THE UNIVERSITY OF NEW MEXICO

BUDGET DEVELOPMENT CALENDAR
FY 26/27

	UNM BUDGET DEVELOPMENT SCHEDULE:		
	ITEM:	**DUE DATES:**	**COMMENTS:**
	January		
Main	Main Campus Budget Planner Projections System New User Overview & Working Sessions	January 2026	TBD
HSC	HSC Campus Budget Planner Projections System New User Overview & Working Sessions	January 2026	TBD
Main	Budget Planner Projections System Opens	January 5, 2026	
Main	New Mexico Legislative (30 day) Session Begins	January 20, 2026	
Main	Projections Deadline - EVP for Finance and Administration Departments	January 23, 2026	5 pm
Main	Projections Deadline - Academic/Student Affairs schools/colleges/divisions and President's units	January 23, 2026	5 pm
Main	Projections Deadline - EVP for Academic Affairs and President Org Level 2	January 30, 2026	5 pm
	February		
Main	Main Campus Mid-Year Budget Reviews - FY26	February 2026	College/School/Division Level
HSC	HSC - Mid-Year Budget Reviews - FY26	Feb. & March 2026	
HSC	Projections Deadline - HSC	February 6, 2026	5 pm
Main/HSC	OPBA locks the Budget Planner Projections System	February 6, 2026	5 pm
Main	New Mexico Legislative (30 day) Session Ends	February 19, 2026	
BC	Branch Campuses - Present Final Proposed FY27 Tuition & Fee Rates & Compensation Increase to BLT (presentation materials due to OPBA by February 23, 2026)	February 26, 2026	
BC	Branch Campuses - FY26 Unrestricted and Restricted Original Budget WebFocus Report review complete	February 27, 2026	
BC	Branch Campuses - Return Final Restricted Templates for the FY26 Revised and FY27 Original Budgets to OPBA	February 27, 2026	
	March		
Main	Create Budget Planner Phase, Scenarios and Extracts	March 2-6, 2026	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 6, 2026	
BC	Branch Campuses - OPBA loads the Restricted FY26 Revised and FY27 Original Budgets	March 6, 2026	
Main/HSC/BC	UNM - FY27 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 9, 2026	
HSC	HSC Budget Planner Overview	TBD	
Main	Main Campus - Banner Budget Planner Overview	TBD	Budget Planner/Development
Main	Governor Veto Deadline	March 11, 2026	
BC	Branch Campuses - FY26 Restricted Revised Budget and the FY27 Restricted Original Budget review complete in WebFocus	March 12, 2026	
BC	Branch Campuses - Submit Preliminary Restricted HED BAR to OPBA for inclusion in the Regents' approval materials	March 12, 2026	5 pm
Main	Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 12, 2026	
BOR	Full Board of Regents Meeting - to Approve Tuition and Fee Rates and Salary Guidelines	March 17, 2026	* See Note
HR	UNM Mass Salary Update (MSU) guidelines released	March 18, 2026	
Main	UNM Budget guidelines released	March 18, 2026	
HSC	HSC Budget guidelines released	March 18, 2026	
Main	Main Campus Allocations to VP units released	March 18, 2026	
HSC	HSC Allocations released	March 18, 2026	
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 20, 2026	5 pm
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 20, 2026	5 pm
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 20, 2026	5 pm
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 31, 2026	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2026	
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2026	
	April		
Main	FSM-HED document ODSP WebFocus budget period refresh starts	April 1, 2026	
HSC	Salary Planner - Shared Salaries entry deadline	April 1, 2026	
HR	Salary Planner Refresh Process Ends	April 2, 2026	
BC	Branch Campuses - OPBA emails the manually created FY26 Revised Preliminary 1A	April 3, 2026	
HR	Staff Performance Evaluation Deadline	April 3, 2026	
HSC	HSC - 1A Transfer Schedule FY26 Revised Preliminary	April 3, 2026	
HSC	Preliminary FY27 HSC transfer to Main campus and communication to departments	April 6, 2026	
Main	Preliminary FY27 Main campus transfer to HSC schedule	April 6, 2026	
BC	Branch Campuses - OPBA Creates FY26 Revised HED Phase	April 7, 2026	
Main/HSC	Preliminary Transfers tied out in Budget Planner for Org Level 2 EVP areas	April 8, 2026	
HSC	HSC - 1A Transfer Schedule FY26 Revised FINAL	April 8, 2026	
BC	Branch Campuses - Begin review of the WebFocus State Format Document FY26 Revised Unrestricted Budget	April 8, 2026	
BC	Branch Campuses - Submit Preliminary Unrestricted HED BAR to OPBA for inclusion in the Regents' approval materials	April 8, 2026	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 10, 2026	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 10, 2026	5 pm
BC	Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material.	April 10, 2026	5 pm
BC	Branch Campuses - Submit BAR narratives to OPBA	April 10, 2026	5 pm
HSC	HSC - HSC Administration, HSLIC, PPD, Office of Research, Health Sciences RR, Project ECHO and UNM MG - Lock Org Level 3	April 10, 2026	
HSC	HSC - 1A Transfer Schedule FY27 Original Preliminary	April 13, 2026	
Main	Main/Capital FY26 Revised HED Phase Created	April 13, 2026	
Main	Main Campus - Last Day for EVP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 15, 2026	5 pm
Main	Main Campus - Last Day for EVP areas to Lock Org Level 3 in Budget Planner	April 15, 2026	5 pm
BC	Branch Campuses - OPBA Locks Salary Planner	April 15, 2026	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 15, 2026	5 pm
HSC	HSC - CON/COP/CoPH - Lock Org Level 3	April 15, 2026	
Main	Main Campus - FY26 Budget Adjustment Requests (BAR) Complete	April 15, 2026	
HSC	HSC/UNMH - BAR (HED format) and UNMH Income Statement Due - FINAL	April 15, 2026	NOON
HSC	HSC/UNMH - BAR narrative	April 15, 2026	NOON
Main	Prepare BAR Book	April 15, 2026	
Main/HSC	Final Transfer Schedules: 1) to Main Campus from HSC 2) to HSC from Main Campus	April 15, 2026	
HSC	HSC - SOM - Lock Org Level 3	April 16, 2026	
Main	Moratorium on Chart of Account Terminations	April 20 - May 1, 2026	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - Banner Budget Lock	April 20, 2026	For all Schools, Colleges, & Units
HR	HR Locks Salary Planner	April 20, 2026	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development and Begins Tieout	April 20, 2026	NOON
Main	Final Proofing of BAR Book	April 22, 2026	NOON
Main	Budget Development Refresh Process Ends	April 22, 2026	
BC	Branch Campuses - OPBA emails the Preliminary manually created FY26 Exhibit 1A	April 22, 2026	
HSC	HSC - 1A Transfer Schedule FY27 Original FINAL	April 24, 2026	NOON
HSC	HSC/UNMH - FY27 Original Plant Fund Budgets to OPBA	April 24, 2026	NOON

