UtahStateUniversity

Budget Process Timeline

VERIFICATION **February**

- Current year salary and budget data is sent to units

SETUP OF SALARY PLANNER **end of March**

- After March EPAF deadline, the Salary Planner "snapshot" is taken
  *Changes from EPAFs submitted after March have to be manually put into Salary Planner

NEW YEAR SALARY INPUT **budget distribution 2nd week of April – units then have 2 weeks for input**

- Units input new year salaries into Salary Planner and balance state appropriated funds

RECONCILIATION BY BUDGET & PLANNING **April-May**

- Submitted salaries and budgets are reconciled
- Units are contacted during this time for reconciliation questions
  *April-May EPAFs are included in the new year budget

FINAL EXECUTIVE SALARY APPROVAL **last week of May**

- Executives are sent list of their unit's pending new year salaries and increases
- Executives then notify Budget & Planning of their approval
- Once executives have approved, the employees of the unit can be informed of their new year salaries

FINAL REPORTS **end of 2nd week of June**

- New year salary and state appropriated budget reports are available in Box

NEW YEAR SALARY PLANNER UPLOAD **after June EPAF deadline**

- Final new year salary information is uploaded from Salary Planner into the main Banner database
  *Upload is new effective date so any June EPAF changes are overridden and a July EPAF is required
  *Employees can view new year salary information through Access after upload

NEW YEAR EPAFs CAN BE SUBMITTED **last week of June**

- Units can begin to submit new year EPAFs after Salary Planner upload

NEW YEAR INITIAL SALARY ENCUMBRANCE **after July EPAF deadline**

- Initial new year salary encumbrance is processed and posted to Finance

NEW YEAR BUDGET UPLOAD **end of July**

- Final state appropriated budgets are loaded in Finance
- Units can see their beginning budgets in Banner