

FY20 Budget Development Schedule

Critical Dates and Events

(including some related to FY19)

DRAFT
Updated 01/02/2019

Information updated as of 1/2/2019

Month	Day	Description	Responsible Individual(s)	Contact Name(s)
January	7	Identify SALX Coordinators and security for Salary Raise Exercise	Colleges & Units	Cheyenne Hall
February	1 - 20	Clean-up salary authority departments in preparation for Salary Raise Exercise	Colleges & Units	Cheyenne Hall
	6 - 8	February Board of Governors Retreat and Meeting	February 6 - 8, 2019 - CSU Pueblo	
	11 - 15	Release budget spreadsheets for FY19 Revised Budgets and FY20 Projected Budgets	Office of Budgets	(see below)
	TBD	FY20 Budget Plan Overview - Open Forum	Date, Time, Location - TBD	Provost's Office Rick Miranda, Lynn Johnson
March	1	FY 2019-20 Salary Raise Exercise Guidelines distributed	Provost's Office	Dan Bush
	1	Begin submission period for Special and Equity Salary Increase Requests	March 1 - April 9	Colleges & Units Dan Bush
	1	Deadline: FY19 Revised & FY20 Projected Budgets due to Office of Budgets for the following:		
		EG Miscellaneous Revenue	Colleges & Units	Chris Davis
		EG Differential Tuition	Colleges & Units	Chris Davis
		EG Graduate Program Differential Tuition	Colleges & Units	Chris Davis
	1	Deadline: FY20 Projected Budgets due to Office of Budgets for the following:		
		PVM, PVMSTA, PVMSF, PVMFED, PVMLRP	State, Cash & Federal Funds (14 & 54 Funds)	Jon Stocking Travis Webb
		EXPSTA, EXPSF, EXPRHF, EXPRMC, EXPRHM	State, Cash & Federal Funds (15, 35, 55 Funds)	Jessi Fuentes Travis Webb
		EXTEN, EXTSF, EXTR, EXTRSL, EXTREF, EXTRRR	State, Cash, County & Federal Funds (17, 37, 57 Funds)	Jana Smilanich-Rose Travis Webb
		CSFS, FRP, WPF, WERF, CSFSSF	State, Cash, Fire Funds (19 & 39 Funds)	Rick Curtis Travis Webb
		DCESUP	(32 Fund)	Colleges & Units Colleges & Units
		CPLB, CPAD, CPOTH, CPRR	Plant Funds (71-74 Funds)	Angie Nielsen Facilities Management
		ATHLET	(26 Fund)	Steve Cottingham, Matt Klein Angie Nielsen
		AUX, STUORG	(62 & 23 Funds)	Jennifer Fisher Chris Davis
		GENOP	(22 Fund)	Colleges & Units Travis Webb
		CONTED	(12 Fund)	Julie Bergstrom Chris Davis
		Course Fees & Tech Charges	(25 Fund)	Colleges & Units Cheyenne Hall
		Mandatory Student Fees		Jennifer Fisher Travis Webb
		Housing System Rates		Jennifer Fisher Travis Webb
		COSFA	Student Financial Assistance (42 Fund)	Sarah Elliott Chris Davis
		RBRF- ENTERP	(29 Fund)	Pam Harrington Travis Webb
		90% Initial RA/RSP Distribution		Pam Harrington Angie Nielsen
		Seedling Tree Nursery- ENTERP	(29 Fund)	Rick Curtis Chris Davis
		Capital Construction		Angie Nielsen N/A
	16 - 24	Spring Break		
	19	Deadline: New hires through HR approval process in order to be eligible for the Salary Raise Exercise	Colleges, Units, VP's, HR	Cheyenne Hall
	26 - 28	Salary Raise Exercise (SALX) Training	Date, Time, Location - TBD	Provost, Office of Budgets Cheyenne Hall
	26	Salary Raise Eligibility Process begins	March 26 - April 8	Colleges & Units Cheyenne Hall
April	8	Deadline: Salary Raise Eligibility Process ends	Colleges & Units	Cheyenne Hall
	10	Deadline: Submit Special and Equity Salary Increase Requests	Colleges & Units	Dan Bush
	10	Begin submission period for FY20 Permanent Base Change (PBC) Requests	April 10 - April 18	Office of Budgets Karen Kalahar
	15 - 19	Release FY19 95% RA/RSP Distribution	VP Research (Pam Harrington)	Angie Nielsen
	TBD	FY20 Planning & Budget Hearings	Date, Time, Location - TBD	Rick Miranda Rick Miranda, Lynn Johnson
	TBD	Notification of approved FY20 Resource Requests (New Base)	Requires budget categories to be reviewed and approved	Office of Budgets Angie Nielsen
	18	Deadline: FY20 Permanent Base Change (PBC) Requests to Office of Budgets	Office of Budgets	Karen Kalahar
	TBD	Deadline: Return approved FY20 Resource Requests (New Base) to Office of Budgets	Colleges & Units	Angie Nielsen

