## UNIVERSITY OF NEW MEXICO BUDGET DEVELOPMENT CALENDAR FY 19/20

Main Campus Budget Plannar Projections System New User Overview & Working Sessions  January 2019  ISSC Campus Budget Plannar Projections System New User Overview & Working Sessions  January 2019  ISSC Campus Budget Plannar Projections System New User Overview & Working Sessions  January 2019  ISSC Campus Budget Plannar Projections System New User Overview & Working Sessions  January 15, 2019  January 15, 2019  Main New Morco Logitalians Session Budgets  Main Projections Deadline - Main Campus  Projections Deadline - Main Campus  January 25, 2019  Main Campus More Very Budget Reviews - PY19  Main Campus More Very Budget Reviews - PY19  More State Budget Reviews - PY19  More State Budget Reviews - PY19  More State Budget Planner Projections System  M	M: DUE DATES: COMMENTS:	IIEM:
alm Main Campus Budger Planner Projections System New User Overview & Working Sessions January 2019  SC 145C Campus Budger Planner Projections System New User Overview & Working Sessions January 2019  January 12, 2019  January 12, 2019  January 12, 2019  January 22, 2019  January 2019		January
Line Budget Planner Projections System Oppres    Annuary 12, 2019	Overview & Working Sessions January 2019	
in New Mexico Legislative Session Begins   January 15, 2019   5 pm   Projection Deadline - Main Campus   January 25, 2019   5 pm   Projection Deadline - His Campus   January 25, 2019   5 pm   Projection Deadline - His Campus   January 25, 2019   5 pm   Projection Deadline - His Campus   January 25, 2019   5 pm   Projection Deadline - His Campus   January 15, 2019   5 pm   Projection Deadline - Hi		
in Projections Deadline - Main Campus Fabruary 2019 Fabrua		
February 2019  Man Campus Mid-Year Budget Reviews - FY19  Feb. March 2019  Feb. March 2019  Feb. March 2019  Feb. March 2019  February 11, 2019  F		
in Man Campus Mid-Year Budger Reviews - FY19 Feb. and 2019 Feb. & March 2019 Feb. &	January 25, 2019   5 pm	
INSC. Mol. Year Budget Reviews - FY19   Feb. & March 2019   February 11, 2019   Smm   February 11, 2019   March 2, 2019   March 12, 2019   March 2, 2019   March 2	February 2010 College/School/Division Level	
Ministro Compass of the Budger Planner Projections System		
March 2019   March 145   March 2019   March 1, 2019   March 2019   March 2019   March 2019   March 2019   March 1, 2019   March 2, 2019   Spm 1, 2019   March 1, 2019   March 2, 2019   Spm 1, 2019   March 1, 2019   March 2, 2019   Spm 1, 2019   March 2, 2019   Spm 1, 2019   March 2, 2019   Spm 1, 2019   March 2, 2019   March 2, 2019   Spm 1, 2019   March 2, 2019   March 2, 2019   March 2, 2019   Spm 1, 2019   March 2, 2019		
March 2019 Staff Performance Review Desdfine Staff Performance Review Desdfine Staff Performance Review Desdfine Branch Campuses - Five Interestricted and Restricted Original Budget WebFoous Report review complete March 1, 2019 Stanch Campuses - Return Final Restricted Templates for the F119 Revised and F720 Original Budgets to OPBA March 1, 2019 March 1, 2019 March 1, 2019 March 2, 2019 March 2, 2019 March 2, 2019 March 1, 2019 March 2, 2019 March 3, 2019 Mar		
Salf Performance Review Deadline Branch Campuses - First Diversiticted and Restricted Original Budget WebFoous Report review complete March 1, 2019 In Grante Budget Planner Phase, Scenarios and Extracts In Grante Budget Planner Phase, Scenarios and Extracts In Grante Budget Planner Phase, Scenarios and Extracts March 4, 2019 In March 2, 2019 In Grante Budget Planner Phase, Scenarios and Extracts March 6, 2019 In March 2, 2019 In Grante Budget Planner Phase, Scenarios and Extracts March 6, 2019 In March 2, 2019		
Branch Campuses - FY19 Unrestricted and Restricted Original Budget WebFocus Report review complete Branch Campuses - FY19 Unrestricted and Restricted Original Budget to OPBA March 1, 2019  "MRSC Budget Planner Phase, Scenarios and Extracts March 2, 2019  "MRSC Budget Planner Phase, Scenarios and Extracts March 2, 2019  "MRACH 2, 201		
