2010-2011 BUDGET DEADLINES
AUBURN UNIVERSITY (DRAFT)

(Note: Merit increases will NOT be given during the 2010-2011 budget process.)

Jan 12  Regular Legislative Session begins (105 cal days-max of 30 leg days- Governor usually submits his budget on 3rd day)
Jan 27  Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges
Feb 5   BOT Meeting
Mar 3   Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges, include all positions for verification
Mar 23  BAC Meeting
Mar 26  BOT Meeting
Apr 7   Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges
Apr 15  Information for Career Ladder and Faculty Promotions sent to Budget Office
Apr 16  STRIPES training at AUM
Apr 27  BAC Meeting
Apr 30  Areas reporting to Provost should submit giveback information to the Provost Office
Apr 30  All changes finalized for STRIPES
May 12  Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges, include all positions for verification
May 18  BAC Meeting
May 19  Contact Payroll to verify the new year’s insurance brackets
May 20-21 Refresher sessions on salary planner/STRIPES given to Dean/VP assistants
May 24-27 All giveback information due in the budget office
May 31  “Freeze Date” – Must be employed on or before this date to make employee eligible for any salary increases if given (HR liaisons have been notified of this date in order to have all new EPAFS submitted in time)

June 1  All known budget corrections MUST be submitted to budget services no later than this date in order to receive the correct base allocations

June 2-3  Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges

June 4  Provost Permanent Allocations for new year due to Budget Office from Provost

June 4  ISS runs Salary Planner extract

June 4-9  Budget office determines any base allocations and enters those, Provost allocations, & BAC allocations on the Finance system only (not on Salary Planner). Career job family promotions or/and faculty promotions on both Finance and Salary Planner

June 10-11  Verify all budget information in Finance/Salary Planner through office check list

June 11-14  Salary Recommendation Sheets created and emailed to all Deans’ offices, VP areas, all Divisions ---remind all that system is opened on 15th and ready for use

June 15  BAC Meeting

June 15  Salary Planner opened to all areas

****** Immediately, all areas should take their Salary Recommendations Sheets and distribute to their respective departments in order to get all the budget information back to their office in time to complete the process. Each Dean/VPs’ office will be responsible for setting their own internal deadlines in order to meet the June 25th (Academic Colleges/Provost areas) or the July 7th deadline for all salary recommendations to be completed, approved by the Provost/President’s office, and entered in Salary Planner

June 18  BOT Meeting

June 23-25  Income meeting/determinations

June 25  Salary Recommendations from academic colleges due to Provost Office via email. Also, academic offices should submit via email to the Provost Office - the faculty promotion list, the career job family promotion list, etc.
June 30  
Budget Office works with President’s Offices to gather salary data (see individual schedule of these areas)

July 1  
Athletic Department fiscal year begins

July 1-7  
Approved Salary Recommendations emailed to academic colleges (copying Budget Services) from Provost Office. (Any corrections needed in the salary planner system at this point should be handled by the colleges working with the Budget Office)
All approved salary recommendations are entered & completed in Salary Planner and the Salary Recommendations sheet for the College/VP areas is emailed to the Budget Office (includes all administrative units, all Divisions, any approved Provost academic colleges not previously sent from the Provost office)

July 8  
Salary Planner locked for all Divisions. Budget office copies salaries to budgets.

July 9  
All areas working on any salary/labor distributions needed & completing the finance budgets

July 12-14  
Budget Services compiles Salary Recommendation information for HR review

July 15-22  
Human Resources reviews all budgeted salaries on staff and A/P positions

July 23  
Academic Finance Budgets due to Provost Office

July 30  
All approved Finance Budgets finalized and submitted to Budget Office

Aug 2-4  
Income Review

Aug 2-6  
Budget Office balancing; Compile vacant listing

Aug 9-13  
Summary of Revenues and Expenditures prepared for all Divisions

Aug 16-20  
Administration reviews budget information and finalizes budget

Aug 23-25  
Budget Books printed for Board of Trustees and President’s office

Sept ?  
BOT Meeting (Approves budget for new year)

Oct 1  
EPAFs are automatically generated and updates HR system

Oct 1  
Budget for new year is implemented
Oct 1-25  All system-generated EPAFs are verified for accuracy for all employee groups prior to their respective group’s payroll run (Each College/VP reviews their own group)

Oct 15  Variance report is run to compare budget files to actual payroll files