

**UNIVERSITY OF TEXAS AT ARLINGTON  
BUDGET PROCESS CALENDAR  
FY 2024**

<b>DUE DATE</b>	<b>ACTION ITEM</b>	<b>DETAILS</b>	<b>RESPONSIBILITY</b>
January 5	Support Units and Academic Colleges Budget Planning Worksheet, CFO Memo and Narrative Instructions	Submit to Support Units and Academic Colleges	Budget Resources ARP Department
January 5	Mandatory Fees Revenue Projections	Submit to Support Units	Budget Resources
January 5 - March 3	Support Units and Academic Colleges Budget Planning Worksheet, CFO Memo and Narrative Instructions	Support Units and Academic Colleges Budget Planning Worksheet and Narrative work time	Support Units Academic Colleges
March 20 - April 14	Budget Meetings	Budget priorities presented to Leadership Council, Deans Council, and Faculty Senate Budget Committee	Support Units Academic Colleges
April 26	Budget Review Committee feedback submitted to Executive Budget Committee	Comments must be submitted to AVP BP&A or AVP ARP	Governance Committee
<b>May 1</b>	<b>UT Share Position Data Pull</b>	<b>Position load into EPM</b>	<b>Knowledge Services Budget Office</b>
May 1	Endowment Revenue Estimates	Revenue estimates provided to Academic Colleges and Budget Office	Development Office
May 1 - 10	Executive Budget Committee Meetings	Budget allocations determined	Executive Budget Committee
May 5	Units Allocation Forms in EPM (security Access) Names Provided	Provide Knowledge Services with Unit names for funding allocation security access	Budget Resources
May 12	Support Units and Academic Colleges Budget Preliminary Decision Due	Preliminary decision on Support Units and Academic Colleges budget due (Firm deadline)	Executive Budget Committee
May 12	Final Budget Allocation Decisions	Final budget, strategic funds, and overhead allocations decisions submitted to budget office for entry into model	Executive Budget Committee
May 12	Support Units and Academic Colleges Allocations Assigned in EPM (E&G and Designated Tuition)	Funding Allocations assigned by Unit in EPM	Budget Resources
May 12	Mandatory Fees Revenue Projections	Revenues entered in EPM	Budget Resources
May 12	Final Budget Allocations	Funding Allocations for Support Units and Academic Colleges submitted (E&G and Designated Tuition)	Budget Office
May 15	Mandatory Fees Allocation Forms	Forms open and ready for allocations entries in EPM	Support Units
May 15	Differential Tuition	Revenues entered in EPM	ARP Directors
May 15	Academic On-Line Revenue	Revenues entered in EPM	ARP Directors
May 15 - 16	Support Units and Academic Colleges Allocation Forms	Allocation forms open and ready for entries in EPM	Support Units Academic Colleges
<b>May 17 - July 14</b>	<b>*EPM Open for Budget Entry</b>	<b>Support Units and Academic Colleges update budget data in EPM</b>	<b>Support Units Academic Colleges</b>
May 17 - July 14	Budget Labs	Labs scheduled by each budget resource with Support Units and Academic Colleges (Teams)	Budget Resources
July 17	Department Users Set to View Only	All Department users access set to view only. (Only Budget Office staff have access to make changes in EPM from this point forward.)	Knowledge Services Budget Office
July 17	Survey: User Training & Labs	Budget Office to send out	Budget Office
August 23 (estimated)	Board of Regents Board Meeting	Board of Regents Board Meeting	
September 1	Budget available in UT Share	Budget available in UT Share	

**EPM = Enterprise Performance Management**

**\*EPM New User Training mandatory prior to accessing EPM. See Knowledge Services class dates/times.**