 - Assistant Vice President for Research Compliance
Student Engagement & Enrollment Services	February	14-Feb	IPEDS - Graduation Rates	The GR component collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 545 Assistant Director of Institutional Research
Student Engagement & Enrollment Services	February	14-Feb	IPEDS - 200% Graduation Rates	The GR200 component is a further extension of the traditional Graduation Rates (GR) component which carries forward 100% and 150% graduation rates data previously reported in the GR component and requests information on any additional completers and exclusions from the cohort between 151% and 200% of normal time for students to complete all requirements of their program of study.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 545 Assistant Director of Institutional Research
Student Engagement & Enrollment Services	February	14-Feb	IPEDS - Admissions	The primary purpose of ADM is to collect basic information about the undergraduate selection process for entering first-time, degree/certificate-seeking students. This includes information about admissions considerations, admissions yields, and SAT and ACT test scores (if test scores are required for admission). ADM will be collected only from institutions that do not have an open admissions policy for entering first-time students.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 377 Associate Director for Institutional Research
Student Engagement & Enrollment Services	February	14-Feb	IPEDS - Outcome Measures	The OM component collects award and enrollment data from degree-granting institutions on four undergraduate cohorts at two points in time: six-year and eight-year.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 377 Associate Director for Institutional Research
Student Engagement & Enrollment Services	March	3/15 Odd Years	Higher Education Restructuring Act - Biennial Enrollment Projections	Enrollment Projections by Level and Campus for three successive biennia. Headcount and FTES units.	Section 23-38.88 of the Virginia Code.	Institutional Research	FA055A Director of Institutional Research
Student Engagement & Enrollment Services	April	11-Apr	IPEDS - Fall Enrollment	Headcount Enrollment by Level, Program Area, and Full- Part-time status.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 373 Associate Director of Institutional Research

Student Engagement & Enrollment Services	April	11-Apr	IPEDS - Human Resources	Counts of full- and part-time faculty and staff by race/ethnicity. Full-time faculty by tenure status, gender, contract length, and academic rank. Faculty salary and benefits expenditures by contract length, rank and gender. Non-faculty full-time staff by race, ethnicity, gender, and salary range.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	01117A Research Analyst for Institutional Research
Student Engagement & Enrollment Services	May	19-May	Tuition Charges and Fees Survey (SCHEV-T1/T2)	The SCHEV T1/T2 Report provides a breakdown of tuition, fee, room, board and miscellaneous charges for all categories of students (in-state, out-state, undergraduate, graduate). The report is submitted to the State Council of Higher Education in May of each year.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	Associate Vice President for Administration & Finance - Budget Office
Student Engagement & Enrollment Services	July	7-Jul	Annual Admissions Report (SCHEV-ADA)	This reports the total number of first-time freshmen, transfers, and graduates by domicile (in-state and out-of-state) who formally applied to the institution in aggregate format.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 377 Associate Director of Institutional Research
Student Engagement & Enrollment Services	August	18-Aug	Annual Course Enrollment Data File (SCHEV-CE)	This is a two part report. Part 1 reports one record for each session in which a student is enrolled. Part 2 reports each course for which a student is enrolled for each session. It is an end-of-term report and includes all students enrolled in all courses from the census date until the end of term. This is a unit record collection.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 373 Associate Director of Institutional Research
Student Engagement & Enrollment Services	August	18-Aug	Degrees Conferred Data File (SCHEV-DC)	This reports one record for each student who received a degree during the previous academic year. This is a unit record collection.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 377 Assistant Director for Institutional Research
Student Engagement & Enrollment Services	September	8-Sep	Early Enrollment Estimate (SCHEV-EEE)	By the date specified by SCHEV (normally between first and second week of fall semester), submit to SCHEV estimated numbers of enrollment for the fall semester, together with certain first-time freshmen information.	Section 23-9.6:1 (SCHEV Duty 4)	Institutional Research	FP 373 Director of Institutional Research
Student Engagement & Enrollment Services	September	8-Sep	Institutional Catalog(s) Survey (SCHEV Catalog)	Print version of undergraduate and graduate catalogs plus links to online versions.	SCHEV Guidelines for Reporting	Institutional Research	00258 Planning and Accountability Analyst
