Budget Preparation Timetable
for Campus Fiscal Officers - UTSI

KEY DATES FOR FY 2023 PROPOSED BUDGET

March 15  Salary Budget daily sync process starts using August 1 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  PROPOSED BUDGET Version X01 is available to all units. FMBB is open for entries; ZFMBB is disabled until May 10.

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 BALANCED BY THIS DATE.