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	UNM BUDGET DEVELOPMENT SCHEDULE:		
	ITEM:	**DUE DATES:**	**COMMENTS:**
BC	Branch Campuses - OPBA emails the FINAL manually created FY26 Original and Revised and FY27 Original Exhibit 1A	April 24, 2026	
HSC	HSC - Budget analysis & review, develop HED budget document	April 24-29, 2026	
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, narrative and original & revised budget upload files	April 24, 2026	NOON
HSC	HSC Units Deadline for SOM to Approve and Post all FY27 Offsetting Contingency Entries	April 24, 2026	
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 24, 2026	NOON
Main/BC	Branch/Main/Capital FY27 Original HED Phase Created	April 24, 2026	AFTERNOON
BC	Branch Campuses - FY26 and FY27 Budgets in Webfocus HED State Format Document review complete	April 27, 2026	NOON
Main	Main Campus - FY26 and FY27 Budgets in Webfocus HED State Format Document review complete	April 27, 2026	
Main	Prepare Regents Operating and Capital Book	April 27, 2026	
Main	FSM - Open FY27 period 01	April 28, 2026	NOON
Main	FSM - Update ODS for FY27 new year budgets	April 28, 2026	NOON
Main	UNM - FY27 original budgets loaded to Banner operating ledger	April 28, 2026	NOON
Main	Regents Budget Book Complete	April 30, 2026	
	May		
Main	UNM - FY26 Budget Adjustment Requests and FY27 Operating Budget submitted to HED	May 1, 2026	
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2026	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2026	
Main	Final Proofing of Regents Budget Book	May 4, 2026	MORNING
Main	Executive Summary of FY26 BARs and FY27 Budget Book posted on the Regents website	May 4, 2026	NOON
Main	Send BAR & Regents Book to the Office of the EVP for inclusion in the F&F materials	May 4, 2026	AFTERNOON
Main/HSC	FSM-HED document ODSP WebFocus budget period refresh ends	May 4, 2026	
HR	Load all positions from Salary Planner to Banner	May 5, 2026	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	TBD	
HR	Load all Faculty Jobs from Salary Planner to Banner	TBD	
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	May 5, 2026	
BOR	Full Board of Regents Meeting - Approve FY26 Budget Adjustment Requests and FY27 Operating Budget	May 19, 2026	* See Note

Board of Regents | **UNM HSC** | **UNM Main Campus** | **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.