

**Budget Preparation Timetable  
for Campus Fiscal Officers  
March 15 – May 3**

**KEY DATES FOR FY 2022 PROPOSED BUDGET**

March 15	Salary Budget daily sync process starts using <u>August 1</u> as the effective date.
March 30	All FY21 base budget entries must be entered by 5:00 pm to be included in FY22 base budget
April 2	FY21 base budget at 03/31 is loaded in PROBABLE BUDGET Version B09.
April 5	PROPOSED BUDGET Version X01 is available to all units.
March 15 – May 3	<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 <b><u>COMPLETELY</u></b> processed in Workflow by 5:00 pm. HR and Payroll WILL NOT process any forms after April 30 unless approved by Central Budget.
May 3	Version X01 and the Salary Budget System are closed at 5:00 pm. <b>SALARY BUDGET MUST BE IN BALANCED BY THIS DATE.</b>