

UNM DEPARTMENT
BUDGET DEVELOPMENT CALENDAR FY 12/13

UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:			
	ITEM:	DUE DATES:	COMMENTS:
January			
	Budget Planner Projections System Opens	Jan. 9, 2012	
	Main Campus Budget Planner Projections System Working Sessions & New User Overview	Jan. 11-24 2012	
	HSC Campus Budget Planner Projections System Working Sessions	Jan. 2012	
February			
	HSC - Mid-Year Budget Reviews - FY12	Feb. & Mar. 2012	
	Main Campus Mid-Year Budget Reviews - FY12	Feb. 2012	College/School/Division Level
March			
	HSC Budget Planner Training Begins	March 2012	
	Main Campus - Banner Budget Planner Overview and Budget Planner New User Training	Mar. 14 and 22	
	Staff Performance Review Deadline	Mar. 1, 2012	
	Deadline for EPAN/EPAF Term Extensions & Position Management clean-up so that changes will be available in Salary Planner on 3/15.	Mar. 5, 2012	
	Branch Campuses - Proposed FY13 Tuition & Fee Rates presented to Strategic Budget Leadership Team	Mar. 7, 2012	
	Create Budget Planner Phase, Scenarios and Extracts	Mar. 8, 2012	
	Budget Development and Salary Planner Refresh Process starts	Mar. 12, 2012	
	Branch Campuses - Final Proposed FY13 Tuition & Fee Rates to OPBA	Mar. 12, 2012	
	UNM - FY13 Department Budget Planner Process Begins - Budget Planner Opens	Mar. 15, 2012	
	Branch Campuses - Preliminary HED Format BAR, Regents Format BAR, and State Format Document w/Revised FY12 Budget	Mar. 16, 2012	
	Full Board of Regents Meeting - FY13 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	Mar. 23, 2012	
	HSC Guidelines Allocations released	Mar. 26, 2012	
	UNM Budget guidelines issued and MSU guidelines issued	Mar. 26, 2012	
	All Main Campus Allocations to VP units released	Mar. 28, 2012	
	New index and account code requests (unrestricted and restricted) due to FSM for FY13 Budget Development and Mass Salary Update	Mar. 30, 2012	
April			
	Branch Campuses - Final HED Format BAR, Regents Format BAR, and State Format Document w/Revised FY12 Budget	Apr. 2, 2012	
	Main Campus - Budget Planner Working Sessions	Apr. 5, 9, & 12	
	HSC - HSC Administration and PPD - Lock Org Level 3	Apr. 5, 2012	
	Deadline for EPAN/EPAF Term Extensions & Position Management clean-up so that changes will be available in Salary Planner on 4/16	Apr. 5, 2012	Last Salary Planner Refresh 4/16
	HSC - HSC CON/UNMMG/HSLIC/COP - Lock Org Level 3	Apr. 12, 2012	
	Branch Campuses - Preliminary FY13 HED documents submitted electronically to OPBA for review	Apr. 13, 2012	
	Salary Planner Refresh Process Ends	Apr. 16, 2012	
	Moratorium on Chart of Account Terminations	Apr. 16, 2012 to May 11, 2012	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
	HSC - SOM - Lock Org Level 3	Apr. 18, 2012	
	Main Campus - Last Day for Colleges/Schools/Branches to Lock Org Level 4 in Salary Planner	Apr. 18, 2012	
	Branch Campuses - OPBA Locks Org Level 3 in Salary Planner	Apr. 18, 2012	
	Branch Campuses - HED Budgets Due - FINAL	Apr. 18, 2012	
	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	Apr. 18, 2012	
	Main Campus - Last Day for Colleges/Schools/Branches to Lock Org Level 4 in Budget Development	Apr. 20, 2012	
	HSC - Banner Budget Lock	Apr. 20, 2012	For all Schools, Colleges, & Units
	HSC-1a Transfer Schedule (FY 12 and FY13) - FINAL	Apr. 20, 2012	
	HSC/UNMH - BAR (HED & Regents format) Due - FINAL	Apr. 20, 2012	
	HSC - Budget analysis & review, develop HED budget document, prepare for printing	Apr. 21-25, 2012	
	HSC/UNMH - HED Budgets Due - FINAL	Apr. 23, 2012 - NOON	
	Prepare Regents Summary Book	Apr. 23-25, 2012	
	Finish Regents Book	Apr. 24, 2012	
	Go to Print - Regents Book	Apr. 25, 2012 - MORNING	
	Mail Executive Summary of FY12 BARS and FY13 Budget Book to Regents	Apr. 25, 2012 - AFTERNOON	
	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	Apr. 27, 2012	
	Full Board of Regents Meeting - Approve FY12 Budget Adjustment Requests and FY13 Operating Budget	Apr. 27, 2012	
	UNM - Final date for all out of guideline requests to HR consultants	Apr. 27, 2012	
May			
	UNM - FY12 Budget Adjustment Requests and FY13 Operating Budget submitted to HED	May 1, 2012	
	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks All Budgets	May 4, 2012	
	Load all staff and union jobs from Salary Planner to Banner	May 4, 2012	
	Full Board of Regents Meeting	May 8, 2012	
	Budget Development Refresh Process Ends	May 9, 2012	
	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	May 10, 2012	
	FSM - Open FY13 period 01	May 10, 2012	
	FSM - Update ODS for FY13 new year budgets	May 10, 2012	
	UNM - FY13 original budgets loaded to Banner operating ledger	May 10, 2012	
	Load all positions from Salary Planner to Banner	May 11, 2012	
June			
	Load faculty and contract jobs from Salary Planner to Banner	June 8, 2012	
	Roll position budgets to Approved 13 in Banner HR/Payroll	June 30, 2012	

