

| MONTH     | DATE                | FY21 BUDGET REPORTING & FY22 OPERATING AND CAPITAL BUDGET PLANNING SCHEDULE  |
|-----------|---------------------|--|
| JULY      | July                | Colleges request approval for new and replacement faculty searches   |
|           | 1-Jul               | FY22 capital project & space requests and FY23-F24 requests to Campus Planning rolling submission begins. Submit requests as early as possible.          |
|           | 17-Jul              | Prior year correcting journal vouchers due to Accounting   |
|           | 24-Jul              | Concur expense reconciliations due for prior fiscal year expenses  |
| AUGUST    | Mid-Late Aug        | Faculty searches approved for FY22   |
|           | Aug 25 - Sep 25     | Review of space inventory with Campus Planning and Development   |
|           | End of August       | All goals set for staff  |
| SEPTEMBER | 1-Sep               | FY22 capital project and space requests due to Campus Planning. Rolling submission of FY23/FY24 potential project requests to Campus Planning continues. |
| OCTOBER   | 1-Oct               | Space inventory frozen for FY22 planning   |
|           | Early Oct           | SLT review and approval of FY22 planning parameters  |
|           | Mid-Late Oct        | Final FY20 true-up with RCs  |
|           | Mid Oct - Early Nov | Fall budget meetings for academic units with the Provost occur   |
|           | Mid Oct - Mid Nov   | Undergraduate and graduate enrollment meetings   |
| NOVEMBER  | 2-Nov               | FY21 first quarter financial projections due   |
|           | Late Nov            | FY21 first quarter financial projection meetings   |
| DECEMBER  | 4-Dec               | FY22 planning parameters announced   |
|           | Dec 1 - Dec 31      | FY22 capital project requests prioritized and summer 2021 projects identified  |
|           | Early - Mid Dec     | Drop-in training sessions for key contacts on TM1 planning software  |
|           | 11-Dec              | FY22 research award and expenditure goals finalized  |
|           | 14-Dec              | FY22-FY24 study abroad enrollments due in TM1  |
|           | 21-Dec              | FY22-FY24 undergraduate buys due in TM1  |
| JANUARY   | Early Jan           | Faculty performance review process begins  |
|           | 8-Jan               | FY22-FY24 plan and proposed FY22 graduate tuition rates due  |
|           | Mid Jan             | Central review of FY22 revenue/expense drivers and proposed plans  |
|           | Mid Jan             | Mid-year performance reviews complete  |
|           | Mid Jan             | FY22 planning meetings   |
|           | 15-Jan              | FY22 new initiative requests due   |
| FEBRUARY  | 1-Feb               | FY21 second quarter financial projections due  |
|           | Mid Feb             | HRM communication of year-end performance review deadlines   |
|           | Mid Feb - Late Mar  | Faculty performance reviews conducted  |
|           | TBD Feb             | Preliminary FY22 budget presented to BOT Financial Affairs Committee   |
|           | Late Feb            | Second quarter financial projections reviewed  |
| MARCH     | Mar 1 - Apr 30      | Staff performance evaluations written and review conducted   |
|           | Mid March           | SLT review and approval of FY21 capital budget   |
|           | Late March          | Comparative faculty salary data provided   |
| APRIL     | 2-Apr               | Faculty/Staff merit increase modules are open to HR key contacts   |
|           | 9-Apr               | BOT Financial Affairs Committee meeting  |
|           | 10-Apr              | BOT approves university's FY22 operating and capital budget  |
|           | Mid April           | Staff & faculty merit increase guidelines issued   |
|           | Mid April           | SLT confirm FY22 tuition increases   |
|           | 26-Apr              | FY21 third quarter financial projections due   |
| MAY       | 1-May               | All faculty offers out to candidates   |
|           | 5-May               | TM1 detailed budget module open  |
|           | 5-May               | Final faculty merit increase recommendations due   |
|           | Early - Mid May     | TM1 module drop in sessions  |
|           | Early - Mid May     | Third quarter financial projection meetings  |
|           | May 12 - May 21     | Provost meets with Deans to review faculty merit recommendations   |
|           | 12-May              | Final staff merit increase recommendations due   |
|           | 13-May              | Signed staff performance reviews due to HRM  |
|           | 24-May              | All faculty and staff merit increases confirmed  |
|           | 28-May              | HR closes Banner salary planner at noon - no changes allowed after closing   |
| JUNE      | After June 7        | Final salaries posted to BannerHR  |
|           | 9-Jun               | Final detail budgets due in TM1  |
|           | 9-Jun               | Faculty salary letters prepared and sent   |
|           | 14-Jun              | Staff salary letters prepared and sent   |
|           | 16-Jun              | FY21 fourth quarter financial projections due  |
|           | 21-Jun              | Journal vouchers due to Accounting for June 30th close   |
|           | Late June           | Incremental funding request decisions communicated   |