Branch Campuses - Return Final Restricted Templates for the FY19 Revised and FY20 Original Budgets to OPBA March 1, 2019  MNSC Budget Development and Salary Planner Refresh Process starts Ranch Campuses - OPBA loads the Restricted FY19 Revised and FY20 Original Budgets  March 8, 2019  MNSC William FY20 Department Budget Planner Process Begins - New Revised Budget Development Budget Planner Process Begins - New Revised Budget Development Starty Planner Process Begins - New Revised Legislative Season Ends  New Mexaco Legislative Season Ends  New Mexaco Legislative Season Ends  New Revised Legislative Season Ends  Ranch 11, 2019  March 12, 2019  March 12, 2019  March 16, 2019  March 16, 2019  March 16, 2019  March 17, 2019  March 22, 2019  March 22		
n Create Budget Planner Phases, Scenarios and Extracts March 6, 2019 MYMSC Budget Development and Salary Planner Refresh Process starts March 6, 2019 March 7, 2019 March 11, 2019 March 12, 2019 March 1		
Branch Campuses - OPBA Loads The Restricted Frig Revised and FY20 Original Budgets  March 8, 2019  Mint Sc Quantification - Committed Frig Revised and FY20 Original Budgets  March 11, 2019  March 12, 2019  March 16, 2019  March 22, 2019		
Branch Campuses - OPBA loads the Restricted FY19 Revised and FY20 Original Budgets   March 11, 2019		
March 11, 2019  March 12, 2019  March 21, 2019  March 21, 2019  March 22, 2019  March 23, 2019  March 23, 2019  March 23, 2019  March 24, 2019  March 26, 2019  March 27, 2019  March 28, 2019		
Budget Planner Opens (Budget Development/Salary Planner)  March 11, 2019  Branch Campuse - Sanner Budget Planner (Overview)  Branch Campuses - FY19 Restricted Revised Budget and the FY20 Restricted Original Budget review complete in Warch 14, 2019  Weblocus  New Mexico Legislative Session Ends  March 14, 2019  Branch Campuses - FY19 Restricted Revised Budget and the FY20 Restricted Original Budget review complete in March 14, 2019  Branch Campuses - Final Proposed relarges to the tuition and fee schedule including differential & footnotes due to OPBA March 21, 2019  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  March 22, 2019  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  March 22, 2019  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  March 22, 2019  Branch Campuse Departments - BDT Transfer and BD4 JV Entry Deadline  March 22, 2019  March 22, 2019  March 22, 2019  March 22, 2019  March 23, 2019  March 24, 2019  March 24, 2019  March 25, 2019  March 26, 2019  March 27, 2019  March 27, 2019  March 28,		
Main Campus - Branch Eudget Planner Overview Branch Campusus - F179 Restricted Revised Budget and the FY20 Restricted Original Budget review complete in Webfocus New Mexico Legislative Session Ends March 14, 2019 March 14, 2019 March 14, 2019 March 14, 2019 March 12, 2019 March 12, 2019 March 12, 2019 Branch Campusus - Final Proposed Pt20 Tution & Fee Rates to OPBA March 12, 2019 March 22, 2019 March 23, 2019 March 24, 2019 March 26, 2019 March 26, 2019 March 27, 2019 March 28, 201	March 11, 2019	
Webfocus New Mexico Legislative Session Ends Narch 18, 2019 New Mexico Legislative Session Ends Narch 18, 2019 Narch 18, 2019 Provost/HSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA Narch 21, 2019 Narch 22, 2019 Narch 23, 2019 Narch 23, 2019 Narch 23, 2019 Narch 24, 2019 Narch		Main Campus - Banner Budget Planner Overview
New Mexico Legislative Session Ends  New Mexico Legislative Session Ends  New Mexico Legislative Session Ends  Narch 16, 2019  March 21, 2019  Branch Campuses - Final Proposed Pr20 Tution & Fee Rates to OPBA  March 21, 2019  March 21, 2019  March 22, 2019  Spm  March 22, 2019  March 22, 2019  Spm  March 22, 2019  March 28, 2019  March 2	FY20 Restricted Original Budget review complete in	Branch Campuses - FY19 Restricted Revised Budget and the FY20 Restricted Original Budget review complete in
MVRSC ProvostHSC/SOM - Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA March 21, 2019  Branch Campuse - Final Proposed 1750 trition & Fee Rates to OPBA March 22, 2019  Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22, 2019  Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22, 2019  Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22, 2019  Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22, 2019  Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22, 2019  Branch Campus - Budget Adjustment Deadline March 22, 2019  March 27, 2019  March 29, 2019  March & Apr 2019  March & Apr 2019  March & Apr 2019  April 5, 2019  March & Apr 2019  April 5, 2019  March & Apr 2019  April 5, 2019  March & April 10, 201		
