

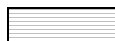
# Operations Calendar

## April 2006

01 S	02 SU	03 M	04 T	05 W	06 TH	07 F	08 S	09 SU	10 M	11 T	12 W	13 TH	14 F	15 S	16 SU
				Final Grade Report ----- End of Qtr Reports		Ssp06 Census Day Processin g ----- DARS Audits Purge			Provisnal Admits Report ----- Qtly High Scholshp Report ----- First Report to NSC		Produce Au06 Entry Ocdes	Compute Su06 Projected Class Standing	Satisfact Progress Report Sp06		

17 M	18 T	19 W	20 TH	21 F	22 S	23 SU	24 M	25 T	26 W	27 TH	28 F	29 S	30 SU	1 M
Su06 Reg Per 1 Begins ----- Begin running Su06 Course Cancln Process				Sp06 Admission Purge							Provisnal Monitoring Report			

 =WEEKEND

 =HOLIDAY

JSR510	ADMISSIONS UPDATE
JSDBEMCBKP1	BRING DOWN SDB DRIVER
JSR110EXT	STUDENT RECORDS DAILY UPDATE
JSR110REP	STUDENT RECORDS DAILY REPORTING
JSR115	COURSE CANCELLATION
JSR630	1ST/10TH DAY UPDATE
JSR620	CREATE REGISTERED STUDENT MASTER FILE
JSR950	ENROLLMENT STATISTICS REPORTS
JSR612	EOP REPORTING
JSR106	FOREIGN LANGUAGE REPORT
JSR120	CREATE SECTIONED & INSURANCE FILES
JSI80505	COURSE CONTENT [Sea+Eve, Eve, Bot, Tac] Microfiche: Sea + Eve = 1 orig, 0 copies Eve Only = 1 orig, 0 copies Bot & Tac = 1 orig; 1 copy each
JSDUSHF	UPDATE STATISTICAL HISTORY FILE
JSI806	CLASS LISTS REVISED (COPIES DELIVERED - 2 SETS) <b>to be delivered Monday, April 10th by 8:00 am</b> -02 REPORTS = 6 copies
JSI80610TEN	DIRECTORY - Sea+Eve: Microfiche = 1 original, 6 copies Reports: -05 (by Number) = 3 copies -06 (by Alpha) = 4 copies Eve: Microfiche = 1 original Reports: -05 (by Number) = 3 copies -06 (by Alpha) = 4 copies Bot, Tac: Microfiche = Bothell 1 orig, 2 copies; Tacoma 1 orig, 1 copies Reports: -05 (by Number) = 3 copies -06 (by Alpha) = 4 copies
JSI80614	FOREIGN STUDENT REPORT [Sea + Eve, Bot, Tac]
JSI80915	GRAD STUDENTS BY DEGREES (4 COPIES)
JSR116	LECTURE CLASS LIST <b>to be delivered Monday, April 10th by 8:00 am</b>
JSR150	REGISTRATION NOTICES
JSR191	EXTRACT SOCIAL WORK FILES
JSR603	REGISTERED LIST
JSR201	ENTRY CODES
JSR205	ROOM CAPACITY UPDATE
JSR271	DAILY TIME SCHEDULE WEB EXTRACT
JSR28010	FACULTY LOAD/HEPPS INTERFACE
JSR28020	FACULTY LOAD/EDIT REPORTS
JSR305	TRANSCRIPT PRINTING
JSR370	DARS TABLE UPDATE
JSR930	OFM TAPE CREATION
JSDPACKET	SDB PACKET PAGE BACKUP
JSDBWHCPYAUDIT1	STOP VITCOS SDBWH DATABRIDGE PROCESSING
JSDBDEMCKBP2	SDB DB BACKUP/START SDB DRIVER

ADDITIONAL:

