

UNIVERSITY OF NEW MEXICO
BUDGET DEVELOPMENT CALENDAR FY 19/20

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 2019	
HSC	HSC Campus Budget Planner Projections System New User Overview & Working Sessions	January 2019	
Main	Budget Planner Projections System Opens	January 2, 2019	
Main	New Mexico Legislative Session Begins	January 15, 2019	
Main	Projections Deadline - Main Campus	January 25, 2019	5 pm
	February		
Main	Main Campus Mid-Year Budget Reviews - FY19	February 2019	College/School/Division Level
HSC	HSC - Mid-Year Budget Reviews - FY19	Feb. & March 2019	
HSC	Projections Deadline - HSC	February 11, 2019	5 pm
Main/HSC	OPBA locks the Budget Planner Projections System	February 11, 2020	5 pm
	March		
HSC	HSC Budget Planner Overview	March 2019	
HR	Staff Performance Review Deadline	March 1, 2019	
BC	Branch Campuses - FY19 Unrestricted and Restricted Original Budget WebFocus Report review complete	March 1, 2019	
BC	Branch Campuses - Return Final Restricted Templates for the FY19 Revised and FY20 Original Budgets to OPBA	March 1, 2019	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 4, 2019	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 6, 2019	
BC	Branch Campuses - OPBA loads the Restricted FY19 Revised and FY20 Original Budgets	March 8, 2019	
Main/HSC Branches	UNM - FY20 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 11, 2019	
Main	Main Campus - Banner Budget Planner Overview	March 11, 2019	
BC	Branch Campuses - FY19 Restricted Revised Budget and the FY20 Restricted Original Budget review complete in Webfocus	March 14, 2019	
Main	New Mexico Legislative Session Ends	March 16, 2019	
Main/HSC	Provost/HSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 21, 2019	
BC	Branch Campuses - Final Proposed FY20 Tuition & Fee Rates to OPBA	March 21, 2019	
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 22, 2019	5 pm
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 22, 2019	5 pm
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 22, 2019	5 pm
HSC	Salary Planner shared salaries entry deadline	March 27, 2019	
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 29, 2019	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2019	
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2019	
	April		
BOR	Full Board of Regents Meeting - UNM Budget Summit - FY20 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	April 5, 2019	*
Main	Governor Veto Deadline	April 5, 2019	
BC	Branch Campuses - OPBA emails the manually created FY19 Original and Revised Exhibit 1A	April 5, 2019	
Main	UNM Budget guidelines issued and MSU guidelines issued	April 5, 2019	
HSC	HSC Guidelines released	April 5, 2019	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh starts	April 8, 2019	
Main	Main Campus Allocations to VP units released	April 8, 2019	
HSC	HSC Allocations released	April 8, 2019	
BC	Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Webfocus State Format Document w/Revised FY19 Unrestricted Budget	April 10, 2019	
HSC	HSC - 1a Transfer Schedule FY19 Revised Preliminary	April 10, 2019	
HSC	HSC - HSC Administration, HSLIC and PPD - Lock Org Level 3	April 12, 2019	
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 FY19 Revised Unrestricted Budget	April 12, 2019	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 15, 2019	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 15, 2019	5 pm
HSC	HSC - CON/COP/CoPH - Lock Org Level 3	April 15, 2019	
HSC	HSC - 1a Transfer Schedule FY19 Revised FINAL	April 15, 2019	
HSC	HSC - 1a Transfer Schedule FY20 Original Preliminary	April 15, 2019	
HR	Salary Planner Refresh Process Ends	April 15, 2019	
Main	Moratorium on Chart of Account Terminations	April 15 - 26, 2019	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - SOM - Lock Org Level 3	April 17, 2019	
HSC	HSC - Banner Budget Lock	April 17, 2019	For all Schools, Colleges, & Units
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 17 - 22, 2019	
BC	Branch Campuses - OPBA Locks Salary Planner	April 17, 2019	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 17, 2019	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 17, 2019	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 17, 2019	5 pm
HSC	Final Transfer Schedules: 1) to Main Campus Pool from HSC 2) to HSC from Main Campus	April 19, 2019	NOON
HSC	HSC - 1a Transfer Schedule FY20 Original FINAL	April 19, 2019	NOON
HSC	HSC/UNMH - FY20 Original Plant Fund Budgets to OPBA	April 19, 2019	NOON
HSC	HSC/UNMH - BAR (HED & Regents format) Due - FINAL	April 19, 2019	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development	April 22, 2019	NOON
HR	HR Locks Salary Planner	April 22, 2019	NOON
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 23, 2019	
BC	Branch Campuses - OPBA emails the FINAL manually created FY20 Original and Revised Exhibit 1A	April 23, 2019	
BC	Branch Campuses - FY19 and FY20 Budgets in Webfocus HED State Format Document review complete	April 24, 2019	
Main	Budget Development Refresh Process Ends	April 25, 2019	
Main	FSM - Open FY20 period 01	April 26, 2019	
Main	UNM - FY20 original budgets loaded to Banner operating ledger	April 26, 2019	
Main	Main Campus - FY19 Budget Adjustment Requests and FY20 Operating Budget Reports Complete	April 26, 2019	
Main	Finalize Sections BAR Book	April 26, 2019	
HSC	HSC Units Deadline for SOM to Approve and Post all FY20 Offsetting Contingency Entries	April 26, 2019	
HSC	HSC/UNMH - BAR narrative	April 26, 2019	NOON
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, and narrative	April 26, 2019	NOON
Main	Notification to HR/Faculty Contracts - DO NOT update Salary Planner until May 2, 2019	April 26, 2019	
Main	FSM - Update ODS for FY20 new year budgets	April 26, 2019	
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	April 26, 2019	

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	ITEM:	DUE DATES:	COMMENTS:
May			
Main	Prepare Regents Summary Book	May 1 to May 3, 2019	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh ends	May 1, 2019	
Main	UNM - FY19 Budget Adjustment Requests and FY20 Operating Budget submitted to HED	May 1, 2019	
Main	Final Proofing of BAR Book	May 1, 2019	MORNING
Main	Create BAR eBook	May 1, 2019	AFTERNOON
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2019	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2019	
Main	Final Proofing of Regents Book	May 3, 2019	
HR	Load all positions from Salary Planner to Banner	May 3, 2019	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	May 3, 2019	
HR	Load all Faculty Jobs from Salary Planner to Banner	May 3, 2019	
Main	Create Regents eBook	May 6, 2019	MORNING
Main	Executive Summary of FY19 BARs and FY20 Budget Book posted on the Regents website	May 7, 2019	AFTERNOON
BOR	Full Board of Regents Meeting - Approve FY19 Budget Adjustment Requests and FY20 Operating Budget	May 10, 2019	*



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.