

FY2021 WORKING BUDGET SCHEDULE

DAY	DATE	TIME	WORKING BUDGET PHASE
Monday	February 17		Divisions will receive security access instructions for their FY21 Working Budget BPM users from their Budget Analyst.
Friday	February 28	5:00 PM	Divisions return to Budget Office user access sheets.
Monday	March 2	8:00 AM	Budget 101 training will be made available to the campus via pre-recorded video on the Budget Office and Finance webpages.
Friday	March 6	12:00 Noon	Last day to request new accounts or account modifications in order to be processed for the freeze data for Working Budget Phase I.
Friday	March 6	12:00 Noon	Last day to process KFS Future Year Only Budget Amendments prior to freeze of Live Budget data for BPM Working Budget (due by Noon). After this date, future year budget adjustments should be made in BPM.
Monday-Tuesday	March 16-17		Spring Break
Wednesday	April 1	8:00 AM	Open BPM Phase I. Budget System open to Divisions and Colleges to begin budgeting OPERATING activity ONLY.
Tuesday	April 7	5:00 PM	Last day for approved updates to PHR prior to freeze of data for BPM Working Budget. Appointments that expire on or before 6/30/20 will not be included in BPM WB. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 2) for academic year faculty--will be included in the FY 21 Working Budget System.
Friday	April 10	5:00 PM	Close BPM Phase I. Remove access for Divisions and Colleges.
Friday	April 17		Budget Office staff to pilot training to campus users on navigation and functionality of the Budget System.
Tuesday	April 21		Budget Office staff to continue training campus users on navigation and functionality of the Budget System.
Thursday	April 23		Budget Office staff to continue training to new campus users on navigation and functionality of the Budget System.
Thursday	April 23	12:00 Noon	BPM Phase II Open. Budget System open to Divisions and Colleges. Budget Office send out tracking control sheets to Colleges.
Tuesday	April 28		Budget Office staff to continue training to new campus users on navigation and functionality of the Budget System.
Thursday	April 30		Budget Office staff to continue training to new campus users on navigation and functionality of the Budget System.
Monday	May 4	12:00 Noon	Budget System open to Departmental users.
Wednesday	May 13	5:00 PM	Budget System closed to Departmental users.

Tuesday	May 26	5:00 PM	BPM Phase II Close. Budget System closed to Divisions and Colleges. Tracking control sheets due to Budget Operations Office.
Monday	June 29	11:00 PM	Last day for units to make payroll corrections in PHR for July1 salaries and funding/account.
	August		BFA loads working budget into KFS.