

UNIVERSITY OF NEW MEXICO
BUDGET DEVELOPMENT CALENDAR FY 17/18

UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:			
	ITEM:	DUE DATES:	COMMENTS:
January			
Main	Main Campus Budget Planner Projections System New User Overview & Working Sessions	January 2017	
HSC	HSC Campus Budget Planner Projections System Overview	January 2017	
HSC	HSC Campus Budget Planner Projections System Working Sessions - SOM only	January 2017	
Main	Budget Planner Projections System Opens	January 3, 2017	
Main	New Mexico Legislative Session Begins	January 17, 2017	
February			
HSC	HSC - Mid-Year Budget Reviews - FY17	Feb. & March 2017	
Main	Main Campus Mid-Year Budget Reviews - FY17	February 2017	College/School/Division Level
March			
HSC	HSC Budget Planner Overview	March 2017	
HR	Staff Performance Review Deadline	March 1, 2017	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 7, 2017	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 9, 2017	
Main/HSC	UNM - FY18 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 13, 2017	
Main	Main Campus - Banner Budget Planner Overview	March 14, 2017	
Main	New Mexico Legislative Session Ends	March 18, 2017	
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 24, 2017	
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 24, 2017	
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 24, 2017	
HSC	Shared Salaries entered into Salary Planner	March 28, 2017	
BC	Branch Campuses - Final Proposed FY18 Tuition & Fee Rates to OPBA	March 31, 2017	
Main/HSC	Provost/HSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 31, 2017	
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 31, 2017	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2017	
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2017	
April			
Main	Governor Veto Deadline	April 7, 2017	
BOR	Full Board of Regents Meeting - UNM Budget Summit - FY18 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	TBD	*
Main	UNM Budget guidelines issued and MSU guidelines issued	April 7, 2017	
HSC	HSC Guidelines released	April 7, 2017	
Main	Main Campus Allocations to VP units released	April 10, 2017	
HSC	HSC Allocations released	April 10, 2017	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh starts	April 10, 2017	
BC	Branch Campuses - Preliminary HED Format BAR and Review of Webfocus State Format Document w/Revised FY17 Budget	April 12, 2017	
HSC	HSC - 1a Transfer Schedule FY17 Revised Preliminary	April 12, 2017	
HSC	HSC - HSC Administration and PPD - Lock Org Level 3	April 13, 2017	
HSC	Final Transfer Schedules: 1) to Main Campus Pool from HSC 2) to HSC from Main Campus	April 14, 2017	
BC	Branch Campuses - Final HED Format BAR and Finish Review of Webfocus State Format Document w/Revised FY17 Budget	April 14, 2017	
HSC	HSC - CON/COP/HSLIC - Lock Org Level 3	April 14, 2017	
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 17, 2017	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 17, 2017	5 pm
HR	Salary Planner Refresh Process Ends	April 17, 2017	
HSC	HSC - SOM - Lock Org Level 3	April 17, 2017	
HSC	HSC - Banner Budget Lock	April 17, 2017	For all Schools, Colleges, & Units
HSC	HSC - 1a Transfer Schedule FY17 Revised FINAL	April 17, 2017	
HSC	HSC - 1a Transfer Schedule FY18 Original Preliminary	April 17, 2017	
Main	Moratorium on Chart of Account Terminations	April 17 - June 1, 2017	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 18-24, 2017	
BC	Branch Campuses - HR Locks Org Level 3 in Salary Planner	April 19, 2017	
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 19, 2017	
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 20, 2017	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 20, 2017	5 pm
HSC	HSC - 1a Transfer Schedule FY18 Original FINAL	April 21, 2017	NOON
HSC	HSC/UNMH - FY 18 Original Plant Fund Budgets to OPBA	April 21, 2017	NOON
HSC	HSC/UNMH - BAR (HED format only) Due - FINAL	April 21, 2017	NOON
HR	HR Locks Salary Planner	April 24, 2017	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development	April 24, 2017	NOON
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 24, 2017	
Main	Main Campus - FY17 Budget Adjustment Requests Complete	April 28, 2017	
HSC	HSC Units Deadline for SOM to Approve and Post all FY17 Offsetting Contingency Entries	April 28, 2017	
HSC	HSC/UNMH - BAR narrative	April 28, 2017	NOON
Main	Finalize BAR eBook	April 28, 2017	
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, and narrative.	TBD	NOON
BC	Branch Campuses - Begin Review of FY18 Original Budget in Webfocus HED State Format document	TBD	
BC	Branch Campuses - Finish Review of FY18 Webfocus HED State Format Document	TBD	
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	TBD	
Main	FSM - Open FY18 period 01	TBD	
Main	FSM - Update ODS for FY18 new year budgets	TBD	
Main	UNM - FY18 original budgets loaded to Banner operating ledger	TBD	
Main	Main Campus - FY18 Operating Budget Reports Complete	TBD	

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May			
Main	UNM - FY17 Budget Adjustment Requests submitted to HED	May 1, 2017	
Main	Final Proofing of BAR eBook	May 1, 2017	MORNING
HR	Load all positions from Salary Planner to Banner	May 5, 2017	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	May 5, 2017	
HR	Load all Faculty Jobs from Salary Planner to Banner	May 5, 2017	
Main	Post proposed BAR eBook on OPBA Website	May 8, 2017	
BOR	Full Board of Regents Meeting - Approve FY17 Budget Adjustment Requests	May 11, 2017	*
Main	UNM - FY18 Operating Budget submitted to HED	TBD	
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	TBD	NOON
Main	Prepare Regents Summary eBook	TBD	
Main	Final Proofing of Regents eBook	TBD	
Main	Post proposed Capital Budget Plans eBook on OPBA Website	TBD	
BOR	Full Board of Regents Meeting - Approve FY18 Operating Budget	TBD	*
June			
Main	Budget Development Refresh Process Ends	June 1, 2017	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh ends	June 1, 2017	



Board of Regents



UNM HSC



UNM Main



UNM Branch Campuses



Human Resources

BOR 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.