Student Engagement & Enrollment Services	September	15-Sep	Admission Requirements (SCHEV-B10)	Admissions requirements, entering student SAT and High School GPA profile, advanced placement scores for credit.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 545 Director of Institutional Research
Student Engagement & Enrollment Services	September	29-Sep	Institutional Information File UPDATES ONLY (SCHEV-II)	Academic program inventory information.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 373 Director of Institutional Research
Student Engagement & Enrollment Services	October	18-Oct	IPEDS - Institutional Characteristics	Institutional description and offerings. Enrollment and admissions requirements, characteristics of entering class, undergraduate and graduate student charges. Price of attendance, athletic teams,	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	00258 Planning and Accountability Analyst
Student Engagement & Enrollment Services	October	18-Oct	IPEDS - Completions	Degrees conferred by level, area of study, race/ethnicity and gender.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 377 Assistant Director of Institutional Research
Student Engagement & Enrollment Services	October	18-Oct	IPEDS - 12-month Enrollment	Unduplicated Headcount, three semesters by gender, ethnicity/race, and level, credit hour activity,	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Institutional Research	FP 373 Associate Director of Institutional Research
Student Engagement & Enrollment Services	October	30-Oct	Headcount Data File (SCHEV-HC)	This reports one record for each student who was enrolled for greater than zero credit hour on the institution's fall census date. This is a unit record collection.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 373 Assistant Director of Institutional Research
Student Engagement & Enrollment Services	November	24-Nov	Sponsored Research Activities (SCHEV-K1)	Research dollars expended for the fiscal year beginning July 1 and ending June 30, are to be identified in this survey according to funding source and discipline division of the HEGIS taxonomy.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	Associate Vice President for Administration & Finance - Budget Office
Student Engagement & Enrollment Services	December	1-Dec	Fall Cohort File (SCHEV-FC)	This reports all degree-seeking undergraduates who are new to the institution. This is a unit record collection.	Section 23-9.6:1 (SCHEV Duty 9)	Institutional Research	FP 545 Associate Director for Institutional Research

Student Engagement & Enrollment Services	Various	120 days before voter registration deadline.	Voter registration provision in the Higher Education Act Amendments of 1998.	This law does not apply in states without a voter registration requirement, or if the voter can register at the time of voting. For all other states, the institution must request voter registration forms from the state 120 days prior to the deadline for registering to vote and make the forms "widely available" to each student enrolled in a degree or certificate program and physically in attendance at the institution (required notice is posted to the University Registrar's Office website, appearing daily, with online link to Virginia and other voter registration websites). Many states have voter registration forms online, which makes compliance easier and the timeline less onerous, as links can be posted in September for November elections covered under the law.	Pub. L. No. 105-244, 112 Stat, 1581 (1998) and 20 U.S.C. §. 1094(a)(23)(A)	Leadership & Student Involvement	FP382A Director of Leadership & Student Involvement
Student Engagement & Enrollment Services	January	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	February	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	March	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	April	AYR - April	S-5 Part 1	Report defining the anticipated spending plan for state funds for the coming year.	SCHEV Appropriations Reporting	Student Financial Aid	00159/ Assoc. Director
Student Engagement & Enrollment Services	April	AYR - April	IPEDS - Financial Aid	Collects student counts based on previous fall's enrollment (Number/Percentage of FTFs from in-district and in/out of state. Then based on that cohort collects stats on full-time first-time degree seeking ugs who received any finaid during that previous academic year. Breaks out by number receiving/percentage and average amount received by aid category (federal grants, state/local government grants, institutional grants, and loans.	The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17). The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.	Student Financial Aid	00103/ Accountant
Student Engagement & Enrollment Services	April	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Fin & Audit Sv. Pract I & 00728/ Direct Loan Spec
Student Engagement & Enrollment Services	May	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	June	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	July	AYR - July	Direct Loan Programs	Annual Closing Deadline	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00159/Assoc. Director/00489 Direct Loan/Spec.
