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 2024	TBD
HSC	HSC Campus Budget Planner Projections System New User Overview & Working Sessions	January 2024	TBD
Main	Budget Planner Projections System Opens	January 2, 2024	
Main	New Mexico Legislative (30 day) Session Begins	January 16, 2024	
Main	Projections Deadline - EVP for Finance and Administration Departments	January 22, 2024	5 pm
Main	Projections Deadline - Academic/Student Affairs schools/colleges/divisions and President's units	January 26, 2024	5 pm
	February		
Main	Main Campus Mid-Year Budget Reviews - FY24	February 2024	College/School/Division Level
HSC	HSC - Mid-Year Budget Reviews - FY24	Feb. & March 2024	
Main	Projections Deadline - EVP for Academic Affairs and President Org Level 2	February 2, 2024	5 pm
HSC	Projections Deadline - HSC	February 9, 2024	5 pm
Main/HSC	OPBA locks the Budget Planner Projections System	February 9, 2024	5 pm
BC	Branch Campuses - Present Final Proposed FY25 Tuition & Fee Rates & Compensation Increase to BLT (presentation materials due to OPBA by February 6, 2024)	February 9, 2024	
Main	New Mexico Legislative (30 day) Session Ends	February 15, 2024	
	March		
BC	Branch Campuses - FY24 Unrestricted and Restricted Original Budget WebFocus Report review complete	March 1, 2024	
BC	Branch Campuses - Return Final Restricted Templates for the FY24 Revised and FY25 Original Budgets to OPBA	March 4, 2024	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 6, 2024	
Main	Governor Veto Deadline	March 6, 2024	
Main	Committee of the Whole (COW)	March 6, 2024	
BC	Branch Campuses - OPBA loads the Restricted FY24 Revised and FY25 Original Budgets	March 7, 2024	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 8, 2024	
Main/HSC/ BC	UNM - FY25 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 11, 2024	
HSC	HSC Budget Planner Overview	March 11, 2024	
Main	Main Campus - Banner Budget Planner Overview	TBD	Budget Planner/Development
BC	Branch Campuses - FY24 Restricted Revised Budget and the FY25 Restricted Original Budget review complete in WebFocus	March 12, 2024	
Main	Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 15, 2024	
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 20, 2024	5 pm
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 20, 2024	5 pm
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 20, 2024	5 pm
BOR	Full Board of Regents Meeting - to Approve Tuition and Fee Rates and Salary Guidelines	March 21, 2024	* See Note
Main	UNM Budget guidelines issued and MSU guidelines issued	March 22, 2024	
HSC	HSC Guidelines released	March 22, 2024	
Main	Main Campus Allocations to VP units released	March 22, 2024	
HSC	HSC Allocations released	March 22, 2024	
HR	Staff Performance Review Deadline	March 29, 2024	
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 30, 2024	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2024	
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2024	
	April		
Main/HSC	FSM-HED document ODSP WebFocus budget period refresh starts	April 1, 2024	
HSC	Salary Planner - Shared Salaries entry deadline	April 1, 2024	
BC	Branch Campuses - OPBA emails the manually created FY24 Revised and FY25 Original Exhibit 1A	April 3, 2024	
BC	Branch Campuses - OPBA Creates FY24 Revised HED Phase	April 5, 2024	
HSC	HSC - 1a Transfer Schedule FY24 Revised Preliminary	April 8, 2024	
BC	Branch Campuses - Begin review of the WebFocus State Format Document FY24 Revised Unrestricted Budget	April 8, 2024	
Main/HSC	Preliminary Transfers tied out in Budget Planner for Org Level 2 EVP areas	April 9, 2024	
HSC	Preliminary FY25 HSC transfer to Main campus and communication to departments	April 9, 2024	
Main	Preliminary FY25 Main campus transfer to HSC schedule	April 9, 2024	
BC	Branch Campuses - Submit Preliminary Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material.	April 10, 2024	5 pm
HR	Salary Planner Refresh Process Ends	April 10, 2024	
HSC	HSC - 1a Transfer Schedule FY24 Revised FINAL	April 11, 2024	
