**August 11**

**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 13**

**Budget Prep Load**

* FY 2017 Budgets from Budget Development and 9/1/2016 ePAFs from Salary Planner will be loaded August 13th.
* Review FY 2017 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 2017 budgets, please review the FI002 Report or your preferred budget report in Cognos.

**Budget Revision System**

* The Budget Revision System will facilitate FY 2016 revisions through September 10th. The revisions must have all required approvals in order to be processed.
* See chart below for FY 2017 Budget Revision availability:

|  |  |
| --- | --- |
| **Option 1 - Adjust Budget within Fund** | Beginning August 13 |
| **Option 2 - Budget of Fund Balance** | Beginning September 14 , as the available balances cannot be confirmed until FY 2016 year-end close |
| **Option 3 - Budget of Revenue** | Beginning August 13 |
| **Option 4 - Transfer Between Funds** | Beginning September 1 |

**August 22**

**FY 2016 Encumbrance Liquidation**

* All FY 2016 salary encumbrances will be liquidated. This is prior to the final FY 2016 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 27**

**Leave Without Pay Status**

* The script to return 9 month appointments to active status effective 9-1-16 will be run.

**September 6**

**FY 2016 Labor Redistributions and contract dates**

* Fiscal Year 2016 labor redistributions must have all required approvals and be received by the Budget Office no later than 5:00 PM, Tuesday, September 6th, 2016. FY 2016 Redistributions received after this date will not be processed.
* Run script to add contract dates to non-12 month jobs.

**September 12**

* TTU 16 Fund Types converted to FOAP controlled.
* FY 2017 salary encumbrances will be posted.
* Nightly process turned back on for FY-17

**Department Checklist**

|  |  |
| --- | --- |
| **August 12** | **Review FY 2017 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. |
| **August 12** | **Verify the 2017 budgets** by reviewing the FI002 Report or your preferred budget report in Cognos. |
| **August 22** | Monitor budgets to **ensure adequate funding is available in the appropriate salary codes,** as salary encumbrances will be removed prior to the last FY 2016 monthly and semi-monthly payrolls are processed. |
| **September 6** | **Ensure all FY 2016 labor redistributions have been delivered to the Budget Office by 5:00 PM.** |
| **October** | Beginning in October**, review report FI203 Negative Budgets by college/Area**. Refer to the Negative Budget Policy at the following link. <http://www.depts.ttu.edu/AdminFinance/FormRepository/Budget/Negative%20Budget%20Policy.pdf> |