JSR504	New/RO STUDENTS W/O TRANSFER PRIOR CREDITS.
JSR814	WEB DEGREE VALIDATION
JSR040	PRINT DATA MAILERS
JSR190	LAW SCHOOL FILE EXTRACT
JSR610	MAILING LABEL EXTRACT
JSR372	DEGREE AUDIT PURGE PROCESS
JSR614	INTERNATIONAL SERVICES OFFICE DOWNLOAD
JSR815	DEAN'S WEB LIST
JSR160	STUDENT ORIENTATION DATE UPDATE
JSR259	R25 Daily Update
JSR805	UPDATE GRADUATE DEGREE INFO
JSR140	STAR ENROLLMENT REPORT
JSR660	Grad School Appt Report

**U of W SPECIAL JOB TRANSMITTAL**

<b>Vendor Code</b>	<b>Customer Job I.D.</b>	<b>Tape Serial</b>	<b>Customer Instructions</b>		
			<b>SI80610: Winter 2006</b>		
			4/7/2006		
			<b>Campus</b>	<b>Original</b>	<b># of Copies</b>
<b>UWR004</b>	<b>SI80610</b>		<b>Seattle</b>	<b>1</b>	<b>1</b>
<b>UWR004</b>	<b>SI80610</b>		<b>Bothell</b>	<b>1</b>	<b>1</b>
<b>UWR004</b>	<b>SI80610</b>		<b>Tacoma</b>	<b>1</b>	<b>1</b>
<b>UWR004</b>	<b>SI80610</b>		<b>Evening</b>	<b>1</b>	<b>0</b>

**U of W SPECIAL JOB TRANSMITTAL**

<b>Vendor Code</b>	<b>Customer Job I.D.</b>	<b>Tape Serial</b>	<b>Customer Instructions</b>		
			<b>SI80505: Spring 2006</b>		
			<b>4/7/2006</b>		
			<b>Campus</b>	<b>Original</b>	<b># of Copies</b>
<b>UWROO2</b>	<b>SI80505</b>		<b>Bothell</b>	<b>1</b>	<b>0</b>
<b>UWR002</b>	<b>SI80505</b>		<b>Tacoma</b>	<b>1</b>	<b>0</b>
<b>UWROO2</b>	<b>SI80505</b>		<b>Evening</b>	<b>1</b>	<b>0</b>
<b>UWR002</b>	<b>SI80505</b>		<b>Seattle</b>	<b>1</b>	<b>0</b>

OP SCAN SCHEDULE					
=WEEKEND					
=HOLIDAY					
Winter 2006 Grade Sheets					
DATE	Pickup from OEA	Courier	Delivery to OEA	Courier	Notes
Apr - 01					
Apr - 02					
Apr - 03	8:30	GARS	2:00	GARS	
Apr - 04	8:30	DS	2:00	DS	
Apr - 05	8:30	OEA	3:00	OEA	
Apr - 06	8:30	OEA			
Apr - 07					
Apr - 08					
Apr - 09					
Apr - 10					
Apr - 11					
Apr - 12					
Apr - 13					
Apr - 14					
Apr - 15					
Apr - 16					
Apr - 17					
Apr - 18					
Apr - 19					
Apr - 20					
Apr - 21					
Apr - 22					
Apr - 23					
Apr - 24					
Apr - 25					
Apr - 26					
Apr - 27					
Apr - 28					
Apr - 29					
Apr - 30					

Please scan the faculty grades sheets as soon as they arrive.