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 11, 2024	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 11, 2024	5 pm
BC	Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material.	April 12, 2024	5 pm
Main	Main/Capital FY24 Revised HED Phase Created	April 15, 2024	
HSC	HSC - HSC Administration, HSLIC, PPD, Office of Research, Health Sciences RR, Project ECHO and UNM MG - Lock Org Level 3	April 15, 2024	
HSC	HSC - 1a Transfer Schedule FY25 Original Preliminary	April 15, 2024	
Main	Main Campus - Last Day for EVP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 16, 2024	5 pm
Main	Main Campus - Last Day for EVP areas to Lock Org Level 3 in Budget Planner	April 16, 2024	5 pm
HSC	HSC - CON/COP/CoPH - Lock Org Level 3	April 16, 2024	
HSC	Final Transfer Schedules: 1) to Main Campus from HSC 2) to HSC from Main Campus	April 18, 2024	
HSC	HSC - SOM - Lock Org Level 3	April 18, 2024	
HSC	HSC/UNMH - BAR (HED format) and UNMH Income Statement Due - FINAL	April 18, 2024	NOON
BC	Branch Campuses - OPBA Locks Salary Planner	April 19, 2024	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 19, 2024	5 pm
Main	Moratorium on Chart of Account Terminations	April 19 - May 1, 2024	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - Banner Budget Lock	April 19, 2024	For all Schools, Colleges, & Units
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development and Begins Tieout	April 19, 2024	
HR	HR Locks Salary Planner	April 19, 2024	5 pm
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 22, 2024	5PM
Main	Main Campus - FY24 Budget Adjustment Requests Complete	April 22, 2024	
Main/BC	Branch/Main/Capital FY25 Original HED Phase Created	April 22, 2024	
Main	Budget Development Refresh Process Ends	April 22, 2024	
HSC	HSC/UNMH - BAR narrative	April 23, 2024	NOON
HSC	HSC - 1a Transfer Schedule FY25 Original FINAL	April 24, 2024	NOON
HSC	HSC/UNMH - FY25 Original Plant Fund Budgets to OPBA	April 24, 2024	NOON

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	ITEM:	DUE DATES:	COMMENTS:
BC	Branch Campuses - OPBA emails the FINAL manually created FY24 Original and Revised Exhibit 1A	April 24, 2024	
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 24-29, 2024	
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, narrative and original & revised budget upload files	April 25, 2024	NOON
HSC	HSC Units Deadline for SOM to Approve and Post all FY24 Offsetting Contingency Entries	April 25, 2024	
Main	Final Proofing of BAR Book	April 25, 2024	
BC	Branch Campuses - FY24 and FY25 Budgets in Webfocus HED State Format Document review complete	April 25, 2024	
Main	Main Campus - FY24 and FY25 Budgets in Webfocus HED State Format Document review complete	April 25, 2024	
Main	Prepare Regents Operating and Capital Book	April 26, 2024	
Main	Budget Presentation to President	April 26, 2024	
Main	FSM - Open FY25 period 01	April 29, 2024	
Main	FSM - Update ODS for FY25 new year budgets	April 29, 2024	
Main	UNM - FY25 original budgets loaded to Banner operating ledger	April 29, 2024	
	May		
Main	UNM - FY24 Budget Adjustment Requests and FY25 Operating Budget submitted to HED	May 1, 2024	
Main	Committee of the Whole (COW)	May 1, 2024	
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2024	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2024	
Main	Final Proofing of Regents Book	May 3, 2024	MORNING
Main	Executive Summary of FY24 BARs and FY25 Budget Book posted on the Regents website	May 3, 2024	MORNING
Main	Send BAR & Regents Book to the Office of the EVP for inclusion in the F&F materials	May 3, 2024	AFTERNOON
Main/HSC	FSM-HED document ODSP WebFocus budget period refresh ends	May 3, 2024	
HR	Load all positions from Salary Planner to Banner	May 3, 2024	
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 6, 2024	
BOR	Full Board of Regents Meeting - Approve FY24 Budget Adjustment Requests and FY25 Operating Budget	May 16, 2024	* 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.