

AUBURN UNIVERSITY
2008-2009 BUDGET DEADLINES

(Note: Salary increases will NOT be given during the 2008-2009 budget process.)

Jan 31-Feb 1 **BOT Meeting (Held at AUM)**

Feb BAC Meeting – Summarize BACs advisory role. Distribute budget book

Presentations on Budget Book, Economic Factors (Employee Benefits, Debt Service, Utilities) affecting the budget, and Deferred Maintenance

Feb 5 Regular Legislative Session begins (105 cal days-max of 30 leg days-Governor usually submits his budget on 3rd day)

Mar BAC Meeting – Discuss Governor's budget & any tuition increase, Discuss mandatory increases and allocation sheet for all divisions
Finalize Budget Guidelines & Tuition Increase

Mar 5 Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges

Mar 11-25 Update budget book pages – Send out to appropriate areas for update info

Mar 26 Materials for BOT April meeting are due to President

Apr 9 Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges

Apr 9 Email position reports (for all positions) to verify funding & bud orgs

Apr Information for Career Ladder and Faculty Promotions sent to Budget Office

Apr 11 All changes finalized for STRIPES

Apr 24-25 **BOT Meeting (Need approval for Budget Guidelines & Tuition Increases)**

May 6 Refresher session on salary planner/STRIPES given to Dean/VP assistants

May 14 Balance all permanent base salary/wage budgets and make any changes needed as advised from Colleges

May 19 Contact Payroll to verify the new year's insurance brackets

May 20-23 Income meeting/determinations

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)
May 31	All known budget corrections MUST be submitted to budget services no later than June 3 (by noon) 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 5	ISS runs Salary Planner extract
June 5-6	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 9	Verify all budget information in Finance/Salary Planner through office check list
June 10-12	Salary Recommendation Sheets created and emailed to all Deans’ offices, VP areas, all Divisions ---remind all that system is opened on 13th and ready for use
June 13	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 25 th (Academic Colleges/Provost areas) or the July 8th deadline for <u>all</u> salary recommendations to be completed, approved by the Provost/President’s office, and entered in Salary Planner.
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 26-27	BOT Meeting
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 3-8	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 9	Salary Planner locked for all Divisions. Budget office copies salaries to budgets.
July 10	All areas working on any salary/labor distributions needed & completing the finance budgets
July 11-14	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 31	All approved Finance Budgets finalized and submitted to Budget Office
Aug 1-4	Income Review
Aug 1-5	Budget Office balancing; Compile vacant listing
Aug 6-13	Summary of Revenues and Expenditures prepared for all Divisions
Aug 14-18	Administration reviews budget information and finalizes budget
Aug 19-20	Budget Books printed for Board of Trustees and President's office
Aug 28-29	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 2-25	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 16	Variance report run to compare budget files to actual payroll files