

MONTH	DATE	FY25 BUDGET REPORTING & FY24 OPERATING AND CAPITAL BUDGET PLANNING SCHEDULE
JULY	15-Jul	Capital projects submission deadline to PREF
	20-Jul	Final FY24 closing adjustments due to Finance
	31-Jul	Second fiscal year close
AUGUST	Aug	Faculty searches approved for FY25
	18-Aug	FY25 IT project requests due
	Aug	First round of graduate enrollment management meetings completed
	Aug 15 - Sep 30	Review of college space inventory with Campus Planning & Real Estate
SEPTEMBER	Sept	FY25 Fall Provost budget and strategic planning meeting presentation templates are shared with colleges
	Mid-Sept	FY25 Graduate enrollment goal targets set by EM and Colleges
	29-Sep	FY25 T/TT faculty budget planning template due
OCTOBER	2-Oct	Space inventory frozen for FY25 planning
	Oct	FY25 graduate enrollment goals finalized
	15-Oct	College submit space proposals/requests for approved FY25 T/TT faculty hiring
	Mid Oct - Early Nov	Undergraduate enrollment meetings
	Mid Oct - Early Nov	Fall budget and strategic planning meetings for academic units with the Provost occur
NOVEMBER	3-Nov	FY24 first quarter financial projections due
	Mid-Nov	First quarter financial projections reviewed; questions sent to colleges
DECEMBER	1-Dec	FY25 planning parameters announced and TM1 opens
	1-Dec	FY25 planning parameters include minimum threshold graduate tuition rate increase guidance
	Early - Mid Dec	Ad-hoc and 1:1 training sessions for key contacts on TM1 planning software
	15-Dec	FY25-FY27 study abroad enrollments due in TM1
	18-Dec	FY25-FY27 undergraduate buys due in TM1
JANUARY	Early Jan	Faculty performance review process begins
	8-Jan	FY25-FY27 Budget plan due in TM1 and proposed FY25 graduate tuition rates due in K2 system
	Mid-Late Jan	Central review of FY25 revenue/expense drivers and proposed plans
	Mid-Late Jan	FY25 budget review meetings (if needed)
	22-Jan	FY25 new initiative requests due (cost centers only)
	26-Jan	FY24 second quarter financial projections due
	31-Jan	EM provides feedback on proposed college graduate tuition rates
FEBRUARY	Early Feb	Second quarter financial projections reviewed; questions emailed to colleges
	Mid Feb - Late Mar	Faculty performance reviews conducted
	Mid Feb - Late Mar	Staff performance reviews conducted
	Early Feb	SLT review of FY25 operating budget
	Mid Feb	Preliminary FY25 operating budget presented to BOT Financial Affairs Committee
	Feb	Provost works with EM and Colleges to finalize graduate tuition rate proposals
MARCH	Early March	SLT review and approval of FY25 operating and capital budget
	Mid March	FY25 operating and capital budget approved by BOT Financial Affairs Committee
	31-Mar	Graduate tuition rates approved
	Late March	Comparative faculty salary data provided for FY25 equity colleges
	31-Mar	Deadline for staff performance reviews due to local HR consultants
April	April - July 1	Rolling FY25-FY27 Space & Capital Project Request submissions, July 1 deadline.
	15-Apr	Staff merit eligibility cut off; workday job change freeze period begins
	16-Apr	Workday merit module for faculty and staff opened; faculty and staff merit guidance released
	TBD	BOT Financial Affairs Committee meeting
	TBD	BOT approves university's FY25 operating and capital budget
	Late April-Early May	Final faculty and staff merit increase and equity recommendations due
	26-Apr	FY24 third quarter financial projections due
MAY	1-May	All faculty offers out to candidates
	8-May	TM1 detailed budget module open
	Early - Mid May	TM1 module Ad-hoc and 1:1 training sessions
	Early May	Third quarter financial projection reviewed, questions emailed to colleges
	May 6 - May 10	Provost meets with Deans to review faculty merit recommendations
	Mid-Late May	All faculty and staff merit increases confirmed
	Mid-Late May	All FY25 merit recommendations finalized in salary module; no changes allowed after closing
June	Early June	New initiative funding requests approved and communicated
	10-Jun	Final detail budgets due in TM1
	10-Jun	Faculty salary letters prepared and sent
	10-Jun	Staff merit communications sent
	17-Jun	FY24 fourth quarter financial projections due
	Jun 17-21	FY24 fourth quarter reviewed/questions sent to colleges
	Mid-Late June	Colleges request approval for faculty searches
TBD	Journal vouchers due to Accounting for June 30th close	