Branch Campuses - Final Proposed F/20 Tuition & Fee Rates to OPBA Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline March 22 2019 5 pm HSC Units BDT and BD4 Budget Algistment Deadline March 22 2019 5 pm March 22 2019 9 pd March 23 2019 9 pd March 24 2019 9 pd March 25 2019 9 pd March 26 2019 9 pd March 27 2019 9 pd March 28 2019 9 pd Mar		
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Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline  HSC Units BDT and BD Budget Adjustment Deadline  New Index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Undate		
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HSC Campus - Budget Planner Working Sessions  April April April R  Full Board of Regents Meeting - UNM Budget Summit - FY20 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines  Governor Veto Deadline April 5, 2019  Branch Campuses - OPBA emails the manually created FY19 Original and Revised Exhibit 1A April 5, 2019  UNM Budget guidelines issued and MSU guidelines issued  April 5, 2019  HSC Guidelines released April 8, 2019  HSC Allocations to VP units released April 8, 2019  HSC Allocations released April 8, 2019  HSC Allocations released April 8, 2019  HSC Allocations released April 8, 2019  Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Webfocus State Format Document w/Revised FY19 Unrestricted Budget  HSC - Ita Transfer Schedule FY19 Revised Preliminary April 10, 2019  HSC - Ita Transfer Schedule FY19 Revised Preliminary April 10, 2019  Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material. Final review of the Webfocus State Format Document for the FY19 Revised Unrestricted Budget  Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Balary Planner  Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Balary Planner  Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Balary Planner  Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Balary Planner  Moratorium on Chart of Account Terminations  April 15, 2019  HSC - 1a Transfer Schedule FY19 Revised Plinnary  April 15, 2019  Salary Planner Refresh Process Ends  April 17, 2019  HSC - Bunget analysis & review, develop HED budget document, prepare for printing  April 17, 2019  Branch Campuss - OPBA Locks Salary Planner  April 17, 2019  Branch Campuss - OPBA Locks Salary Planner  April 17, 2019  Branch Campus - Last Day for V Pareas to Lo		
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and Salary Guidelines Governor Veto Deadline Branch Campuses - OPBA emails the manually created FY19 Original and Revised Exhibit 1A April 5, 2019 UNM Budget guidelines issued and MSU guidelines issued April 5, 2019 HSC Guidelines released April 6, 2019 HSC Guidelines released April 8, 2019 HSC Allocations released April 8, 2019 Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Webfocus State Format Document w/Revised FY19 Unrestricted Budget HSC - 1a Transfer Schedule FY19 Revised Preliminary April 10, 2019 HSC - HSC Administration, HSLIC and PPD - Lock Org Level 3 Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material. Final review of the Webfocus State Format Document for the FY19 Revised Unrestricted Budget Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development April 15, 2019 HSC - 1a Transfer Schedule FY19 Revised FINAL April 15, 2019 HSC - 1a Transfer Schedule FY19 Revised FINAL April 15, 2019 HSC - 1a Transfer Schedule FY19 Revised FINAL April 15, 2019 HSC - 1a Transfer Schedule FY20 Original Preliminary April 15, 2019 Salary Planner Refresh Process Ends April 17, 2019 HSC - 1a Transfer Schedule FY20 Original Preliminary April 15, 2019 Salary Planner Refresh Process Ends April 17, 2019 For all Schools, April 17, 2019 For all Schools, April 17, 2019 Branch Campuses - OPBA Locks Org Level 3 in Budget Development April 17, 2019 For all Schools, April 17, 2019 Branch Campuses - OPBA Locks Org Level 3 in Budget Development April 17, 2019 For all Schools, April 17, 2		
