**UNIVERSITY OF NEW MEXICO**  
**BUDGET DEVELOPMENT CALENDAR FY 18/19**

**UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DUE DATES:</th>
<th>COMMENTS:</th>
</tr>
</thead>
</table>

**January**
- Main Campus Budget Planner - Projections System New User Overview & Working Sessions  
  - **January 2018**
- HSC - HSC Campus Budget Planner - Projections System Overview  
  - **January 2018**
- HSC - HSC Campus Budget Planner - Projections System Working Sessions - SCOM only  
  - **January 2018**
- Main Campus - Budget Planner Projecions System Open Office  
  - **January 2018**
- New Mexico Legislative Session Begins  
  - **January 16, 2018**

**February**
- HSC - HSC Mid-Year Budget Reviews - FY18  
  - **Feb. & March 2018**
- Main Campus Mid-Year Budget Reviews - FY18  
  - **February 2018**  
  - **College/School/Division Level**
- Main New Mexico Legislative Session Ends  
  - **February 15, 2018**

**March**
- HSC - HSC Budget Planner Overview  
  - **March 2018**
- HR - HR Staff Performance Review Deadline  
  - **March 1, 2018**
- BC - Branch Campuses - FY18 Unrestricted and Restricted Original Budget WebFocus Report review complete  
  - **March 1, 2018**
- BC - Branch Campuses - Return Final Restricted Templates for the FY18 Revised and FY19 Original Budgets to CPBA  
  - **March 2, 2018**
- Main Campus - Create Budget Planner Phase, Scenarios and Extracts  
  - **March 5, 2018**
- Main/HSC - Branch Campuses - FY18 Proposed Changes to Tuition and Fee Schedule including differential and Instutes due to OPBA  
  - **March 5, 2018**
- BC - Branch Campuses - Final Proposed FY19 Tuition & Fee Rates to OPBA  
  - **March 6, 2018**
- Main Campus - Governor Vetoes Deadline  
  - **March 7, 2018**
- Main/HSC - Branch Campuses - Budget Development and Salary Planner Refresh Process starts  
  - **March 8, 2018**
- BC - Branch Campuses - CPBA loads the Restricted FY18 Revised and FY19 Original Budgets  
  - **March 9, 2018**
- HSC - Main Campus - Banner - Budget Planner Overview  
  - **March 13, 2018**
- BC - Branch Campuses - FY18 Restricted Revised Budget and the FY19 Restricted Original Budget review complete in Webfocus  
  - **March 15, 2018**
- BM - Call Board of Regents Meeting - UNM Budget Summit - FY19 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines  
  - **March 22, 2018**  
  - **+**
- Main - UNM Budget guidelines issued and MSU guidelines issued  
  - **March 22, 2018**
- HSC - HSC Guidelines released  
  - **March 22, 2018**
- Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline  
  - **March 23, 2018**  
  - **5 pm**
- Main Campus - Main Campus Allocations to VP units released  
  - **March 23, 2018**
- HSC - HSC Units BDT and BD4 Budget Adjustment Deadline  
  - **March 23, 2018**
- HSC - HSC Allocations released  
  - **March 23, 2018**
- BC - Branch Campuses - BDT Transfer and BD4 JV Entry Deadline  
  - **March 23, 2018**  
  - **5 pm**
- HSC - HSC Units deadline for SOM to Approve and Post all FY19 Offsetting Contingency Entries  
  - **March 27, 2018**
- Main/HSC - New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update  
  - **March 30, 2018**
- Main Campus - Main Campus - Banner Budget Planner Working Sessions  
  - **March & Apr 2018**
- HSC - HSC Campus - Banner Budget Planner Working Sessions  
  - **March & Apr 2018**