# **INTERDEPARTMENTAL MEMO**

Enrollment Services, Box 355850

March 21, 2006

Mary R. Dolan  
Data Management/Data Services  
Enrollment Services  
224A Schmitz Hall

RE: Operations Calendar Key Points  
April 2006

4/5	JSR407 Produce Wi06 Final Grade Mailer
4/5	JSR409 Produce Wi06 End of Qtr Reports
4/7	Sp06 Census Day Processing
4/7	JSR372 Run DARS Audits Purge
4/10	JSR560 Run Provisional Admits Report
4/10	JSR811 Wi06 Quarterly High Scholarship
4/10	JSR613 First Term Submission Sp06 to NSC
4/12	JSR201 Produce Au06 Entry Codes
4/13	JSR602 Compute Su06 Projected Class Standing
4/14	Switch Regis Qtr to Su06
4/14	JSR670 Sp06 Satisfactory Progress Report
4/17	Su06 Regis Per 1 Begins
4/17	JSR115 Begin Running Course Cancellations Su06
4/21	JSR550 Sp06 Admission Purge
4/28	JSR562 Provisional Monitoring Report

# INTERDEPARTMENTAL

Enrollment Services, Box 355850

DATE: February 06, 2006

FROM: Mary R. Dolan  
224 Schmitz Hall, Box 355850

## *Spring 2006 Grade Posting Schedule*

Spring 2006 Faculty Grade Reports are due	June 12, 2006	Monday, 10:00 am
Initial Transcript Posting	June 12, 2006	Monday
First Grade Mailer Departmental Grade Reports Athletes' Grade Reports Grad Non-Matric Grade Reports	June 13, 2006	Tuesday
Second Grade Mailer 2nd Athletes' Grade Reports	June 21, 2006	Wednesday
Final Grade Mailer Honors Grade Reports Veterans' Grade Reports	June 28, 2006	Wednesday
End-of-Quarter Grade Reporting	June 28th	Wednesday
Quarterly High Scholarship Download	July 03, 2006	Monday
Annual High Scholarship Download	July 05, 2006	Wednesday
Winter Low Scholarship Cancellation Run Date	June 21, 2006	Wednesday
Cancellation Effective Date is	June 14, 2006	Wednesday
Second Low Scholarship Cancellation Run Date	August 24, 2006	Thursday
Prerequisite Cancellation #1	June 12, 2006	Monday      cancels summer courses
Prerequisite Cancellation #2	June 21, 2006	Wednesday



# ADMISSIONS SUBSYSTEM

## April 2006

# Operations Calendar

=WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
SR50710 SUPPLEMENTARY ADM REPORTS			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦
SR50710 SUPPLEMENTARY ADM REPORTS				♦	♦		♦				♦	♦		♦				♦	♦		♦				♦	♦		♦			
SR59010 ADMISSIONS MASTER EXTRACT			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*
SI80180 ADMISSIONS STATS REPORTS			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦	♦	♦	♦	♦			♦
SI80183 GRADUATE STATISTICAL REPORTS																															
SI80185 UNDERGRADUATE STATISTICAL REPORTS																															
SR59110 SEQUITUR NIGHTLY LOAD			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*
SA90105 RPT/UPDATE JOB/PGM PARAMATERS			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*	*	*	*	*			*
JSR550 - ADMISSIONS PURGE PROCESS																															
<i>ONLINE - 4th Friday/6th Friday summer</i>																															
JSR560 - ALL PROVISIONAL ADMITS REPORT																															
(SR56010,SR30510)run 4 wks B4 next RegPer1											X																				
JSR562 - PROVISIONAL MONITORING REPORT																															
(SR56210) run 3 wks after 560																															

♦ Au06                      ♦ Sp06                      ♦ Su06

✉ Notify Staging Purge will run on 21st.

\* means required

grad offers start:

Start running Grad offers 6 months before the start of the Admission quarter.

start running Wi06 stats on Nov 3rd  
 start running Au06 stats on Oct 18th  
 start running Au06 offers on Jan 24th  
 Reg Per 1 for Sp06 begins on Feb 17th

Winter - July 1  
 Spring - October 1  
 Summer - December 1  
 Autumn - February 1

