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 August 1 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  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. All other adjustments are submitted following standard operating procedures.

April 30  All HR and Payroll change forms must be COMPLETELY 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.