**April**
- BC - Branch Campuses - OPBA emails the manually created FY18 Original and Revised Exhibit 1A  
  - **April 6, 2018**
- Main/HSC - FSM HED document ODSP WebFOCUS refresh starts  
  - **April 9, 2018**
- BC - Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Weebocus State Format Document for the FY18 Unrestricted Budget  
  - **April 11, 2018**
- HSC - HSC - 1a Transfer Schedule FY18 Revised Preliminary  
  - **April 11, 2018**
- HSC - HSC - Administration and PPD - Lock Org Level 3  
  - **April 12, 2018**
- Main Campus - Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner  
  - **April 14, 2018**  
  - **5 pm**
- Main Campus - Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development  
  - **April 13, 2018**  
  - **5 pm**
- HSC - HSC - HSC - CON/COP/HSLC - Lock Org Level 3  
  - **April 13, 2018**
- BC - Branch Campuses - Webfocus State Format Document for the FY18 Revised Unrestricted Budget  
  - **April 13, 2018**  
  - **5 pm**
- BM - Moratorium on Changes to General Audience Terminations  
  - **April 16 - 24, 2018**  
  - **Current Unrestricted Indices, P&CA's affecting Current Unrestricted Indices, and Account Codes**
- HSC - HSC - SCOM - Lock Org Level 3  
  - **April 16, 2018**
- HSC - HSC - Banner Budget Lock  
  - **April 16, 2018**  
  - **For all Schools, Colleges, & Units**
- HSC - HSC - 1a Transfer Schedule FY18 Revised FINAL  
  - **April 16, 2018**
- HSC - HSC - 1a Transfer Schedule FY19 Original Preliminary  
  - **April 16, 2018**
- HR - HR Salary Planner Refresh Process ends  
  - **April 16, 2018**
- HSC - HSC - HSC - Budget analysis & review, develop HED budget document, prepare for printing  
  - **April 17, 2018**
- BC - Branch Campuses - OPBA Locks Salary Planner  
  - **April 18, 2018**  
  - **5 pm**
- BC - Branch Campuses - OPBA Locks Org Level 4 in Budget Development  
  - **April 18, 2018**  
  - **5 pm**
- Main Campus - Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner  
  - **April 19, 2018**  
  - **5 pm**
- Main Campus - Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner  
  - **April 19, 2018**  
  - **5 pm**
- HSC - HSC - HSC - Final Transfer Schedules 1) to Main Campus Pool from HSC 2) to HSC from Main Campus  
  - **April 20, 2018**  
  - **NOCN**
- HSC - HSC - UNM - FY19 Original Plant Fund Budgets to OPBA  
  - **April 20, 2018**  
  - **NOCN**
- HSC - HSC - Bar - HED & Regents Format Due  
  - **April 20, 2018**  
  - **NOCN**
- Main Campus - Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development  
  - **April 23, 2018**  
  - **NOCN**
- Main Campus - Main Campus - OPBA Final Tiesheets in Budget Planner  
  - **April 23, 2018**
- Main Campus - Main Campus - Banner Development Refresh Process Ends  
  - **April 23, 2018**
- HR - HR Salary Planner  
  - **April 23, 2018**  
  - **NOCN**
- Main - UNM - FY19 original budgets loaded to Banner operating ledger  
  - **April 24, 2018**
- BC - Branch Campuses - OPBA emails the FINAL manually created FY19 Original and Revised Exhibit 1A  
  - **April 24, 2018**
- Main - FSM - Update ODS for FY19 new year budgets  
  - **April 25, 2018**
- Main - FSM - Open FY19 period 01  
  - **April 25, 2018**
- Main - OPBA - Generate MCOBranch snapshots of Budget Development and Salary Planner working reports  
  - **April 25, 2018**
- BC - Branch Campuses - FY18 and FY19 Budgets in Webfocus HED State Format Document review complete  
  - **April 26, 2018**
- Main Campus - Main Campus - Fiscal Sections BAR Book  
  - **April 27, 2018**
- HSC - HSC Units deadline for SOM to Approve and Post all FY19 Offsetting Contingency Entries  
  - **April 27, 2018**
- HSC - HSC - UNM - BAR narrative  
  - **April 27, 2018**  
  - **NOCN**
- HSC - HSC - UNM - HED Approval Forms, Regents Book schedules, pie charts, and narrative  
  - **April 27, 2018**  
  - **NOCN**
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DUE DATES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main</td>
<td>Prepare Regents Summary Book</td>
<td>May 1 to May 4, 2018</td>
</tr>
<tr>
<td>Main/HSC</td>
<td>FSM-HED document ODSBP WebFOCUS refresh ends</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>UNM - FY18 Budget Adjustment Requests and FY19 Operating Budget submitted to HED</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Final Proofing of BAR Book</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Create BAR eBook</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>HSC</td>
<td>HSC/UNM - HED Budgets Due - FINAL - Copy to OPBA</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Final Proofing of Regents Book</td>
<td>May 1, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Create Regents eBook</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>HR</td>
<td>Load all positions from Salary Planner to Banner</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>HR</td>
<td>Load all Faculty jobs from Salary Planner to Banner</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>HR</td>
<td>Load all Staff jobs from Salary Planner to Banner - Union Jobs load TBD</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Final Proofing of Regents Book</td>
<td>May 7, 2018</td>
</tr>
<tr>
<td>Main</td>
<td>Executive Summary of FY18 BARs and FY19 Budget Book posted on the Regents web site</td>
<td>May 8, 2018</td>
</tr>
<tr>
<td>BOR</td>
<td>Full Board of Regents Meeting - Approve FY18 Budget Adjustment Requests and FY19 Operating Budget</td>
<td>May 11, 2018</td>
</tr>
</tbody>
</table>

Note: * There must be at least one month between the adoption of tuition & fee rates and salary guidelines and the approval of the budget adjustment request and the operating budget to allow enough time for the budget build process.