

# BUDGET TIMELINE FOR FY 2019 CLOSING/FY 2020 OPENING PROCESSES

## August 8

### Turn off re-extract and hold e-pafs

- The nightly re-extract will be turned off for Salary Planner.
- Request to not apply e-pafs until after the load, so the data will not be overwritten.

## August 12

### Budget Prep Load

- Budgets from Budget Development and September 1<sup>st</sup> ePAFs from Salary Planner will be loaded.
- Review the new year appointment data to ensure the salary and associated funding source(s) are correct. If an ePAF was processed after Salary Planner was locked, it is important to verify that the appointment is reflected correctly to ensure that employees are paid correctly. Review HR121 in Cognos to verify.
- To verify the new year budgets, please review the FI002 Report or your preferred budget report in Cognos.

### Budget Revision System

- The Budget Revision System will facilitate the closing fiscal year revisions through September 10th. The revisions must have all required approvals in order to be processed.
- See chart below for Budget Revision availability:

<b>Option 1 - Adjust Budget within Fund</b>	Beginning August 12
<b>Option 2 - Budget of Fund Balance</b>	Beginning September 12 , as the available balances cannot be confirmed until fiscal year-end close
<b>Option 3 - Budget of Revenue</b>	Beginning August 12
<b>Option 4 - Transfer Between Funds</b>	Beginning September 1

## August 22

### Salary Encumbrance Liquidation

- All of the closing year salary encumbrances will be liquidated. This is prior to the final monthly and semi-monthly payrolls; therefore, **available balances in salary pools will be over-stated**. Pull list of encumbrances for all FOP's prior to release and monitor budgets to ensure adequate funding is available in the appropriate salary codes.
- Turn off nightly process for everything except grants (21-23).

## August 30

### Leave Without Pay Status

- The script to return 9 month appointments to active status effective September 1<sup>st</sup> will be run.

## September 6

### Labor Redistributions

- Labor redistributions for 9/1/18 – 8/15/19 pay periods must have all required approvals and be received by the Budget Office no later than by 5:00 PM.

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## September 9

### Labor Redistributions and contract dates

- Closing Fiscal Year labor redistributions for 8/16/19-8/31/19 (SM17) must have all required approvals and be received by the Budget Office no later than 12:00 PM. Redistributions received after this date will not be processed.

## September 10

- Run script to add contract dates to non-12 month jobs.

## September 11

- The new fiscal year salary encumbrances will be posted.
- Nightly process started

## Department Checklist

<b>August 12</b>	<b>Review the new fiscal year appointment data</b> to ensure the salary and associated funding source(s) are correct. If an ePAF was processed after Salary Planner was locked, it is important to verify that the appointment is reflected correctly to ensure that employees are paid correctly. Review HR121 in Cognos to verify.
<b>August 12</b>	<b>Verify the new fiscal year budgets</b> by reviewing the FI002 Report or your preferred budget report in Cognos.
<b>August 16</b>	Monitor budgets to <b>ensure adequate funding is available in the appropriate salary codes</b> , as salary encumbrances will be removed prior to the last monthly and semi-monthly payrolls.
<b>September 6</b>	<b>Ensure all of the closing fiscal year labor redistributions for 9/1/18 – 8/15/19 pay periods have been delivered to the Budget Office by 5:00 PM.</b>
<b>September 9</b>	<b>Ensure all of the closing fiscal year labor redistributions for 8/16/19-8/31/19 (SM17) have been delivered to the Budget Office by 12:00 PM.</b>
<b>October</b>	Beginning in October, <b>review report FI203 Negative Budgets by college/Area.</b>