

## **Setting Due Dates** <sup>[1]</sup>

### **Purpose**

#### **The Importance of Due Dates**

Officers (or their delegates) should establish the due dates for their direct rollups so that these dates are at least two days prior to the officers' own due dates. Officers who report to other officers should allow those officers to set the due dates first, so as to avoid conflicts.

**Note:** In the event that the due dates an officer sets for his or her rollups conflicts with the date set for that officer, the system will reset the rollups' due dates to at least two days prior to the officer's personal due date.

### **Download the Setting Due Dates Step-by-Step below**

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**Source URL:** <https://www.cu.edu/controller/policies/setting-due-dates>

#### **Links**

[1] <https://www.cu.edu/controller/policies/setting-due-dates>