

## Budget Services Master Calendar FY2020

Date	Budget Development	Faculty Contract/Summer Hire	Revenue & BOR Reporting	Year End Close	Other
August 1-31, 2019	Departments/Centers/Units develop FY2021 Funding Requests based on strategic plans and assessment goals. Prepare Budget Questionnaire answers.				
August 26, 2019			FY19 Annual Expenditure Report due to BOR		
September 1-15, 2019	Main budget units (Deans, Directors, AVPs) begin finalizing submittals to Vice President.				
September 17-28, 2019	Divisions (VPs) finalize Funding Requests.				
September 18, 2019	Funding Requests due to division Vice President				
September 19, 2019			1st Quarter Amendments due to BOR		
September 20, 2019	Budget Hearing Questionnaire due to Vice Presidents for review				
September 28, 2019	Budget Hearing Questionnaire and Budget Hearing Trends data due to Budget Services for consolidation and proofing		Business plan templates to departments		
October 1-12, 2019	Funding Requests finalized by Institution (President/VPs)				
October 9, 2019	President/VPs review first draft of Questionnaire and Trend documents.				
October 17, 2019	PAC meeting (present prioritization)				
October 18, 2019	Budget Documents Finalized				
October 18-19, 2019	Final review of Budget by VPs and President				
October 24, 2019	Budget Documents prepared for transmission				
October 26, 2019			FY2021 Funding Requests and BOR Budget Hearing Documents due to BOR.		
November 7, 2019			Distribute Mandatory Fee forms (Technology, P&T, Campus Center, Athletic Complex, Athletics, Health Center, International, and Student Activity)		
November 26 -December 14, 2019			Budget Office to Review Fee Requests		
November 27, 2019			Final Business Plans due to Alex Posivenko in Auxiliaries		
November 30, 2019			Elective/Housing/Food Service Fees due to Budget Office		

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December 2, 2019			Fee requests sent to campus (elective/professional graduate diff/Housing/Food Service); Final Business Plans due to Budget Office		
December 2-13, 2019			Final Fee Review and approval by Vice President of Business and Finance for Elective/Housing/Food/Mandatory Fees.		
December 4, 2019			Professional Graduate Differential requests due to Budget Office		
December 6, 2019			FY2021 Tuition Revenue Projection by Budget Office due to BOR		
December 13, 2019			FY2021 Mandatory, Elective, Food, and Housing Fees and Special Charges, and 5-Year Auxiliary Plans to BOR		
December 18, 2019			2nd Quarter Amendments due to BOR		
January & early February 2020	Budget Analyst review FY2021 worksheets, noting items of interest. Analysts work to remove any excess permanent budget from split funded positions. Analyst verify that all positions created for their departments are listed on their position tracking sheets.				
Jan-Mar 30, 2020	Review Allocated Cost Methodology for Auxiliaries & Facilities				
January 2-3, 2020			Review Professional Graduate Differential requests with VPBF & President.		
January 11, 2020			FY2021 Base Graduate and Professional Program Tuition Request to BOR		
January 13-31, 2020	Create & Test Budget Development Worksheet Template and Files used to load data onto BDW (OneUSG and PeopleSoft)				
January 17, 2020			2nd Quarter Financials due to BOR		
February 3, 2020			FY21 Elective Fee Requests due to BOR		
February 21, 2020	Analyst to complete all items on checklist under 'Preparing Position Tracking Sheets for Budget Development.' This must be completed by the February deadline for all position tracking sheets; Updated revenue projections from Revenue Analysts will be available. The budgets that require FY21 adjustment should be posted before February 26th.				
February 26-28, 2020	Prepare worksheets for analysts' use. All February & March payroll deadlines completed by this date.				

