

**Budget Preparation Timetable
for Campus Fiscal Officers
March 16 – May 1**

KEY DATES FOR FY 2021 PROPOSED BUDGET

March 16	Salary Budget daily sync process starts using <u>August 1</u> as the effective date.
March 31	All FY20 base budget entries must be entered by 5:00 pm to be included in FY21 base budget
April 1	FY20 base budget at 03/31 is loaded in PROBABLE BUDGET Version B09.
April 6	FY21 PROPOSED BUDGET Version X01 is available to all units.
March 16 – May 1	<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>
April 30	All HR and Payroll change forms must be <u>COMPLETELY</u> processed in Workflow by 5:00 pm.
May 1	Version X01 and the Salary Budget System are closed at 5:00 pm. SALARY BUDGET MUST BE IN BALANCED BY THIS DATE.