

**BUDGET DEVELOPMENT AND  
FINANCIAL PLANNING PROCESS  
FOR THE FISCAL YEAR 2021/2022**

**Time and Responsibility Schedule**



Abbreviations:	Parties:
BOT	Board of Trustees
DW	Daniel Wilson, MD, Ph.D. - President
DB	David Baron DO, MEd. - Provost
KS	Kevin Shaw - Chief Financial Officer/Sr. Vice President for Finance
KJ	Katherine Jimenez, Ed.D, MBA - Associate Vice President for Finance and Budget Administration
OBA	Office of Budget Administration
OHR	Office of Human Resources

Budget Approval			
March	March 13	Board of Trustees to approve FY 2021/2022 Budget.	BOT

Allocate and Implement			
	<u>Target Date</u>		
March - June	March	Budget Development Phase II Sessions & Information Materials available in both BudgetPak and the W Drive for access by Deans/Directors and Authorized Budget Coordinators.	KJ/OBA
	March	Budget Development BudgetPak software available for re-allocation of operating, and capital funds. Deans to coordinate the completion of Faculty Contracts due in April. Action Forms due in PeopleAdmin based upon instructions from the Office of Human Resources.	OBA/OHR
	March	Salary worksheets available in the W Drive: Budget folder for allocation of salary pool funds.	KJ/OBA
	April 19	Deans and Department Supervisors to submit completed Budget Worksheet Packages (BudgetPak Operating, Capital, and W Drive Salary Worksheets) to the Budget Administration Office.	OBA
	April	Submit Faculty Contracts (without faculty signature) to Provost Office for review and approval signature.	DB
	May	Salary worksheet summary reports generated for review and verification.	KJ
	May	Submission of final Salary/Wage Worksheets to Office of Human Resources for review and approval.	KJ/OHR
	May	Approved Faculty Contracts to Deans for faculty signatures, or to Department Supervisors, if changes to Faculty Contracts, employee salary/wage or operating allocation levels are necessary.	DB
	May	Deans and Department Supervisors to submit <b>revised</b> Faculty Contracts to Provost for review and processing.	DB
	May	Status meeting with President.	DW/KS
	May	Office of Human Resources to provide Banner generated Personal Action Forms (PAF) for each employee to the Office of Budget Administration for review.	OHR/KJ
	June	Submit final approved PAFs to Office of Human Resources.	KJ
	June	Office of Human Resources to distribute Banner generated employee letters.	OHR
	June	<b>Deans and Department Supervisors are not to discuss Salary/ Wage Levels with Employees prior to this date.</b> Office of Human Resources to complete input of adjusted or holds on employee compensation into Banner H/R module. Relay all data and changes to Payroll and Budget Administration Office for review and processing.	OHR
	June	Finalize upload of approved budget amounts into Banner.	KJ/OBA
June	Final date for any revisions to salary/wage levels to Office of Human Resources with the new information that will be reflected in the July 9, 2021 payroll.	OHR	