

Budget Preparation Timetable for Campus Fiscal Officers - UTK

KEY DATES FOR FY 2023 PROPOSED BUDGET

March 15	Salary Budget daily sync process starts using <u>August 1</u> as the effective date. PA30 – Maintain available to modify position level data.
March 30	All FY22 base budget entries must be entered by 5:00 pm.
March 31	FY22 base budget as of March 30 is loaded in PROBABLE BUDGET Version B09.
April 5	NEW THIS YEAR: PROPOSED BUDGET Version X01 uploaded from Workday Adaptive Planning is available to all units for budget changes. FMBB is open for entries; ZFMBB is disabled until May 10 . Cumulative budget changes must balance to zero (budget neutral). Budget Version X02 uploaded from Workday Adaptive Planning as a reference version to aid in balancing and maintaining budget neutrality (i.e. units will balance to Version X02 and not to B09).
March 15 – April 29	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 29	Daily sync ends. All HR and Payroll change forms must be COMPLETELY processed in Workflow by 5:00 pm. HR and Payroll WILL NOT process any forms after April 29 unless approved by Central Budget. Version X01 and the Salary Budget System are closed at 5:00 pm. SALARY BUDGET MUST BE IN BALANCE BY THIS DATE.