

2023-2024 Physics Administration Calendar

Physics Staff Important Dates

August 18, 2023	Staff appreciation luncheon at Budd Dairy
August 22, 2023	Autumn semester (AU23) classes start
September 4, 2023	Labor Day; no classes, offices closed
October 12-13, 2023	Autumn break; no classes, offices open
October 15, 2023	Lifestyle Spending Account: deadline to file a claim for 7/1/23 to 9/30/23 activity Faculty SP24 GTA requests and requests for post 2 nd year students due to grad studies office
November 1-15, 2023	Open enrollment for 2024 benefits
November 1-30, 2023	Optional mid-year staff reviews
November 10, 2023	Veterans Day observed; no classes, offices closed
November 15, 2023	Faculty deadline to submit transfer requests for graduating grad students continuing as OSU postdocs in SP24
November 23-24, 2023	Thanksgiving break; no classes, offices closed
November 30, 2023	No changes for SP24 grad student/lecturer appointments beyond this date
December 14, 2023	Staff holiday party Last day of AU23 exams
December 25-26, 2023	Winter break; no classes, offices closed
December 27-29, 2023	No classes, offices open
December 31, 2023	Deadline to complete Personal Health and Well-Being Assessment (PHA) and biometric screening for PHA premium credit in 2024 Deadline to complete Digital Accessibility Policy training
January 1, 2024	New Year's Day; no classes, offices closed
January 8, 2024	Spring semester (SP24) classes start
January 15, 2024	Martin Luther King Day; no classes, offices closed Lifestyle Spending Account: deadline to file claim for 10/1/23 to 12/31/23 activity
January 26, 2024	Physics department Winter Party
March 1, 2024	Faculty SU24 GTA requests and requests for post 2 nd year students due to grad studies office
March 11-15, 2024	Spring break; no classes, offices open



March 15, 2024	Faculty deadline to submit transfer requests for graduating grad students continuing as OSU postdocs for SU24
March 30, 2024	No changes for SU24 grad student/lecturer appointments beyond this date
March 31, 2024	End of annual performance period for staff
April 15, 2024	Lifestyle Spending Account: deadline to file claim for 1/1/24 to 3/31/24 activity
April 23, 2024	Physics department Spring Picnic
April 26, 2024	Deadline to complete mandatory Report = Support training
April 28, 2023	Deadline to complete Institutional Data Policy training
April 30, 2024	Last day of SP24 exams
May 7, 2024	Summer semester (SU24) classes start
May 27, 2024	Memorial Day; no classes, offices closed
June 1, 2024	Deadline to complete annual staff performance reviews Faculty AU24 GTA requests and requests for post 2 nd year students due to grad studies office
June 19, 2024	Juneteenth; no classes, offices closed
June 30, 2024	No changes for AU24 grad student/lecturer appointments beyond this date
July 1, 2024	Faculty deadline to submit transfer requests for graduating grad students continuing as OSU postdocs for AU24
July 4, 2024	Independence Day; no classes, offices closed
July 15, 2024	Lifestyle Spending Account: deadline to file claim for 4/1/24 to 6/30/24 activity
July 31, 2024	2023-24 OSU parking permits end; 2024-25 permits required 8/1/24

ODP, Release Time and Cost Share

Requests should be submitted by the beginning of each month for Faculty ODP, Release Time, and Cost Share