Su/Au offer dates always start with 5/1 for undergrad and 6/1 for grads

qtr/year for 54010 moves to next qtr/year after last day of current quarter

# ENROLLMENT REPORTING April 2006

## Operations Calendar



 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSDUSHF - UPDATE STAT HISTORY FILE, runs 10th day (SECTION FILE, MINI MASTER SD10120, SD10160) HISTORICAL TAPE							X																								
JSIENRSTAT - ENROLLMENT STATISTICS (SI32420 - STUDENT MIGRATION REPORT SI15516 - FEDERAL ENROLLMENT) AUT ONLY																															
JSI80280 - DENTAL STUDENT REPORTING (SI80280) runs 11th day										X																					
JSI80436 - ASUW MEMBERSHIP LIST (for Kristin Millis - Publications) (SI80436) run 10th day Au qtr or as requested																															
JSI80505 - COURSE CONTENT REPORTING (SI80505) 10TH DAY ONLY							X																								
JSI806 - CLASS REPORTING (SI80620, SI80623, SI80629)							X																								
JSI80610ONE - REGISTERED LIST FIRST DAY (SI80610)																															
JSI80610TEN - REGISTERED LIST TENTH DAY (SI80610)							X																								
JSI80614 - FOREIGN STUDENT REPORTING (SI80614) run 1st day, 5th day, and 10th day							X																								
JSI80615 - WITHDRAWING STUDENT REPORTING (SI80615) runs 11th day does not run sum qtr										X																					
JSI80618 - MINORITY PLACEMENT (SI80618) REPORT/LABELS runs 5th day																															
JSI80915 - GRAD DEGREE ROSTER (SI80915) runs 10th day Only							X																								
JSR120 - BUILD SECTIONED OR INSUR (SR12010) runs 1st and 10th day							X																								
JSR320 - GRAD NON-MATRIC STUDENTSday after final grade run (SR32010) ANNUAL REPORTS {summer->spring} spr qtr																															
JSR603 - LIST REGISTERED STUDENTS (SR60310) runs 1st and 10th day							X																								

▲  
Census Day Processing

# ENROLLMENT REPORTING April 2006

## Operations Calendar



 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSR606 - PAST DUE ON-LEAVE REPORTS (SR60610) runs start of 4th wk qtr																																
JSR607 - CREATION OF ICA DOWNLOAD FILE (SR60710) run day after final grade posting each qtr						X																										
JSR610 - MAILING LABEL EXTRACT (SR621010) AND PRINT			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	
JSR612 - EOP REPORTING (SR61210)							X																									
JSR613 - NSC ENR DATA EXTRACT FILE (SR61310)											Q	X																				
JSR614 - INTERNATIONAL SERVICES OFFICE DOWNLOAD			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	
JSR620 - EXTRACT MINI-MASTER FILE (SR62010)							X																									
JSR630 - 1ST/10TH DAY UPDATE (SR63010)							X																									
JSR645 - CREATE LIBRARY PATRON TAPE (SR64510)				●		●							●								●						●					
JSR650 - STAFF TUTION EXEMPTION (SI80200, SR65010, SR65020)				X		X											X															
JSR660 - GRAD SCHOOL APPT REPORTS (SR66010,020) runs census day rpt 4 & 7 only							+																									
JSR670 - SATISFACTORY PROGRESS TOWARD DEGREE (105 credits) (RUN 15TH DAY) (SR67010, SR67020) do not run summer qtr							X																									
JSR672 - COHORT GRADUATION (SR67210,SA90105)																																
JSR673 - ANNUAL COHORT TAPE CREATION (RUN AFTER AUT 10TH DAY) summer->spring (SR67310,SA90105)																																

