BUDGET DEVELOPMENT CALENDAR
FY 22/23

11/2/2021

	UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:		
	ITEM:	**DUE DATES:**	**COMMENTS:**
	January		
Main	Main Campus Budget Planner Projections System New User Overview & Working Sessions	January 2022	TBD
HSC	HSC Campus Budget Planner Projections System New User Overview & Working Sessions	January 2022	TBD
Main	Budget Planner Projections System Opens	January 4, 2022	
Main	New Mexico Legislative Session Begins	January 18, 2022	
Main	Projections Deadline - Main Campus	January 22, 2022	5 pm
	February		
Main	Main Campus Mid-Year Budget Reviews - FY22	February 2022	College/School/Division Level
HSC	HSC - Mid-Year Budget Reviews - FY22	Feb. & March 2022	
HSC	Projections Deadline - HSC	February 10, 2022	5 pm
Main/HSC	OPBA locks the Budget Planner Projections System	February 10, 2022	5 pm
Main	New Mexico Legislative Session Ends	February 17, 2022	
BC	Branch Campuses - Present Final Proposed FY23 Tuition & Fee Rates & Compensation Increase to BLT (presentation materials due to OPBA by February 21, 2022)	February 24, 2022	
	March		
HR	Staff Performance Review Deadline	March 1, 2022	
BC	Branch Campuses - FY22 Unrestricted and Restricted Original Budget WebFocus Report review complete	March 2, 2022	
BC	Branch Campuses - Return Final Restricted Templates for the FY22 Revised and FY23 Original Budgets to OPBA	March 2, 2022	
BC	Branch Campuses - OPBA loads the Restricted FY22 Revised and FY23 Original Budgets	March 7, 2022	
Main	Create Budget Planner Phase, Scenarios and Extracts	March 7, 2022	
Main/HSC	Budget Development and Salary Planner Refresh Process starts	March 9, 2022	
Main	Governor Veto Deadline	March 9, 2022	
BC	Branch Campuses - FY22 Restricted Revised Budget and the FY23 Restricted Original Budget review complete in WebFocus	March 11, 2022	
Main/HSC/ BC	UNM - FY23 Department Budget Planner Process Begins - Budget Planner Opens (Budget Development/Salary Planner)	March 14, 2022	
Main	Main Campus - Banner Budget Planner Overview - available on OPBA website	March 2022	Budget Planner/Development
HSC	HSC Budget Planner Overview	March 14, 2022	
Main	Proposed changes to the tuition and fee schedule including differential & footnotes due to OPBA	March 18, 2022	
BOR	Full Board of Regents Meeting - to Approve Tuition and Fee Rates and Salary Guidelines	March 22, 2022	*** See Note**
Main	UNM Budget guidelines issued and MSU guidelines issued	March 23, 2022	
HSC	HSC Guidelines released	March 23, 2022	
Main	Main Campus Allocations to VP units released	March 23, 2022	
HSC	HSC Allocations released	March 23, 2022	
BC	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 FY22 Revised Unrestricted Budget	March 23, 2022	5 pm
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 23, 2022	5 pm
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 23, 2022	5 pm
BC	Branch Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 23, 2022	5 pm
Main/HSC	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 29, 2022	
Main	Main Campus - Budget Planner Working Sessions	March & Apr 2022	TBD
HSC	HSC Campus - Budget Planner Working Sessions	March & Apr 2022	TBD
	April		
HSC	Salary Planner - Shared Salaries entry deadline	April 1, 2022	
Main/HSC	FSM-HED document ODSP WebFocus budget period refresh starts	April 1, 2022	
HSC	HSC - 1a Transfer Schedule FY22 Revised Preliminary	April 4, 2022	
BC	Branch Campuses - OPBA emails the manually created FY22 Revised and FY23 Original Exhibit 1A	April 5, 2022	
HSC	HSC - 1a Transfer Schedule FY22 Revised FINAL	April 8, 2022	
BC	Branch Campuses - Prepare a Preliminary Restricted and Unrestricted HED Format BAR and begin review of the WebFocus State Format Document w/Revised FY22 Unrestricted Budget	April 9, 2022	
HSC	HSC - HSC Administration, HSLIC, PPD, Office of Research, & UNM MG - Lock Org Level 3	April 11, 2022	
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 11, 2022	5 pm
