

**2012-2013 INTERNAL OPERATING BUDGET PLANNING SCHEDULE
DRAFT**

DIRECTORS OF FINANCIAL AFFAIRS & FISCAL DIRECTORS

Nov 9		FY2013 reduction plans from central sources - memo sent to President's direct reports, WL only
Nov 9		FY2013 through FY2015 funding requests - memo sent to President's direct reports, WL only
Dec 15		Budget reductions due from EVPBFT's Direct Reports
Dec 16		Budget reductions due from all other President's Direct Reports, WL only
Dec 16		FY2013 through FY2015 funding requests -due from President's direct reports, WL only
Feb 1	- 29	BW-BPS available for Data Validation with HR data as of 1/31/12
Feb 20		Update web BW-BPS instructions, finalize hard copy and notify Directors of Financial Affairs and Regional Campuses
Feb 29		Recurring cut-off for base budgets (FMBBs due 2/27/12 - 9:00 a.m.)
Mar 1	- Mar 30	BW-BPS available for Data Validation with HR data as of 2/29/12
Mar 6		BW-BPS New Users and Hands on Training ITaP Training Room, 10:00 am - 4:00pm
Mar 9		BW-BPS New Users and Hands on Training ITaP Training Room, 10:00 am - 4:00pm
Mar 12	- 16	Spring Break
Mar 12		Budget Process "What's New?" FREH 2-1 & 2-2, 1:30-2:30 (reserved 1:00-3:00)
Mar 13		Budget analysis tables and instructions updated on web and notification sent to Regional Campuses, Fiscal Managers and Directors of Financial Affairs, etc.
Mar 14		Legislature adjourns
Mar 15	5:00 PM	Deadline for final submission of corrections to Payroll Appointment Service Center for Data Validation corrections
Apr 3		BW-BPS application available for actual planning data
Apr 13		Board of Trustees' meeting - Governance Reports at PUC
Apr 16		Budget guidelines and allocations distributed to heads of major budget units - all campuses
Apr 24	- May 23	Budgets submitted to B&FP (due to Provost as scheduled)
May 24		Budget & Fiscal Planning completes review and approval of all School/College and Campus Budgets
May 28		Memorial Day Holiday
Jun 8	(evening)	SAP HR Module (R/3) updated with 2012-2013 salary data (PA20, PA10, etc.) (HR Retraction)
Jun 13		HR Retraction Exception Report available on BFP website
Jun 13	(subject to change)	Salary Statements released to all areas for validation and distribution
Jun 15		Final Control Sheets with Budget and Fiscal Planning memo to Deans and Directors on 2012-2013 Budget Policies and Procedures released to all areas and campuses
Jul 4		Independence Day Holiday
Jul 10		Salary Statements deadline for distribution to employees
Jul 11		Bi-weekly pay period #14 paid on FY 2013 rates
Jul 31		Fiscal year and academic year pay period #07 paid at FY 2013 rates
Oct 11		Board of Trustees' Finance Committee meeting - Final FY 2013 Operating Budget