

UNIVERSITY OF NEW MEXICO  
BUDGET DEVELOPMENT CALENDAR FY 18/19

<b>UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:</b>			
	<b>ITEM:</b>	<b>DUE DATES:</b>	<b>COMMENTS:</b>
<b>January</b>			
Main	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 - SOM only	January 2018	
Main	Budget Planner Projections System Opens	January 3, 2018	
Main	New Mexico Legislative Session Begins	January 16, 2018	
<b>February</b>			
HSC	HSC - Mid-Year Budget Reviews - FY18	Feb. & March 2018	
Main	Main Campus Mid-Year Budget Reviews - FY18	February 2018	College/School/Division Level
Main	New Mexico Legislative Session Ends	February 15, 2018	
<b>March</b>			
HSC	HSC Budget Planner Overview	March 2018	
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 OPBA	March 2, 2018	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 5, 2018	
Main/HSC	Provost/HSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 5, 2018	
BC	Branch Campuses - Final Proposed FY19 Tuition & Fee Rates to OPBA	March 5, 2018	
Main	Governor Veto Deadline	March 7, 2018	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 8, 2018	
BC	Branch Campuses - OPBA loads the Restricted FY18 Revised and FY19 Original Budgets	March 9, 2018	
Main/HSC	UNM - FY19 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 12, 2018	
Main	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	
BOR	Full 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	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 23, 2018	5 pm
Main	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 Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 23, 2018	5 pm
HSC	Shared Salaries entered into Salary Planner	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	Main Campus - Budget Planner Working Sessions	March & Apr 2018	
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2018	
<b>April</b>			
BC	Branch Campuses - OPBA emails the manually created FY18 Original and Revised Exhibit 1A	April 6, 2017	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh starts	April 9, 2017	
BC	Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Webfocus State Format Document w/Revised FY18 Unrestricted Budget	April 11, 2018	
HSC	HSC - 1a Transfer Schedule FY18 Revised Preliminary	April 11, 2018	
HSC	HSC - HSC Administration and PPD - Lock Org Level 3	April 12, 2018	
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 13, 2018	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 13, 2018	5 pm
HSC	HSC - CON/COP/HSLIC - Lock Org Level 3	April 13, 2018	
BC	Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material. Final review of the Webfocus State Format Document for the FY18 Revised Unrestricted Budget	April 13, 2018	5 pm
Main	Moratorium on Chart of Account Terminations	April 16 - 24, 2018	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - SOM - 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	Salary Planner Refresh Process Ends	April 16, 2018	
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 17-23, 2018	
BC	Branch Campuses - OPBA Locks Salary Planner	April 18, 2018	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 18, 2018	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 19, 2018	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 19, 2018	5 pm
HSC	Final Transfer Schedules: 1) to Main Campus Pool from HSC 2) to HSC from Main Campus	April 20, 2018	
HSC	HSC - 1a Transfer Schedule FY19 Original FINAL	April 20, 2018	NOON
HSC	HSC/UNMH - FY 19 Original Plant Fund Budgets to OPBA	April 20, 2018	NOON
HSC	HSC/UNMH - BAR (HED & Regents format) Due - FINAL	April 20, 2018	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development	April 23, 2018	NOON
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 23, 2018	
Main	Budget Development Refresh Process Ends	April 23, 2018	
HR	HR Locks Salary Planner	April 23, 2018	NOON
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, 2017	
Main	FSM - Open FY19 period 01	April 25, 2017	
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	April 25, 2017	
BC	Branch Campuses - FY18 and FY19 Budgets in Webfocus HED State Format Document review complete	April 25, 2018	
Main	Main Campus - FY18 Budget Adjustment Requests and FY19 Operating Budget Reports Complete	April 27, 2018	
Main	Finalize 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/UNMH - BAR narrative	April 27, 2018	NOON
HSC	HSC/UNMH - HED ApprovalForms, Regents Book schedules, pie charts, and narrative	April 27, 2018	NOON

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	ITEM:	DUE DATES:	COMMENTS:
May			
Main	Prepare Regents Summary Book	May 1 to May 4, 2018	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh ends	May 1, 2018	
Main	UNM - FY18 Budget Adjustment Requests and FY19 Operating Budget submitted to HED	May 1, 2018	
Main	Final Proofing of BAR Book	May 1, 2018	MORNING
Main	Create BAR eBook	May 1, 2018	AFTERNOON
HSC	HSC/JNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2018	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2018	
Main	Final Proofing of Regents Book	May 4, 2018	
HR	Load all positions from Salary Planner to Banner	May 4, 2018	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	May 4, 2018	
HR	Load all Faculty Jobs from Salary Planner to Banner	May 4, 2018	
Main	Create Regents eBook	May 7, 2018	MORNING
Main	Executive Summary of FY18 BARs and FY19 Budget Book posted on the Regents web site	May 8, 2018	AFTERNOON
BOR	Full Board of Regents Meeting - Approve FY18 Budget Adjustment Requests and FY19 Operating Budget	May 11, 2018	*



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.