# University of Utah Budget Process

## Budget Planning Year 19-20

### Budget Office
- **Review Budget Book Submissions**
  - Start Date: Mon, Mar 18 '19
  - End Date: Sun, Apr 28 '19
- **DMU Salary Review**
  - Start Date: Mon, Jul 01 '19
  - End Date: Mon, Jul 01 '19

### Budget Milestones
- **Recon 18-19 SVPAA Commitments & BREC**
  - Start Date: Fri, Jan 04 '19
  - End Date: Fri, Jan 04 '19
- **18-19 Forecast Completion**
  - Start Date: Fri, Feb 15 '19
  - End Date: Fri, Feb 15 '19
- **19-20 Entire Operational Budget Completion**
  - Start Date: Fri, Feb 15 '19
  - End Date: Mon, Mar 25 '19
- **19-20 Multi-Year Completion (As Needed)**
  - Start Date: Fri, Feb 15 '19
  - End Date: Mon, Mar 25 '19
- **SVPAA Budget Book Completed (Week in Advance)**
  - Start Date: Mon, Mar 18 '19
  - End Date: Sun, Apr 28 '19
- **Budget Meeting**
  - Start Date: Mon, Mar 25 '19
  - End Date: Sun, Apr 28 '19

### EPM
- **EPM User Training Registration Begins**
  - Start Date: Mon, Jan 07 '19
  - End Date: Fri, Jan 25 '19
- **Load December Actuals**
  - Start Date: Sun, Jan 13 '19
  - End Date: Sun, Jan 13 '19
- **EPM Training**
  - Start Date: Mon, Feb 11 '19
  - End Date: Fri, Feb 15 '19
- **Orgs Locked in EPM upon Request**
  - Start Date: Sat, Mar 23 '19
  - End Date: Tue, Apr 30 '19
- **Lock Down EPM - No More Change’s**
  - Start Date: Sun, May 26 '19
  - End Date: Sun, May 26 '19
- **Load EPM Data to PeopleSoft (Gen Acctg)**
  - Start Date: Tue, Jun 18 '19
  - End Date: Tue, Jun 18 '19

### Central Administration
- **SVPAA Revised Guidelines**
  - Start Date: Mon, Feb 25 '19
  - End Date: Mon, Feb 25 '19
- **President & SVPAA Updated Budget Memo’s**
  - Start Date: Mon, Mar 18 '19
  - End Date: Mon, Mar 18 '19
- **Budget Meetings SVPAA Budget Committee**
  - Start Date: Mon, Mar 25 '19
  - End Date: Sun, Apr 28 '19
- **Campus Budget Advisory Committee (CBAC)**
  - Start Date: Wed, May 08 '19
  - End Date: Wed, May 08 '19
- **Budget Approval Letters**
  - Start Date: Fri, May 24 '19
  - End Date: Fri, May 24 '19
- **CBAC Final Meeting**
  - Start Date: Fri, May 31 '19
  - End Date: Fri, May 31 '19
- **New Commitments Approved by SVPAA**
  - Start Date: Mon, Jun 03 '19
  - End Date: Mon, Jun 03 '19
- **President Budget & Salary Approval Letters**
  - Start Date: Mon, Jun 03 '19
  - End Date: Mon, Jun 03 '19
- **Presidents Salary Approved**
  - Start Date: Mon, Jun 24 '19
  - End Date: Mon, Jun 24 '19

### Other
- **Utah 63rd Legislature General Session**
  - Start Date: Mon, Jan 28 '19
  - End Date: Thu, Mar 14 '19
- **Sideways Sheet Available**
  - Start Date: Wed, Apr 03 '19
  - End Date: Wed, Apr 03 '19
- **D-Jobs Available for DMU Prep**
  - Start Date: Mon, Jun 03 '19
  - End Date: Fri, Jun 07 '19
- **HR DMU Window**
  - Start Date: Mon, Jun 10 '19
  - End Date: Fri, Jun 21 '19

### Visual Summary - Key Dates

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Updated 12-3-2018