

FY23 Annual Planning Schedule

The following schedule includes key steps in the annual planning and budget process.

Dates are tentative and subject to change.

<u>Timeframe</u>	<u>Key Step</u>	<u>Responsible Unit</u>
1/28/2022	Budget Module Preparation Checklist emailed to Budget Contacts	RPA
2/7/2022	Budget Module Access Request Form Due	RPA
2/7/2022	Budget Module is OPEN in HRMS	RPA, All
2/7/2022	Updated Budget Module Training Manual available	RPA
2/11/2022	Service Unit Requests due	RPA
3/7/2022	Service Unit Targets available and emailed to units	RPA,Service Units
3/21/2022	Initial review of merit increases for service unit employees due to VP's	RPA
4/8/2022	Deadline for completion or review of salary increases and operating budgets by departments or divisional offices for SERVICE UNITS ONLY	RPA, Service Units
4/8/2022	Budget Module is closed for SERVICE UNITS ONLY	Service Units
TBD	Estimates due to RPA for local funds, taxable revenue and unit margins as well as Grant and Contract estimates	Primary and Auxiliary, RPA
TBD	Appropriated fund targets, as determined by revenue allocation based on activity drivers and Colleges/Schools graduate tuition projections for all PRIMARY UNITS and AUXILIARIES	RPA
6/3/2022	Budget Module is closed.	All
6/10/2022	Deadline for completion or review of salary increases and operating budgets by departments or divisional offices for PRIMARY UNITS and AUXILIARIES	Primary Units and Auxiliaries
06/21-23/2022	Budget Module upload into PeopleSoft. This file is used to populate PBCS by fund category to prevent double entry into PBCS and to make sure Original budget ties to PCBS Plan Complete.	RPA