

**Budget Preparation Timetable  
for Campus Fiscal Officers  
March 13 – April 28**

**FY 2018 PROPOSED BUDGET**

- March 13 Salary Budget daily sync process starts using August 1 as the effective date.
- April 4 FY17 base budget at 03/31 is loaded in budget Version B09. Version X01 is available in IRIS.
- March 13 - April 28 SALARY BUDGET RECONCILIATION– Position reports are run and adjustments made as appropriate.
- Colleges/Units may modify funding sources for employees and give salary increases to students using PA30 – Maintain HR Master Data. All other adjustments are submitted following standard operating procedures.
- April 28 Version X01 and the Salary Budget System are closed at 6:00 p.m. ET.  
**PLEASE BE SURE YOUR SALARY BUDGET IS BALANCED BY THIS DATE.**