+ Y for 4 and 7 only  
 ▲  
 Census Day Processing

# ENROLLMENT REPORTING April 2006

## Operations Calendar

 =WEEKEND  
 =HOLIDAY



JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSR681 - JACKSON SCHOOL REPORT (SR68110) run as requested by the depts																																
JSR811 - QTLY HIGH SCHOLARSHIP DOWNLOAD (SR81110) runs qrtly after last grade run																																
JSR812 - YEARLY HIGH SCHOLARSHIP DOWNLOAD (SR81210, DUMPALL) runs after 10th day Sum qtr																																
JSR815 - WEB DEAN'S LIST (SR81510) run 4 times after end of qtr reports																																
JSR950 - ENROLLMENT STATISTICS REPORTS (SR95010, SR95020) runs 1st and 10th day																																

  
 Census Day Processing

# GRADING SUBSYSTEM

## April 2006

# Operations Calendar

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSR401 SELECT - EXTRACT PRE-POSTING MASTER FILE (SR40110) <i>Must RUN before initial grade posting occurs</i>											☒																				
JSR402 - PRINT GRADE REQUEST NCS FORMS (SR40210, SR40215) run 1st Thurs 8th week																															
JSR403 - GRADE RETURN EDIT & UPDATE (SR40310, SR40312, SR40315)																															
JSR405 - INITIAL TRANSCRIPT POSTING (SR24010, SR40410, SR40510, SR40405, SR40415)																															
JSR406 - LATE GRADE RETURN POSTING (SR40310, SR40312, SR40410)				X	X	X																									
JSR407 - GRADE RUN (SR40710, SR30510)																															
JSR408 - LOW SCHOLARSHIP CANCELS (SR40810, SR60115)																															
JSR409 - QTR-END GRADE REPORT (SR40910, SR40915, SR40920, SR41010)																															
JSR411 - MED CLERKSHIPS GRADE UPDATE (SR41120, SR41130, SR41140)																															
JSR412 - POSTING of MEDICAL GRADE FILES (SR40310, SR40312, SR40610) <i>must run before final posting</i>																															
JSR415 - LAW GRADE POSTING (SR41510) only schedule after 405 runs for qtr																															

▲ Census Day Processing  
 Final Grade Posting      ☒ copy grade.new from sdbftp to ACADOM/Rainier  
 Honor's & Veterans

Do not schedule Late grade sheets for summer until B/Full term FGR's have been printed.

Do not schedule the JSR415 until after the JSR405 has run for the quarter. It can run on the same day but needs to be scheduled after the 405.



# REGISTRATION SUBSYSTEM

April 2006

## Operations Calendar



☐=WEEKEND  
 ☐=HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSR106 - FOREIGN LANGUAGE RESTRCT REPORT (# YEARS LANG HS) (run 1ST, 5TH, and 10TH DAY & before Op Scan Sheets produced) (SR10610, SR10620)							▲																								
JSR107 - BATCH REGIS REPORT & UPDATE (MED SCHOOL) (SR10710, SR10720)																															
JSR110EXT - STUDENT RECORDS DAILY UPDATE (SR11070, 71, 80, 60, 61)			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR110REP - STUDENT RECORDS DAILY REPORTING (SR10110, 15, 22, 25, 30, 50, SD90110)			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR113 - EOP CLASS LISTS (SR11310) runs 5th day																															
JSR115 - COURSE CANCEL LABELS AND UPDATES (SR11510, SR11520)							▲							▲			⊗ 1 of 2			⊗	▲						⊗	▲			
JSR116 - LECTURE CLASS LIST (SR11610) runs 1st and 10th day only							X							X																	
JSR117 - PREREQUISITE CANCELLATION SR11710 - always request two printed copies					4 of 4																										
JSR130 - SELF SUSTAINING REPORT (SR13010)										X																					
JSR140 - STAR ENROLLMENT REPORT (SR14010) schedule to run on start & end dates of Reg Per 1 & 2							▲							▲			⊗			⊗											
JSR145 - REGIS ADVISING REPORTS (SR14510)																				⊗											
JSR150 - REGIS. NOTICES REPORT & UPDATE (SR15010,SR15015)			▲	▲	▲	▲	▲			▲	▲	▲	▲	▲																	
JSR160 - STUDENT ORIENTATION DATE UPDATE runs daily - no parameters eff 6/2/04			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR180 - ESL REQUIREMENT SATISFACTION (SR18010,SR18020) runs each time TOEFL																															

scores are posted

▲ Census Day Processing      ⊗ Wi06      ⊗ Run after midnight  
 ▲ Sp06      ⊗ Run after midnight Sunday

