

**Budget Preparation Timetable
for Campus Fiscal Officers - UTSI**

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	PROPOSED BUDGET Version X01 is available to all units. FMBB is open for entries; ZFMBB is disabled until May 10 .
March 15 – April 29	<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 29	<p>Daily sync ends. All HR and Payroll change forms must be <u>COMPLETELY</u> processed in Workflow by 5:00 pm. HR and Payroll WILL NOT process any forms after April 29 unless approved by Central Budget.</p> <p>Version X01 and the Salary Budget System are closed at 5:00 pm. SALARY BUDGET MUST BE IN BALANCED BY THIS DATE.</p>