



## The Texas A&M University System FY 2021 Budget Calendar

<b><u>October 30-31<sup>st</sup></u></b>	Tuition and Fees requests submitted to Board for approval
<b><u>January 10<sup>th</sup></u></b>	Treasury sends draft Capital Plan to members
<b><u>January 26-28<sup>th</sup></u></b>	TASSCUBO
<b><u>February 2-3<sup>rd</sup></u></b>	Position Budget Application (PBA) Snapshot Loaded from Workday
<b><u>February 3<sup>rd</sup></u></b>	System Budget Pattern distributed to the Members
<b><u>February 5<sup>th</sup></u></b>	Members submit changes to draft of Capital Plan
<b><u>February 5-7<sup>th</sup></u></b>	Board Meeting - Budget guidelines presented to Board Meeting and Financial Status Update
<b><u>February 17<sup>th</sup></u></b>	FAMIS budget module available upon request
<b><u>February 18<sup>th</sup></u></b>	FAMIS FBAU584/672 Can be run based on February PBA Snapshot data to help with Phase 1 budget development
<b><u>February 21<sup>st</sup></u></b>	FP&C completes Capital Plan reviews
<b><u>February 25-26<sup>st</sup></u></b>	2021 Best Practices Budget Workshop
<b><u>March 2<sup>nd</sup></u></b>	Capital Plan submitted to members for CFO/CEO certification
<b><u>March 2<sup>nd</sup></u></b>	Vice Chancellor's for Agriculture and Engineering to submit to the System Office of Budgets and Accounting PUF equipment allocations to each agency
<b><u>March 18<sup>th</sup></u></b>	CEO/CFO Capital Plan certification due
<b><u>March 18<sup>th</sup></u></b>	<b>Preliminary budgets and supplemental items submitted to the System Office of Budgets and Accounting for review:</b>
<b><u>March – April</u></b>	<b>PBA Enhancement and New Related EDW Reports Testing Period</b> <b>*Spreadsheet Upload to PBA – CSV File testing</b> <b>*PBA creating an EIB to load to Workday Merit testing</b> <b>*New Business Objects Reports Testing</b>
<b><u>Early April - TBD</u></b>	Programmatic Budget Review Due
<b><u>April 6<sup>th</sup></u></b>	BOR Agenda Items due
<b><u>April 13<sup>th</sup></u></b>	Member's budget should be marked with a "B"

**Mid-Late April TBD** FY 2021 Programmatic Budget Review (2 days)

**May 1<sup>st</sup>** FY 2021 Executive Budget Summary provided to the Board

**May 11<sup>th</sup>** PBA Snapshot of Workday Data to load to Position Budget Application

**May 13-15<sup>th</sup>** Board Meeting

**Phase 2 Budget Options:**

<b>Option 1 (Workday Merit First, Then PBA)</b>	<b>Option 2 (PBA First then Workday Merit)</b>	<b>Option 3 (Workday Merit off cycle – PBA update Only for Goldplate)</b>
May 11 <sup>th</sup> – Load Workday Data to PBA	May 11 <sup>th</sup> – Load Workday Data to PBA	May 11 <sup>th</sup> – Load Workday Data to PBA
June 1 <sup>st</sup> – Earliest Workday Merit to be available (3 weeks prior to June 1, configuration will need to be sent to Workday Services 3 weeks prior to Launch	June 1 <sup>st</sup> – Position Budget Application open.	June 1 <sup>st</sup> – Position Budget Application open.
July 15 <sup>th</sup> – Department/Managers complete their Merit Awards Entry	June 1- July 31 <sup>st</sup> <ul style="list-style-type: none"> <li>• EDW fund blind report used to distribute merit worksheets to departments and managers</li> <li>• Load worksheets to PBA via CSV file</li> <li>• Updating Costing Allocations</li> <li>• Monitor Merit uploads and entries</li> <li>• Run FBAU584/672</li> </ul>	June 1- July 31 <sup>st</sup>
July 16 <sup>th</sup> – At Member level and when they are ready – load Workday Merit data to Position Budget Application via CSV file. One load only.	July 15 <sup>th</sup> – load Costing allocations from PBA to Workday Sandbox to begin testing for errors	July 15 <sup>th</sup> – load Costing allocations from PBA to Workday Sandbox to begin testing for errors

<ul style="list-style-type: none"> <li>PBA is open for Entry</li> </ul>		
<p>July 17-August 13<sup>th</sup></p> <ul style="list-style-type: none"> <li>Update PBA</li> <li>Update Costing Allocations</li> <li>Run FBAU584/672 to update budget</li> <li>Post draft Costing Allocation to Sandbox</li> <li>Reconcile Workday Merit to PBA</li> </ul>	<p>August 1 – Close PBA departments PBA access</p>	<p>August 1 – Close PBA departments PBA access</p>
<p>August 7<sup>th</sup> – Workday Merit point of contact to review reports and prepare for Merit Finalization</p>	<p>August 2<sup>nd</sup> – 16<sup>th</sup></p> <ul style="list-style-type: none"> <li>Workday Merit can be opened with submitting configuration 3 weeks prior (Can open before Aug 2<sup>nd</sup> if needed)</li> <li>PBA produces merit EIB file for one-time load to Workday Merit</li> <li>Recon PBA Merit to Workday Merit</li> <li>Finalize Costing Allocations to Sandbox</li> </ul>	<p>August 2<sup>nd</sup> – 16<sup>th</sup></p> <ul style="list-style-type: none"> <li>Finalize Costing Allocations to Sandbox</li> </ul>
<p>August 14<sup>th</sup>- PBA close departmental security</p>		
<p>August 17<sup>th</sup> Last Day for Workday Merit Finalization</p>	<p>August 17<sup>th</sup> Last Day for Workday Merit Finalization.</p>	
<p>August 24<sup>th</sup> – PBA data snapshot to create Goldplate Salary reports</p>	<p>August 24<sup>th</sup> – PBA data snapshot to create Goldplate</p>	<p>August 24<sup>th</sup> – PBA data snapshot to create Goldplate</p>
<p>August 25<sup>th</sup> – PBA Closed</p>	<p>August 25<sup>th</sup> – PBA Closed</p>	<p>August 25<sup>th</sup> – PBA Closed</p>
<p>August 27<sup>th</sup> – Costing Allocation posted from PBA to Workday</p>	<p>August 27<sup>th</sup> – Costing Allocation posted from PBA to Workday</p>	<p>August 27<sup>th</sup> – Costing Allocation posted from PBA to Workday</p>
<p>August 28<sup>th</sup> – Mark budget with “D”</p>	<p>August 28<sup>th</sup> – Mark budget with “D”</p>	<p>August 28<sup>th</sup> – Mark budget with “D”</p>