

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



Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
				Review FY18 forecast				
				Review FY19 non-personnel budget				
				Review FY19 operational 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			
							~5-26 Budget meeting EPM updates - Final Hard Deadline	

EPM								
			~2/05 - Open EPM for Budget Entry					
		1-05 - Registration for EPM trainings opens						
		~1/13 - Download Dec '17 actuals into EPM			~3-23 to 4-30 - EPM budget entry locked down by ORG as requested			
EPM Training: New & Returning User Training from February 5th - 9th of 2018							~5-26 - Lock down all EPM budgets (No more Δ's)	
Sections								
Returning User (1 hr)	9 am - Tue,W,Thu,F		1 pm - M,Tue,Thu,F					6-18 - Load EPM data to PeopleSoft (General Acctg)
New User (2 hr)	9 am - Mon 2/5		1 pm - Wed 2/7					
Visit the training registration website: 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				
		1-17 - Budget Cycle 18-19 Orientation (BOPP Meeting)			~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	