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March 2- March 13, 2020	Analyst create & review FY21 Budget Development Worksheets/Templates for all funds.				
March 9, 2020	Grants will need to be completed & reviewed by Director/Assistant Director if necessary				
March 9-20, 2020	Kristin & Liz to review initial worksheets from analysts.				
<b>March 12, 2020</b>	<b>USG Budget Hearing</b>				
March 13, 2020	Fund 20000 Grant worksheets sent to Darlene for completion (must be approved by supervisor if necessary).				
March 19, 2020			3rd Quarter Amendments due to BOR		
<b>March 20, 2020</b>	<b>Last day to submit FY21 permanent budget amendments to Budget Services that will appear on the worksheets. Amendments to be posted in PeopleSoft Financials by March 25;</b> Updated Fund 20000 Grant BDWs returned from Darlene. Analyst to review.				
March 23-25, 2020	All permanent FY21 BAs posted. Pull BA query to find all permanent BAs posted from time of initial data pull (February 26th) until now. Identify impacted departments and will refresh those BDWs. Analysts to refresh and review impacted worksheets by this date.				
March 23-27, 2020	Analysts review and update returned worksheets from supervisor. All corrections made and returned to supervisor for finalization; Analysts review final Grant worksheets; Update fringe, year, and hours parameters; Zero non personal lines and non-benefitted positions in Budget Prep for: funds 20000, SAFBA, 16000, 15000, 14000. Do not zero eCore, 1067101 & 1067102 (Katie to complete).				
March 26-29, 2020	Liz and Kristin final review of returned fund 20000 worksheets and worksheets changed since initial review (including permanent BAs posted by March 27 <sup>th</sup> ).				
March 27, 2020	Extract data from HCM. Load PeopleSoft Financials into Budget Prep. ?? Contingent on BOR updates.				
March 30-April 3, 2020	Analysts input all funds worksheet data into Budget Prep module for base adjustments. Ensure self-support revenues and expenditures match.				

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April 1, 2020		Provost Office provides final Promotion & Tenure information to Budget.			
April 6, 2020	Merit file review: Senior Analyst verifies total by division in compliance; checks for rounding issues. To review with Liz on Friday the 12th before finalizing; Budget receives final merit increase template from HR				
April 6-10, 2020	Analysts cross-check budget data in Budget Prep module against worksheets for E&G funds. Corrections should be noted but not adjusted in Budget Prep until instructed to do so by Cole or Kristin.				
April 8-10, 2020	Liz to complete initial balancing of all E&G funds (before leaving for conference) before fringe build; Merit file review: Senior Analyst verifies total by division in compliance; checks for rounding issues. To review with Liz on Friday the 12th before finalizing.				
April 13-14, 2020	Liz and Cole complete balancing E & G and self-support funds in Budget Prep; validate PT faculty fringe; vacant position fringe; fund codes by pay group; Analysts check titles for faculty; etc. Will require balancing after April 9 <sup>th</sup> fringe build.				
April 13-17, 2020	Analysts cross-check budget data in Budget Prep module against worksheets for funds 13000, 14000, 15000, 16000, 20000 (Katie L can assist). Re-balance worksheets due to actual fringe numbers. May need to work weekend to ensure on track with due dates.				
April 15, 2020	Initial fringe run and financials built for balancing; Liz reviews merit data and approves for input				
April 15-20, 2020	Input merit increases and cross validate. Readjust <b>eTuition budgets</b> and positions accordingly.				
<b>April 16-17, 2020</b>	<b>BOR approves allocation</b>				
April 17, 2020			3rd Quarter Financials due to BOR		
April 20, 2020	Final Balancing prior to BOR Allocation changes (Liz and Cole)				
April 21-23, 2020	VPs meet to determine final funding allocations.				
April 24-25, 2020	Input final allocations into Budget Prep				
April 27-29, 2020	Final Balance review				
April 30, 2020	Complete BOR Online Templates.				
Apr 30-May 1, 2020	Prepare Budget Book for mailing				

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May 1, 2020	Analysts to send list of filled 54C & 54L positions to their departments. During BDW review, if position has no permanent budget but is currently filled, department to submit FY21 BA or separation PARs with FY21 effective date.		FY2021 Budget Due to BOR		
May 4, 2020	Upload Budget Schedules and Budget Questionnaire to BOR				
May 5, 2020	Upload data into HCM??? Alternative May 9				
May 6-8, 2020	Update summary charts and budget schedules on website; prepare CDs for Library and Budget archives; Validate HCM to Budget Prep load				
May 11-Jun 5, 2020	Develop data worksheets for departments.				
May 13, 2020		Summer Session I payroll deadline to Budget			
May 15, 2020		Colleges and units return templates to the Provost Office, which verifies that increases meet parameters along with PARs for new faculty to be included in Batch I; Summer Session I payroll deadline to Data Management			
May 18-29, 2020		Budget Services and HR review Batch I contracts and coordinate adjustments with Provost Office.			
May 19, 2020		PARs for Promotion & Tenure and New Faculty to be included in Batch I to			
May 21, 2020		Provost Office returns Faculty Contract templates to HR/Budget Services. PARs should already be sent by this time.			
May 26, 2020		By this date, Budget Services identifies & communicates discrepancies that must be resolved or the impacted contracts will be moved to Batch II and submitted back to the Provost Office			
May 28-29, 2020	Complete supplemental budget reports.				
May 29, 2020		Provost Office makes any corrections/adjustments necessary to Contract Database for issues Batch I contracts by this date.			
June 1, 2020		Budget submits final Batch I Faculty Contract template and Initial Batch II template to the Provost Office.			
June 3, 2020		PARs due to Provost Office for new faculty included in Batch II			<b>Last day for ePro Special Requests; Last day to order from ePRO Marketplace; facilities orders; etc.; Last day to encumber travel; Last day to submit PSF expense reports</b>
June 7, 2020		Summer Sessions II & III payroll deadline to Budget			