Operations Calendar

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSR190 - LAW SCHOOL FILE EXTRACT (SR19010) on 10th day & 8th wk of qtr							X			☒																					
JSR191 - EXTRACT SOCIAL WORK FILES (SR19110) runs after initial grade posting and 10th day							X			☒																					
JSR330 - REPEATED COURSES QTR RPT (SR33010) run 11th day each quarter										X																					
JSR602 - COMPUTE PROJECTED CLASS (SR60210) runs 2 days before Reg Per 1													X																		
JSR609 - REGISTERED STUDENT FILE CREATION (SR20910) per Husky Ticket Office													X																		
JSR697 - U-PASS REPLACEMENT EXTRACT FILE (SR69710) run end 1st wk & end of qtr - has params																															
JSR920 - SUMMER STATS SYSTEM (SR92010) only runs Sum qtr after 10th day																															
JSR930 - OFM TAPE CREATION runs census day only (SR93010,SR93020) 2 files sent to /issdbftp/sr/							X																								

Autumn quarter only the files from the JSR930 placed on the SR server need to be copied to CD and mailed to Pat Tasanasanta.

Mailing address is:

Pat Tasanasanta  
 Office of Financial Management  
 Insurance Building, 4th.Floor  
 PO Box 43113  
 Olympia, WA 98504-3113

▲ Sum qtr registration begins on 4/17/06 change Regis qtr on 720 to Sum 2006 @ 4:30 on 14th  
 Census Day Pr ☒ post files for Roberta Aldrich/Social Work & William Jackson/Law School  
 on my staff web page

File names are:  
 ofmadm.txt and ofmern.txt

Operations Calendar

■ =WEEKEND  
 ■■■ =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSR040 - STUDENT RECORDS DATA MAILERS (SA90105,SA60290,SA60210-04&05)	■	■	X	X	X	X	X	■	■	X	X	X	X	X	■	■	X	X	X	X	X	■	■	X	X	X	X	X	■	■	X	
JSR090 - STUDENT RECORDS SELECTION STATUS REPORT runs daily as a part of the SAM990 setup by requesting email report	■	■						■	■						■	■						■	■						■	■		
JSR615 - UPASS MONTHLY REPORT (SR61510)	■	■						■	■						■	■						■	■						X	■	■	
JSR699 - STUDENT DIRECTORY (SR69910) runs Aut qtr 10th day or as requested	■	■						■	■						■	■						■	■						■	■		

▲  
 Census Day Processing

**Operations Calendar**

☐ =WEEKEND  
☐ =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSDBEMCBK1 - Census DAY HISTORICAL SDB - Brings Down SDB Driver BACKUP runs 1st and 10th day							X																									
JSDBEMCBK2 - Census Day Historical SDB - SDB DB backup/Start SDB Driver BACKUP runs 1st and 10th day							X																									
JSDPACKET - SDB PACKET PAGE BACKUP (NONE) runs 1st and 10th day							X																									
JSRREGBKUP - Daily REGPROD001 backup (NONE) part of an automatic process																																
JSDBWHCPYAUDIT1 interrupts loading of SDB driver audit file (NONE) runs early Saturday morning after Census day processing							G																									
JSDBWHCPYAUDIT2 (NONE) runs first Monday after census day unless Monday holiday then runs on Tuesday										X																						

ⓐ schedule early Saturday morning

▲  
Census Day Processing

# Operations Calendar

## TABLE MAINTAINANCE (Edits & Tables) April 2006

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSR710 - EXTRACT CROSS-REF FILES (SR71015, SR71020) run every other month																																
JSR711 - DEPARTMENT, MAJORS AND (SR71110) DEGREES LISTING by request R Byers																																

⌘ run all copies needed for departmental distribution - Ask Randy if copies for 2nd floor should be run.  
▲ Census Day Processing plus one extra to divide between Joan Abe, Bothell (Hung) and Tacoma (Bobbe).

