### Key Dates - University of Utah Budget Process - Budget Planning Year 18-19

#### OBIA
- Review FY18 forecast
- Review FY19 operational budget
- Review FY19 non-personnel budget
- Review narrative & new commitments
- DMU salary review

#### Budget Milestones
- **1-1**: Recon 18-19 SVPAA commitments & BREC (Base $)
- **2-23**: 17-18 forecast milestone
- **3-3**: 18-19 Non-personnel milestone
- **3-23 to 4-30**: 18-19 Operational budget milestone
- **3-23 to 4-30**: SVPAA budget book milestone (Week before appointed meeting)
- **3-23 to 4-30**: EPM budget entry locked down by ORG as requested
- **3-23 to 4-30**: EPM budget entry locked down by ORG as requested
- **5-26**: Budget meeting EPM updates - Final Hard Deadline

#### EPM
- **1-05**: Registration for EPM trainings opens
- **1-13**: Download Dec ‘17 actuals into EPM
- **2-05**: Open EPM for Budget Entry
- **2/05**: New & Returning User Training from February 5th - 9th of 2018
- **3-23 to 4-30**: EPM budget entry locked down by ORG as requested
- **5-26**: Lock down all EPM budgets (No more ∆’s)
- **6-18**: Load EPM data to PeopleSoft (General Acctg)

#### EPM Training:
- **9 am - Tue, W, Thu, F**: Returning User (1 hr)
- **1 pm - M, Tue, Thu, F**: Returning User (1 hr)
- **9 am - Mon 2/5**: New User (2 hr)
- **1 pm - Wed 2/7**: New User (2 hr)
- Visit the training registration website: [https://www.obia.utah.edu/data/budget-planning-data/training-registration/](https://www.obia.utah.edu/data/budget-planning-data/training-registration/)

#### CENTRAL ADMINISTRATION
- **1-17**: Issue the revised SVPAA guidelines if needed
- **3-16**: President / SVPAA salary guidelines "officially" issue
- **3-23 to 4-27**: College / Dept budget meetings w/SVPAA
- **3-23 to 4-27**: Campus Budget Advisory Committee (CBAC)
- **5-9**: Campus Budget Advisory Committee (CBAC)
- **5-25**: Budget approval letters issued SVPAA
- **6-1**: CBAC final meeting
- **6-4**: New commitments approved by SVPAA
- **6-4**: President Budget & Sal. Approval Letters
- **6-22**: President’s salary approved

#### OTHER
- **4-3**: Final sideways sheet available
- **3-08**: Utah Legislature adjourns (Sine Die)
- **6-4 to 6-8**: D-jobs available a week prior to DMU
- **6-11 to 6-22**: HR DMU window

Updated as of 1/19/2018