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 <u>and</u> 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