# TIME SCHEDULE SUBSYSTEM

April 2006

## Operations Calendar

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSI80362 - CLASS SIZE MONITORING (SI80362) runs 11th day Au, Wi, Sp has params										X																					
JSR201 - CREATS AND REPORTS REGISTRATION ENTRY CODES (SR20110, SR20115, SR20120)			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR204 - CREATE TIME SCHEDULE (SR20410) needs to run 2 days before the 260																															
JSR205 - PUT ROOM CAPS ON TIME always schedule on 1st & 10th day (SR20510) SCHEDULE and right before Reg Per 1							▲							⚙																	
JSR206 - ASSIGN SLN & LINKAGE (SR20610) as requested by the Time Schedule Office							X							X																	
JSR207 - CLASS SIZE runs 11th day except for summer quarter										X																					
JSR208 - EXTRACT BOOKSTORE (SR20810) don't run for current qtr after 10th day																															
JSR209 - POTENTIAL DUPLICATE ROOM ASSIGNMENTS (SR20910-R-01) run 1 wk B4 Big Run JSR150 & qtr Bgins																															
JSR210 - SR COURSE - TITLES REPORT (SR21010) always schedule on 11th day - only 2 copies										print 2 copies X																					
JSR250 - SCHEDULE 25 EXTRACTION AND PRE-EDIT (SR25010) runs during the day as requested by each campus																															
JSR259 - UPDATE R25 DAILY PROCESSING			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR270 - TS REPORT (SR27010) Daily/Review/Print TS																															
JSR271-DAILY TIME SCHEDULE WEB EXTRACT (SR27110)			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR28010 - FACULTY LOAD - HEPPS INTERFACE			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X

Autumn entry codes need to be ready for pickup on the 14th.

▲  
Census Day Processing

notify Bob Jansson before the JSR205 is run so he can place the correct file on Vitcos.

bookstore file is sent to reptreq not to vitcos. File needs to be transferred to mdolan's web page and then email sent to hmax@u.washington.edu and rdodson@u

before running JSR204, run query to see if any courses were added for incorrect quarter. These need to be removed by TS Office before process will complete correctly.

If the 250 is run for Tacoma, the file produced is TimeSchedReport.txt

# TIME SCHEDULE SUBSYSTEM

April 2006

## Operations Calendar

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
JSR28020 - FACULTY LOAD - EDIT REPORTS (SR28020)							X							X							X								X			
JSR28030 - FACULTY LOAD EMAIL SURVEY (SR28030) per A Spangler won't run again until 2006																					X								X			
JSR283AUT - EXTRACT FACULTY LOAD FILES run 5-10 days (SR28310) AUTUMN QUARTER after end of qtr																																
JSR283WIN - EXTRACT FACULTY LOAD FILES (SR28310) WINTER QUARTER run 5-10 days after end of qtr																																
JSR283SPR - EXTRACT FACULTY LOAD FILES (SR28310) SPRING QUARTER run 5-10 days after end of qtr																																
JSR283SUM - EXTRACT FACULTY LOAD FILES (SR 28310) SUMMER QUARTER run 5-10 days after end of qtr																																

# Operations Calendar

 =WEEKEND  
 =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M
JSR305 - DAILY TRANSCRIPTS (SR30510,SR30515,SR30520,SR30810)			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X
JSR30505 - ANNUAL TRANSCRIPT STEP 1 (SR30505) EXTRACT FILES FOR SR30510																															
JSR30506 - EXTRACT FILES FOR ANNUAL (SR30506) TRANSCRIPT PRINT																															
JSR30510 - ANNUAL TRANSCRIPT STEP 2 (SR30510) PRINTING 50 HOURS ELAPSED																															
JSRANNUAL - ANNUAL TRANSCRIPT FICHE (SR30510) TAPE CREATION																															

Per Operations Manager - okay to run 5 sets per night during the week and more than 10 sets on a weekend of JSRANNUAL

Check with staging before scheduling the transcript runs so they do not interfere with payroll/FAS month end general accounting.

