



FY 23 Budget Calendar – 2088 hours

May 19	Salary data is loaded from Workday to PBA (Snapshot)
May 31	PBA is open to units. Units update PBA for personnel changes From May 19 forward
June 1	PBA training via Teams
June 3	Reports comparing active Workday to FY23 PBA distributed to units each Friday
June 7	FY23 Annual Budget meeting 1pm - 3pm 113 Kleberg (In person and via TEAMS) Budget Instructions, Salary guidance memo, preliminary budget allocations, and salary Recommendation templates sent to units
June 17	901 reports daily to units Fund blind reports weekly to units
June 30	Equity requests due to HR. Deadline for <u>promotion title changes</u> (Effective 9/1/22) to be entered in Workday. <i>(NOTE: * Salary recommendations for merit, promote, and equity eff. 9/1 are submitted by template for upload to PBA not entered directly)</i>
July 13	Deadline to submit unit salary recommendation template for upload to PBA (can submit earlier) *Recommendation is to update cost allocations in PBA after salary recommendations are loaded)
July 27	PBA is closed to units
July 29	Final Preliminary 901 and fund blind reports sent to units. SEP requests for FY23 are due to HR via Laserfische
August 22	Final 901's distributed to units - <i>Tentative</i>
August 25	Costing allocations loaded to workday - <i>Tentative</i>