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May	8	Release Salary Raise Exercise Control Numbers and begin Raise Exercise in SALX	Office of Budgets	Cheyenne Hall	
	7 - 9	May Board of Governors Meeting	May 7 - 8, 2019 - CSU Fort Collins		
	14	FY20 Budget Construction Training session - VP Student Affairs		Travis Webb	
	17	Deadline: Establish new organizations & remapping accounts for FY20	Colleges & Units	Travis Webb	
	17	Deadline: Complete FY 2019-20 Salary Raise Exercise Process	Colleges & Units	Cheyenne Hall	
	21 - 23	FY20 Budget Construction Training session (Tues, Wed, and Thur)	Date, Time, Location - TBD	Office of Budgets	Travis Webb
June	3	Deadline: Colleges & Units deadline to create new accounts for FY20 Budget Construction	Colleges & Units	Travis Webb	
	3	Kuali FY19 Year-end Open Forum	Date, Time, Location - TBD	Business & Financial Services	Business & Financial Services
	5	Release Draft FY20 Budget Allocations to colleges and units	Office of Budgets	Angie Nielsen	
	5 - 7	June Board of Governors Retreat and Meeting	June 5 - 7, 2019 - Location TBD		
	5	Deadline: Campus Services deadline to approve new accounts for FY20 Budget Construction	Campus Services	Campus Services	
	6	Begin Blackout Period to close FY19 accounts (Budget Construction related)	June 6 - August 1	Colleges & Units	Campus Services
	11	Genesis Run Date (HR/Oracle details pulled into Budget Construction module)	Office of Budgets	Travis Webb	
	TBD	Final HR refresh load to Kuali Budget Construction	Human Resources	Travis Webb	
	TBD	Release Final FY20 Budget Allocations to colleges and units	Office of Budgets	Angie Nielsen	
	TBD	FY20 Kuali Budget Construction input process begins	Colleges & Units	Travis Webb	
	26	FY20 Budget Construction Open House	Date, Time, Location - TBD	Office of Budgets	Travis Webb
	28	Deadline: Budgets, BFS & Sponsored Prog deadline to create new accounts for FY20	Colleges & Units	Business & Financial Services	
	28	FY19 Period 12 Closes at 7:00 PM	Business & Financial Services	Business & Financial Services	
July	1	Start FY20 in Kuali (KFS)	Business & Financial Services	Business & Financial Services	
	5	Deadline: Non-college areas to complete budget input into Budget Construction for FY20	Units	Travis Webb	
	5	Deadline: Submit Budget Adjustment document for FY19 at 12:00 PM (noon)	Colleges & Units	Travis Webb	
	11	Deadline: Deadline for college areas and agencies to complete budget input into budget Construction for FY20	Colleges & Agencies	Office of Budgets	
	25	FY19 Period 13 Closes at 7:00 AM	Business & Financial Services	Travis Webb	
	25	FY20 Budget Construction loads to Kuali	Office of Budgets	Travis Webb	
	31	FY20 Vista Plus July month-end reports generated	Business & Financial Services	Business & Financial Services	
August	1	End of Blackout Period for closing FY19 accounts (Budget Construction related)	Campus Services	Travis Webb	
	5	Deadline: Submit Designated Future Commitment (DFC) forms for FY19 to FY20	Colleges & Units	Angie Nielsen	
	13	Begin submission period for FY20 Proposed Resource Requests	August 13 - October 18	Colleges & Units	Angie Nielsen
	27	Release FY19 1.5% Carryforward and Exempt Account balances to campus	Office of Budgets	Angie Nielsen	
	27	Release FY19 100% RARSP Distribution	VP Research (Pam Harrington)	Angie Nielsen	
October	18	End of submission period for FY21 Proposed Resource Requests	Colleges & Units	Angie Nielsen	
	31	Notification of Approved Designated Future Commitments (DFC)	Provost, Office of Budgets	Angie Nielsen	