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 11, 2022	5 pm
HSC	HSC - CON/COP/CoPH - Lock Org Level 3	April 13, 2022	
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 15, 2022	5 pm
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 15, 2022	5 pm
HSC	HSC - SOM - Lock Org Level 3	April 15, 2022	
HSC	HSC - 1a Transfer Schedule FY23 Original Preliminary	April 16, 2022	
BC	Branch Campuses - OPBA Locks Salary Planner	April 18, 2022	5 pm
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 18, 2022	5 pm
HR	Salary Planner Refresh Process Ends	April 18, 2022	
Main	Moratorium on Chart of Account Terminations	April 18 - May 1, 2022	Current Unrestricted Indices, FOPA's affecting Current Unrestricted Indices, and Account Codes
HSC	HSC - Banner Budget Lock	April 18, 2022	For all Schools, Colleges, & Units
HSC	Final Transfer Schedules: 1) to Main Campus Pool from HSC 2) to HSC from Main Campus	April 19, 2022	
HSC	HSC/UNMH - BAR (HED format) and UNMH Income Statement Due - FINAL	April 19, 2022	NOON
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks Budget Development	April 20, 2022	5 pm
HR	HR Locks Salary Planner	April 20, 2022	5 pm
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 22, 2022	
Main	Main Campus - FY22 Budget Adjustment Requests Complete	April 22, 2022	
HSC	HSC - 1a Transfer Schedule FY23 Original FINAL	April 22, 2022	NOON
HSC	HSC/UNMH - FY23 Original Plant Fund Budgets to OPBA	April 22, 2022	NOON
HSC	HSC/UNMH - BAR narrative	April 22, 2022	NOON
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, narrative and original & revised budget upload files	April 25, 2022	NOON
HSC	HSC Units Deadline for SOM to Approve and Post all FY22 Offsetting Contingency Entries	April 25, 2022	
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 25-29, 2022	
Main	Budget Development Refresh Process Ends	April 25, 2022	
BC	Branch Campuses - OPBA emails the FINAL manually created FY23 Original and Revised Exhibit 1A	April 25, 2022	
Main	Final Proofing of BAR Book	April 26, 2022	
BC	Branch Campuses - FY22 and FY23 Budgets in Webfocus HED State Format Document review complete	April 26, 2022	
Main	Main Campus - FY22 and FY23 Budgets in Webfocus HED State Format Document review complete	April 26, 2022	
Main	Prepare Regents Operating and Capital Book	April 27, 2022	
Main	Budget Presentation to President	April 28, 2022	
Main	FSM - Open FY23 period 01	April 29, 2022	
Main	FSM - Update ODS for FY23 new year budgets	April 29, 2022	
Main	UNM - FY23 original budgets loaded to Banner operating ledger	April 29, 2022	
Main	Final Proofing of Regents Book	April 29, 2022	MORNING
Main	Executive Summary of FY22 BARs and FY23 Budget Book posted on the Regents website	April 29, 2022	MORNING
Main	Send BAR & Regents Book to the Office of the SVP for inclusion in the F&F materials	April 29, 2022	AFTERNOON

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UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:			
	ITEM:	DUE DATES:	COMMENTS:
	May		
Main	UNM - FY22 Budget Adjustment Requests and FY23 Operating Budget submitted to HED	May 1, 2022	
HSC	HSC/UNMH - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2022	NOON
BC	Branch Campuses - HED Budgets Due - FINAL - Copy to OPBA	May 1, 2022	
Main/HSC	FSM-HED document ODSP WebFocus budget period refresh ends	May 4, 2022	
HR	Load all positions from Salary Planner to Banner	May 4, 2022	
HR	Load all Staff Jobs from Salary Planner to Banner - Union Jobs load TBD	TBD	
HR	Load all Faculty Jobs from Salary Planner to Banner	TBD	
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	May 6, 2022	
BOR	Full Board of Regents Meeting - Approve FY22 Budget Adjustment Requests and FY23 Operating Budget	May 10, 2022	*** See Note**

Board of Regents | **UNM HSC** | **UNM Main Campus** | **UNM Branch Campuses** | **Human Resources**

BOR **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.