

FY 2013 Annual Budget Planning Calendar

March 2, 2012	Preliminary FY 2013 Position Listings (first proof) retrieved by budgetary units for review
March 30, 2012	Updated preliminary Position Listings are due back to the Budget Office (latest date)
April 2-May 4, 2012	Budget Office develop Budget Allocations
May 14-25, 2012	HRIS training (3 sessions) on budget on-line system
May 18, 2012	Issue FY 2013 Budget Allocations
May 21-June 8, 2012	Begin processing on-line FY 2013 unclassified pay rate changes for budgeted positions, students and OOE changes
June 8, 2012	Deadline for all FY 2013 on-line budget updates
June 1-29, 2012	Budget Office continues processing of classified changes and final balancing of the FY 2013 Annual Budget
June 22, 2012	Deadline for FY 2012 Change in Budget Estimate Forms
July 9-13, 2012	Budget data uploaded to FIS
July 13, 2012	Final FY 2013 Annual Budget Position Listings may be retrieved by departments
July 13-27, 2012	Prepare Annual Budget appendices and send Annual Budget to the printers.
July 23, 2012	Transmit budget to Division of Budget (iBars).
August 1-Sept. 15, 2012	BRD preparation
August 15, 2012	Distribution of FY 2013 Annual Budget Document