2 sets per night for 30510

5 sets per night for ANNUAL during the week.

be sure to note on the daily transmittal, only one copy of the fiche is needed - not two.

REPORTS NO LONGER RUN  
April 2006

Operations Calendar

■ =WEEKEND  
▨ =HOLIDAY

JOBSTREAM DESCRIPTION	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1				
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M				
JSDBOFFSITE - offline dump of SDBDB01 runs daily as soon as Star comes down																																			
JSI15525 - HEAP RETENTION OF STUDENTS REPORTING (SI15525)																																			
JSR103 - PURGE REGISTRATION (SR10310)																																			
JSR112 - EXOFFICIO CLASS LISTS (SR11210) no longer in production																																			
JSR125 - RESIDENT REPORT (SR12510) not run for long time																																			
JSR131 - MEDICAL SCHOOL STATISTICAL REPORT (SR13110)																																			
JSR172 - BATCH HOUSING YEAR REPORT (SR17210)																																			
JSR251 - UPDATE SCHEDULE 25 (SI25110) effective 3/10/05 not run since Aug04																																			
JSR252 - (UPDATES WITH SCHEDULE 25 UPDATES) (SR25210,SR25220)																																			
JSR260 - TIME SCHEDULE QUARTERLY WORKSHEETS (SR26010) on the web W05																																			
JSR281 - FACULTY LOAD- INSTRUCT, UPDATE don't run p/ Ann Spangler (SR28110, SR28120) & FAC. WORKLOAD SURV eff 2/20/02																																			
JSR306 - TRANSCRIPT ORDER MICROFICHE (SR30610, SR30620) & PURGE																																			
JSR340 - REPEATED COURSE REPORTING <b>(DO NOT RUN - SEE BILL SHIREY)</b>																																			
JSR406MED - LATE GRADE POSTING/MEDICAL GRADE FILES (SR40310, SR40312, SR40610)																																			
JSR604 - STUDENT ATHLETIC PROGRESS (SR60410)																																			
JSR605 - STUDENT ATHLETE PROGRESS run day after initial grade posting each quarter (SR60510)obsolete effective 4/7/05 per Suzanne Anderson																																			
JSR608 - WSLGA STUDENT LOAN (SR60810)																																			
JSR611 - NSLDS SSCR PROCESS (SR61110)																																			
JSR631 - LOCAL ADDRESS REPORT AND UPDATE <b>* DO NOT RUN - CONTACT BILL SHIREY *</b>																																			
JSR640 - HOLD LIST not run eff 4/19/04 (SR64010) runs 3rd Friday of qtr except sum																																			
JSR675 - CONTINUING ENROLLMENT (SR67510) ENROLLMENT CONTROL																																			
JSR691 - HOUSING IMMUNIZATION INTERACE (SR69110) *Do Not Run * Contact Bill Shirey																																			
JSR802 HONORS REPORT (SR80210, SR30510) obsolete 9/3/03																																			
JSR803 UNDERGRAD TO NON-MATRIC UPDATE last run W06 (SR80310, SR80315) run after 1st day processing																																			
JSR900 - MISCELLANEOUS REPORTS (SR70110)																																			
JSR910 - HIGHER EDUC ENROLL REPORTS runs 10th day only obsolete W06 (SR91010, SR91015, SR91016, SR91020, SR91023, SR91025)																																			