

**Time and Responsibility Schedule**

**2022**



**2023**

Abbreviations:	Parties:
BFC	Board of Trustee - Finance Committee
BOT	Board of Trustees
JM	Joshua McFarlen, CPA, CA, MPAcc - Interim Chief Financial Officer/Treasurer
KJ	Katherine Jimenez, Ed.D, MBA - Associate Vice President for Finance and Budget Administration
OBA	Office of Budget Administration
OHR	Office of Human Resources
PRES	President
PROVOST	Provost Office
SAL	Senior Administrative Leadership Team
UBAC	University Budget Advisory Committee

**Allocate and Implement**

	Target Date			
March - June	March	Chairs of the UBAC Shares Feedback with SAL	UBAC/SAL	
	April	Distribute 2022/2023 Budget Development Phase II information to Deans, Department Supervisors, and Director of Operations.	KJ/OBA	
	April	Budget Phase II Allocation Sessions & Information Materials available in both BudgetPak and the W Drive for access by Deans/Directors and Authorized Budget Coordinators.	KJ/OBA	
	April	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	
	April	Salary worksheets available in the W Drive: Budget folder for allocation of salary pool funds.	KJ/OBA	
	May 9	Deans and Department Supervisors to submit completed Budget Worksheet Packages (BudgetPak Operating, Capital, and W Drive Salary Worksheets) to the Office of Budget Administration.	OBA	
	May	Final proposed SAL Ranking sent by UBAC Chair to President for approval	UBAC/SAL/PRES	
	May 9	Submit Faculty Contracts (without faculty signature) to Provost Office for review and approval signature.	PROVOST	
	May	Salary worksheet summary reports generated for review and verification.	KJ/OBA	
	May	UBAC to communicate recommendations and final decisions to campus leadership	UBAC	
	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.	PROVOST	
	May	Deans and Department Supervisors to submit <b>revised</b> Faculty Contracts to Provost for review and processing.	PROVOST	
	May	UBAC to communicate recommendations and final decisions to campus community	UBAC	
	May	Office of Human Resources to provide Banner generated Personal Action Forms (PAF) for each employee to the Office of Budget Management Planning and Analysis for review.	KJ/OBA	
	June	Deans/Department Supervisors to submit final signed faculty contracts to Provost Office.	PROVOST	
	June	Submit final approved PAFs to Office of Human Resources.	KJ/OBA	
	June	Office of Human Resources to distribute Banner generated employee letters.	OHR	
		<b>Deans and Department Supervisors are not to discuss Salary/ Wage Levels with Employees prior to this date.</b>		
	June	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 8, 2022 payroll.	OHR/OBA		