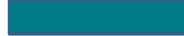


UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:			
	ITEM:	DUE DATES:	COMMENTS:
	January		
Main	Main Campus Budget Planner Projections System New User Overview & Working Sessions	January 2021	TBD
HSC	HSC Campus Budget Planner Projections System New User Overview & Working Sessions	January 2021	Zoom
Main	Budget Planner Projections System Opens	January 4, 2021	
Main	New Mexico Legislative Session Begins	January 19, 2021	
Main	Projections Deadline - Main Campus	January 22, 2021	5 pm
	February		
Main	Main Campus Mid-Year Budget Reviews - FY21	February 2021	College/School/Division Level
HSC	HSC - Mid-Year Budget Reviews - FY21	Feb. & March 2021	
HSC	Projections Deadline - HSC	February 11, 2021	5 pm
Main/HSC	OPBA locks the Budget Planner Projections System	February 11, 2021	5 pm
	March		
HR	Staff Performance Review Deadline	March 1, 2021	
BC	Branch Campuses - FY21 Unrestricted and Restricted Original Budget WebFocus Report review complete	March 2, 2021	
BC	Branch Campuses - Return Final Restricted Templates for the FY21 Revised and FY22 Original Budgets to OPBA	March 2, 2021	
BC	Branch Campuses - Final Proposed FY22 Tuition & Fee Rates to OPBA	March 5, 2021	
BC	Branch Campuses - OPBA loads the Restricted FY21 Revised and FY22 Original Budgets	March 5, 2021	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 8, 2021	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 10, 2021	
BC	Branch Campuses - FY21 Restricted Revised Budget and the FY22 Restricted Original Budget review complete in Webfocus	March 12, 2021	
Main/HSC	UNM - FY22 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 15, 2021	
Main	Main Campus - Banner Budget Planner Overview - available on OPBA website	March 2021	Budget Planner/Development
HSC	HSC Budget Planner Overview	March 17, 2021	Zoom
Main/HSC	Provost/HSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 19, 2021	
Main	New Mexico Legislative Session Ends	March 20, 2021	
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 24, 2021	5 pm
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 24, 2021	5 pm
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 24, 2021	5 pm
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 30, 2021	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2021	TBD
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2021	Zoom
	April		
HSC	Salary Planner - Shared Salaries entry deadline	April 2, 2021	
BC	Branch Campuses - OPBA emails the manually created FY21 Revised and FY22 Original Exhibit 1A	April 6, 2021	
Main	Governor Veto Deadline	April 9, 2021	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh starts	April 9, 2021	
BC	Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the WebFocus State Format Document w/Revised FY21 Unrestricted Budget	April 9, 2021	
HSC	HSC - 1a Transfer Schedule FY21 Revised Preliminary	April 9, 2021	
BOR	Full Board of Regents Meeting - to Approve Tuition and Fee Rates and Salary Guidelines	April 13, 2021	* See Note
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 FY21 Revised Unrestricted Budget	April 13, 2021	5 pm
HSC	HSC - 1a Transfer Schedule FY21 Revised FINAL	April 13, 2021	
Main	UNM Budget guidelines issued and MSU guidelines issued	April 14, 2021	
HSC	HSC Guidelines released	April 14, 2021	
Main	Main Campus Allocations to VP units released	April 14, 2021	
HSC	HSC Allocations released	April 14, 2021	
HSC	HSC - HSC Administration, HSLIC and PPD - Lock Org Level 3	April 16, 2021	
HSC	HSC - 1a Transfer Schedule FY22 Original Preliminary	April 16, 2021	
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 19, 2021	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 19, 2021	5 pm
HSC	HSC - CON/COP/CoPH - Lock Org Level 3	April 19, 2021	
HSC	Final Transfer Schedules: 1) to Main Campus Pool from HSC 2) to HSC from Main Campus	April 19, 2021	
HSC	HSC/UNMH - BAR (HED format) and UNMH Income Statement Due - FINAL	April 19, 2021	NOON
HR	Salary Planner Refresh Process Ends	April 19, 2021	
Main	Moratorium on Chart of Account Terminations	April 19 - May 1, 2021	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 21, 2021	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 21, 2021	5 pm
BC	Branch Campuses - OPBA Locks Salary Planner	April 21, 2021	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 21, 2021	5 pm
HSC	HSC - SOM - Lock Org Level 3	April 21, 2021	
HSC	HSC - Banner Budget Lock	April 21, 2021	For all Schools, Colleges, & Units
HSC	HSC - 1a Transfer Schedule FY22 Original FINAL	April 22, 2021	NOON
HSC	HSC/UNMH - FY22 Original Plant Fund Budgets to OPBA	April 22, 2021	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development	April 25, 2021	5 pm
HR	HR Locks Salary Planner	April 25, 2021	5 pm
HSC	HSC/UNMH - BAR narrative	April 26, 2021	NOON
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, narrative and original & revised budget upload files	April 26, 2021	NOON
HSC	HSC Units Deadline for SOM to Approve and Post all FY21 Offsetting Contingency Entries	April 26, 2021	
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 26-30, 2021	
Main	Finalize Sections BAR Book	April 26, 2021	
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 26, 2021	
Main	Budget Development Refresh Process Ends	April 27, 2021	
BC	Branch Campuses - OPBA emails the FINAL manually created FY22 Original and Revised Exhibit 1A	April 27, 2021	
BC	Branch Campuses - FY21 and FY22 Budgets in Webfocus HED State Format Document review complete	April 27, 2021	
Main	Main Campus - FY21 Budget Adjustment Requests and FY22 Operating Budget Reports Complete	April 28, 2021	
Main	Prepare Regents Operating and Capital Book	April 29, 2021	
Main	FSM - Open FY22 period 01	April 30, 2021	
Main	FSM - Update ODS for FY21 new year budgets	April 30, 2021	
Main	UNM - FY22 original budgets loaded to Banner operating ledger	April 30, 2021	

UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:			
	ITEM:	DUE DATES:	COMMENTS:
	May		
Main	UNM - FY21 Budget Adjustment Requests and FY22 Operating Budget submitted to HED	May 1, 2021	
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2021	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2021	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh ends	May 1, 2021	
Main	Final Proofing of BAR Book	May 3, 2021	MORNING
Main	Final Proofing of Regents Book	May 3, 2021	MORNING
Main	Send BAR & Regent's Book to the Office of the SVP for inclusion in the F&F materials	May 3, 2021	AFTERNOON
HR	Load all positions from Salary Planner to Banner	May 4, 2021	
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	Executive Summary of FY21 BARs and FY22 Budget Book posted on the Regents website	May 7, 2021	AFTERNOON
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	May 7, 2021	
BOR	Full Board of Regents Meeting - Approve FY21 Budget Adjustment Requests and FY22 Operating Budget	May 11, 2021	* 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.