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HSC Guidelines released April 8, 2019 Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the Webfocus State Format Document w/Revised FY19 Unrestricted Budget April 10, 2019 Branch Campuses - State Fy19 Revised Preliminary April 10, 2019 Branch Campuses - Submit Final Unrestricted Budget Branch Campuses - Submit Final Unrestricted Budget Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material. Final review of the Webfocus State Format Document for the FY19 Revised Unrestricted Budget April 12, 2019 Branch Campuses - Submit Final Unrestricted and Restricted HED BAR to OPBA for inclusion in the Regents' approval material. Final review of the Webfocus State Format Document for the FY19 Revised Unrestricted Budget April 15, 2019 Branch Campuse - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development April 15, 2019 Branch Campuse - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development April 15, 2019 Branch Campuse - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development April 15, 2019 Branch Campuse - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development April 15, 2019 Branch Campuse - Colleges/Schools to Lock Org Level 3 April 15, 2019 Branch Campuse - Colleges/Schools to Lock Org Level 3 April 17, 2019 Branch Campuses - OPBA Locks Salary Planner April 17, 2019 Branch Campuses - OPBA Locks Salary Planner April 17, 2019 Branch Campuses - OPBA Locks Org Level 3 in Budget Development April 17, 2019 Branch Campuses - Last Day for VP areas to Lock Org Level 3 in Budget Planner April 17, 2019 Branch Campuses - Last Day for VP areas to Lock Org Level 3 in Budget Planner April 17, 2019 Branch Campuses - Last Day for VP areas to Lock Org Level 3 in		
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HSC-1 at Transfer Schedule F120 Original Plant Fund Budgets to OPBA  HSC/UNMH - FY20 Original Plant Fund Budgets to OPBA  April 19, 2019 NOON  April 19, 2019 NOON		
HSC/UNMH - BAR (HED & Regents format) Due - FINAL April 19, 2019 NOON		
Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development April 22, 2019 NOON		
HR Locks Salary Planner April 22, 2019 NOON		HR Locks Salary Planner
n Main Campus - OPBA Finish Tieouts in Budget Planner April 23, 2019		
Branch Campuses - OPBA emails the FINAL manually created FY20 Original and Revised Exhibit 1A April 23, 2019		
Branch Campuses - FY19 and FY20 Budgets in Webfocus HED State Format Document review complete April 24, 2019		
n Budget Development Refresh Process Ends April 25, 2019		
n FSM - Open FY20 period 01 April 26, 2019		
n UNM - FY20 original budgets loaded to Banner operating ledger April 26, 2019  Main Campus - FY19 Budget Adjustment Requests and FY20 Operating Budget Reports Complete April 26, 2019		
n   Main Campus - r r 19 budget Adjustment Requests and r r20 Operating Budget Reports Complete   April 26, 2019		
HSC Units Deadline for SOM to Approve and Post all FY20 Offsetting Contingency Entries April 26, 2019  April 26, 2019  April 26, 2019		
	April 26, 2019 NOON	HSC/UNMH - BAR narrative
IADIII ZU, ZUTA INCON		HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, and narrative
	, pie charte, and narrative IADRII 20, 2019 INCON	
		Notification to HR/Faculty Contracts - DO NOT update Salary Planner until May 2, 2019

## UNIVERSITY OF NEW MEXICO BUDGET DEVELOPMENT CALENDAR FY 19/20

	ITEM:	DUE DATES:	COMMENTS:
	May		
Main	Prepare Regents Summary Book	May 1 to	
4.1.71100		May 3, 2019	
Main/HSC	FSM-HED document ODSP WebFOCUS refresh ends	May 1, 2019	
Main	UNM - FY19 Budget Adjustment Requests and FY20 Operating Budget submitted to HED	May 1, 2019	
Main	Final Proofing of BAR Book	May 1, 2019	MORNING
Main	Create BAR eBook	May 1, 2019	AFTERNOON
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2019	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2019	
Main	Final Proofing of Regents Book	May 3, 2019	
HR	Load all positions from Salary Planner to Banner	May 3, 2019	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	May 3, 2019	
HR	Load all Faculty Jobs from Salary Planner to Banner	May 3, 2019	
Main	Create Regents eBook	May 6, 2019	MORNING
Main	Executive Summary of FY19 BARs and FY20 Budget Book posted on the Regents website	May 7, 2019	AFTERNOON
BOR	Full Board of Regents Meeting - Approve FY19 Budget Adjustment Requests and FY20 Operating Budget	May 10, 2019	*

Note: \* There must be at least one month between the adoption of tuition & fee rates and salary guidelines and the approval of the budget adjustment request and the operating budget to allow enough time for the budget build process.