

**Budget Preparation Timetable  
for Campus Fiscal Officers  
March 11 – May 2**

**FY 2020 PROPOSED BUDGET**

March 11	Salary Budget daily sync process starts using <u>August 1</u> as the effective date.
April 3	FY19 base budget at 03/31 is loaded in budget Version B09. Version X01 is available in IRIS.
March 11 – May 2	<p>SALARY BUDGET RECONCILIATION– Position reports are run and adjustments made as appropriate.</p> <p>Colleges/Units may modify funding sources for employees and give salary increases to students using PA30 – Maintain. All other adjustments are submitted following standard operating procedures.</p>
May 2	Version X01 and the Salary Budget System are closed at 6:00 p.m. EST. <b>PLEASE BE SURE YOUR SALARY BUDGET IS BALANCED BY THIS DATE.</b>