Student Engagement & Enrollment Services	July	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	August	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	September	AYR - Sept	Pell Grant Program	Final Closing Deadline	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859/Assist Dir of Processing
Student Engagement & Enrollment Services	September	9/30; every 5 yr cycle	Program Participation Application Agreement	Reapplication to continue participation in Federal financial aid programs (every five years)	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	FA499/Director
Student Engagement & Enrollment Services	September	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.

Student Engagement & Enrollment Services	October	AYR - Oct	Fiscal Operations Report and Application to Participate (FISAP) Perkins Loan	As part of the program participation agreements signed in connection with financial aid, the institution must complete the report for campus based programs and Federal Perkin Loans as designated by the U.S Department of Education in a timely manner. Filing the required FISAP reports also fulfills certain reporting requirements under Title IV programs.	(34 CFR 673.3) (20 U.S.C 1087bb), (34 CFR 674.19, FWS (34 CFR 673.3) (42 U.S.C 2752), (34 CFR 675.19) and FSEOG (34 CFR 673.3) (20 U.S.C 1070b-3 (34 CFR 676.19), (20 U.S.C 1094).	Student Financial Aid	00159 Assoc. Director of Financial Aid for Technical Operations
Student Engagement & Enrollment Services	October	AYR - Oct	Consolidated Year-End Certificate for Financial Aid Programs and Unfunded Scholarships, 2006-07 (Public-Four only) (SCHEV-S1S2_PUB4)	By October 9 of each calendar year, submit to SCHEV a hard copy report of state financial aid expenditures and tuition waivers. This summary data is provided for each state program exclusive of student specific data.	Section 23-9.6:1 (SCHEV Duty 9)	Student Financial Aid	00159 Assoc. Director of Financial Aid for Technical Operations
Student Engagement & Enrollment Services	October	AYR - Oct	Financial Aid Data File, 2006-07 (SCHEV-FA)	By October 12 of each calendar year, submit via the secure web process an electronic, all inclusive data file for each financial aid recipient. This file incorporates data from the annual course enrollment file.	Section 23-9.6:1 (SCHEV Duty 9)	Student Financial Aid	00159 Assistant Director of Financial Aid for Technical Operations
Student Engagement & Enrollment Services	October	AYR - Oct	S-1, S-2 Report	Overall review of state fund activity for both graduate and undergraduate students for an award year.	SCHEV Appropriations Reporting	Student Financial Aid	00159/Assoc. Director
Student Engagement & Enrollment Services	October	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	November	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	December	Monthly	Common Origination and Disbursement (COD) Monitoring (as required; determined by Dept. of Education)	This report is not completed by the institution but is used as a monitoring tool for the Federal Pell Grant and Federal Direct Loan programs. It is sent to the institution by COD providing information on unsubstantiated cash, unbooked direct loans, and potential overaward situation for Pell in order that appropriate action may be performed by the institution to ensure the accuracy of these funds between COD and the institution.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00859 /Assist. Dir of Processing & 00728/ Direct Loan Coord.
