

BUDGET TIMELINE FOR FY 2024 CLOSING/FY 2025 OPENING PROCESSES

May 31 Leave Without Pay Status

- The script to place 9-month appointments on leave without pay status effective May 31st will be run by the Budget Office.

July 31 Department State Labor Redistribution submissions

- Last day for departments to submit labor redistributions to/from state funding sources.

August Department ePAF processing

- An active appointment is required for TA/RA/GPTI to be eligible for job related waiver/exemption benefits. Delays in processing ePAFs negatively impact the student bill. TA/RA/GPTI waivers and exemptions will be posted at least 10 days prior to the 1st day of class for fall and spring, if an ePAF has reached level 75. After the initial upload, the process runs nightly through the 20th class day and benefits will be added within 24 hours of an ePAF reaching level 75. (Summer benefits will begin posting June 1. Refer to OP 62.40 for additional information.
- An active appointment is required for new faculty to access email, eRaider, Blackboard, FERPA training, etc. Do not wait until the budget load to process new hire ePAFs as this will delay access needed for course preparation.
- Budget Prep should never be a reason to process/not process an ePAF.

August 7 Department updates to pooled employee salary FOP, Turn off re-extract and hold ePAFs

- This is the last day to submit pooled employee FOP labor changes to your budget analyst for update in Salary Planner. After this date, labor changes will need to be submitted via the TTU Current & Future Labor Distribution ePAF.
- The nightly re-extract process that loads ePAF data into Salary Planner will be turned off.
- HR will not apply ePAFs starting that morning until after the load, so the HR data will stay in sync with the Salary Planner data.

August 10 Budget Prep Load

- Budgets from Budget Development and September 1st ePAFs from Salary Planner will be loaded.

August 12 Departmental Prep Data Review

- 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.

August 12 Department Budget Revision System availability

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

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Option 1 - Adjust Budget within Fund	Beginning August 12
Option 2 - Budget of Fund Balance	After fiscal year end close has been processed (September 11 th), as the available balances cannot be confirmed until fiscal year-end close.
Option 3 - Budget of Revenue	Beginning August 12
Option 4 - Transfer Between Funds	Beginning September 1

August 21 Salary Encumbrance Liquidation

- All 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 overstated**. 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.
- The nightly process that shifts budgets between salary pools will be turned off for everything except grants (21-23).

August 29 Leave Without Pay Status

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

September 3 Department Non-state Labor Redistribution submissions

- Labor redistributions on funding sources other than 11 & 12 state funding sources for 9/1/23 – 8/15/24 pay periods must have all required approvals and be received by the Budget Office no later than 5:00 PM.

September 9 Department Non-state Labor Redistribution submissions for final SM

- Closing Fiscal Year labor redistributions for 8/16/24-8/31/24 (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 Contract Dates

- A script to add contract dates to non-12-month jobs will be run. This data is used to determine the length of time used in the salary encumbrance calculations.

September 11 Encumbrances and Nightly Process

- The new fiscal year salary encumbrances will be posted.
- The nightly salary budget adjustment process started.

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Department Checklist

July 31	Final day to submit labor redistributions on state funding.
August	Be aware of dates associated with the semester terms and how the timing of ePAF processing could impact student and faculty positions.
August 7	Final day to submit salary related FOP changes to the Budget Office for input into Salary Planner.
August 12	Review the new fiscal 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. Verify the new fiscal year budgets by reviewing the FI002 Report or your preferred budget report in Cognos.
August 21	Monitor budgets to ensure adequate funding is available in the appropriate salary codes , as salary encumbrances will be released prior to the last monthly and semi-monthly payrolls.
September 3	Ensure all the closing fiscal year labor redistributions for 9/1/23 – 8/15/24 pay periods have been delivered to the Budget Office by 5:00 PM.
September 9	Ensure all the closing fiscal year labor redistributions for 8/16/24-8/31/24 (SM17) have been delivered to the Budget Office by 12:00 PM.
October	Beginning in October, review report FI203 Negative Budgets by college/Area . Notify your Budget Analyst if you have any questions.