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June 8-12, 2020					HCM Blackout Period
June 10, 2020	Send final budget development worksheets to divisions	Provost Office sends any new faculty PARs to be included in Batch II to HR/Budget; Provost Office sends Batch I faculty contracts and letters to President's Office			
June 10-14, 2020		HR sends Merit letters to staff (if applicable).			
June 12, 2020		Provost Office sends Batch II Contract Database to Budget Services and HR; Summer Sessions II & III payroll deadline to Data Management			<b>Last day for Budget Amendments; Transactions not passing budget are subject to deletion</b>
June 15-26, 2020		Budget & HR simultaneously review Batch II Faculty Contracts. Identify & communicate discrepancies that will be moved to Batch III with Provost Office.			
June 16, 2020				Budget sweep by noon, VP's notified of surplus by end of day	
<b>June 17-19, 2020</b>				<b>Vice President's final spending</b>	
June 19, 2020		By this date, Budget Services identifies & communicates discrepancies that must be resolved or the impacted contracts will be moved to Batch III and submitted back to the Provost Office		Accounting to provide Payroll Accrual to Budget by noon	
June 22, 2020		Provost Office makes any corrections/adjustments necessary to Contract Database for issues Batch II contracts by this date; Batch I Faculty contracts ready for pick-up in the President's Office by college and unit budget managers.	Final Budget Amendments due to BOR		
June 24, 2020		Budget submits final Batch II Faculty Contract template and Initial Batch III template to the Provost Office.		Budget to provide recommended Payroll Accrual adjustments to Accounting by noon	
Jun 24-Jul 3, 2020	Input FY19 budget adjustments, Technology Fee Allocation, SAFBA Allocation				
<b>June 26, 2020</b>					<b>Final Budget Sweep by noon; President &amp; VPBF notified of remaining surplus by end of day</b>
<b>June 26-30, 2020</b>					<b>Final Year End spending processed</b>
June 29, 2020		Provost Office sends faculty contracts to President's Office for Batch II	4th Quarter Amendments due to BOR		
July 1, 2020			Health Insurance Template due to BOR		
July 6, 2020		Batch II Faculty contracts ready for pick-up in the President's Office by college and unit budget managers.			
July 8, 2020		PARs due to Provost Office for any new faculty to be included in Batch III.	Square Footage Template due to BOR		
July 10, 2020		Provost Office sends any new faculty PARs to be included in Batch III to HR/Budget; Summer Session IV payroll deadline to Budget			

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July 13-20, 2020		Budget Services and HR review Batch III contracts and coordinate adjustments with Provost Office			
July 17, 2020		By this date, Budget Services identifies & communicates discrepancies that must be resolved or the impacted contracts will be moved to Batch IV and submitted back to the Provost Office; Summer Session IV payroll deadline to Data Management			
July 20, 2020		Provost Office makes any corrections/adjustments necessary to Contract Database for issues Batch III contracts by this date.			
July 22, 2020		Budget submits final Batch III Faculty Contract template and Initial Batch IV template to the Provost Office.			
July 24, 2020		Provost Office sends faculty contracts to President's Office for Batch III			
July 29, 2020		Batch III Faculty contracts ready for pick-up in the President's Office by college and unit budget managers.			
August-September 2020		Faculty contracts will be addressed the following Wednesday of the month after Batch IV. Provost to send contact data for employees needing new contracts or revisions to Budget/HR by Wednesday and Budget/HR will review file by that Friday and respond back to the Provost Office.			