Student Engagement & Enrollment Services	Various	Minimum of 3 times per term, pursuant to Federal regulations	Return to Title IV Process (45 Day Cycle)	Process that determines the amount of federal funds (if any) that must be returned to the appropriate accounts per student withdrawal activity.	Higher Education Act of 1965 and Higher Education Amendments of 1998	Student Financial Aid	00444/ Assoc Director & 00478/Admin. & Prog Spc III
Student Engagement & Enrollment Services	January	January	Health Histories Required: immunizations	Requires new full-time students to submit health history and documentation of immunizations according to the guidelines of the American College Health Associations. Student Health Services blocks the 2nd registrations for those students not meeting the requirements for both fall and spring semester.	State of Virginia 23-7.5 Code of Virginia	Student Health Center	GA711A Director
Student Engagement & Enrollment Services	September	September	Health Histories Required: immunizations	Requires new full-time students to submit health history and documentation of immunizations according to the guidelines of the American College Health Associations. Student Health Services blocks the 2nd registrations for those students not meeting the requirements for both fall and spring semester.	State of Virginia 23-7.5 Code of Virginia	Student Health Center	GA711A Director
Student Engagement & Enrollment Services	October	October	The Drug-Free Schools and Communities Act Amendments of 1989	Annual distribution to students and employees the institution's standards of conduct with respect to illegal drugs and alcohol, a description of the applicable legal sanctions and health risks; as well as availability of drug and alcohol counseling available to employees and students. Must also include a statement on sanctions the institution will impose for violation of the standards of conduct. The law does not mandate a particular date for distribution, but suggested distribution is to make this information part of the Annual Security Report distribution of which is required by October 1st of each year.	20 U.S.C. § 1011i and 34 C.F.R. § 86.100	Student Health Center	GA711A Director
Student Engagement & Enrollment Services	Various	Varies each year	Clinical Laboratory Improvement Amendments (CLIA) of 1988	All clinical laboratories must be registered with the Centers for Medicare and Medicaid, to participate in proficiency testing (identification of unknown test results with at least 80% accuracy), and to be inspected every 2 years.	CLIA(Clinical Laboratory Improvement Amendments of 1988) Public Law 100-578:Section 353 of the Public Health Service Act (42 U.S.C. 263a Code of Federal Regulations, Part 493 (42 C.F.R. 493)	Student Health Center	GA711A Director
Student Engagement & Enrollment Services	Various	Required annual notice is posted to the University Registrar's Office website, appearing daily.	The Family Educational Rights and Privacy Act of 1974 (FERPA)	Each educational agency or institution shall annually notify students currently in attendance of their rights under FERPA. Notification of these rights concurrent with fall registration is suggested, as the student needs to be told what information the university has identified as directory information and notified of his/her opportunity to place a hold on release of directory information.	20 U.S.C. § 1232g(e); 34 CFR § 99.7 and distribution also referred to in 20 U.S.C. § 1092(a)	University Registrar	FA026A1 University Registrar
University Advancement	May	15-May	Internal Revenue Code: Filing Form 990	Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. As the fiscal year for the Education Foundation, Athletic Foundation and the Real Estate Foundation end on December 31st, the return is due May 15th of each year. It is possible to request an extension to Aug 15th of each year.	26 U.S.C § 6033 and 26 CFR § 1.6033-2	Foundations	Associate VP for Foundations-CIO, GP044
University Advancement	Various	Response due within five business days of the receipt of the request	The Virginia Freedom of Information Act (FOIA)	Guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.	§ 2.2-3700 et. seq. of the Code of Virginia	University Advancement	Assistant Vice President for Community Engagement (Office of Community Engagement) FA032A

University Advancement/ Museum Foundation	November	15-Nov	Internal Revenue Code: Filing Form 990	Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. As the fiscal year at ODU ends on June 30th, the return is due Nov. 15th of each year.	26 U.S.C § 6033 and 26 CFR § 1.6033-2	Museum Foundation	Associate VP for Foundations-CIO, GP044
University Advancement/ Alumni Association	November	15-Nov	Internal Revenue Code: Filing Form 990	Exempt organizations who do not fall under a statutory exception must file an annual return with the Internal Revenue Service. The return must be filed on or before the 15th day of the fifth calendar month following the close of the institution's fiscal year. As the fiscal year at ODU ends on June 30th, the return is due Nov. 15th of each year.	26 U.S.C § 6033 and 26 CFR § 1.6033-2	Alumni Association	Associate VP for Foundations-CIO, GP044