**Budget Process & New Year EPAFs**

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**When does the new year begin?**
- USU’s fiscal year begins July 1 and ends June 30.

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**When will new year budget reports be available?**
- New year budget reports will be distributed to the deans and vice presidents by the end of the 2nd week in June. (FOR 2013: by Friday, June 14)
  - Individual employee salary statements will be included with these reports.

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**When can new year EPAFs be submitted?**
- New year salary data will be uploaded immediately after the June salary EPAF deadline. (FOR 2013: Thursday and Friday, June 20 and 21)
- New year EPAFs can be submitted after the upload. (FOR 2013: on Monday, June 24)

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**What changes require a new year EPAF?**
- Please verify the salary information in the budget reports. Anything that is not accurate will require a new year EPAF to correct it.

  **April and May Changes**
  - Any changes submitted in April or May do not require a new year EPAF. They will be included in the new year salary data.

  **June Changes**
  - New appointments submitted in June do not require a new year EPAF unless there will be a change in salary or labor distribution for July.
  - Title and salary changes submitted in June require a new year EPAF because the new year salary upload overwrites the June change.
  - Terminations submitted in June do not require a new year EPAF.
    - **BUT** try to do all June terminations by the June EPAF deadline so that HR does not have to delete the new year information.

  **Continuing Disabilities, Sabbaticals and LWOPs**
  - Disabilities, sabbaticals and LWOPs that continue into the new year require a new year EPAF to continue that status.

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