

**FY10 Budget Prep Calendar v6
(DRAFT Only; Dates Subject to Change)**

8/1/2008

Development Steps	Who?	Begin	-	End
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Informational Items

- Term Positions (Position Category M) should be reviewed for (a) expiration, (b) extension, or (c) conversion to permanent. Employees in positions that will expire should be moved to a budgeted position or given appropriate notice.
- Budget environment will continue to reflect 261 days per fiscal year until FY2013 (no change from FY09 to FY10).
- Banner HR automated MERG process will occur nightly (normally at 7:00 pm).
- Update from Banner HR to Banner Finance for Working budgets will occur nightly after MERG.
- Refresh MR on Friday nights from mid April through the end of May. There will be no MR Production Support on Saturday or Sunday.

Tasks

Establish FY10 Budget Development Environment:

1.	Collect calendar data for FINPAC, Presidents' Council, Fin Aff, Full Board, Holidays, Spring Break	Katrina	Tue, 07/01/08	- and ongoing
2.	HR update of NTRSALA with 2010 salary group (using 2009 values)	Katrina, Fran	Thu, 07/17/08	
3.	Confirm FY10 parameters have been established in Banner on forms FTMFYSYR, NBAFISC	Katrina, FAST	Mon, 07/21/08	
4.	Confirm FY10 parameters have been established in Banner on form NTRFINI, with "Original Budget" = BDH1	Katrina, FAST	Mon, 07/21/08	
5.	Establish FY2010 Budget ID & Phases on FTMOBUD	Katrina	Mon, 07/21/08	
6.	<i>Not needed until FY2013: Update PZAPICT for change in number of days in the fiscal year.</i>	FAST		n/a
7.	Update PZAPICT to include entries for B1, B2, and NP for FY10	Katrina	Mon, 07/21/08	
8.	Update PZABROL by copying FY09 roll rules to FY10	Katrina	Mon, 07/21/08	
9.	Update NZAWPHS to allow data entry against FY10 ADJ phases.	Katrina	Mon, 07/21/08	
10.	Populate SEED & BUDEV phases in Banner (roll OBUD from OPAL)	Katrina	Mon, 07/21/08	
11.	Confirm list of Prep Users with each campus (Annual Update)	Katrina	Mon, 07/21/08	- and ongoing
12.	Forward annual security update requests to Banner Finance Security & STHR for coding	Katrina, FAST, STHR	Mon, 07/21/08	- and ongoing
13.	Verify that correct activity code is set on CES budgeted positions coded with 95ZPPB YZMPPB	Katrina	Mon, 07/21/08	- and ongoing
14.	Verify that correct activity code is set on tenure track faculty with up to 50% grant funding.	Katrina	Mon, 07/21/08	- and ongoing
15.	Fringe: Request preliminary non-grant Fringe Rates (Full 46.0%, Partial 8.4%) for FY10	Melanie	Mon, 07/21/08	
16.	Fringe: Request preliminary grant Fringe Rates (Full 43.8%, Partial 8.7%, Post-Doc 28.5%) for FY10	Melanie	Mon, 07/21/08	
17.	Fringe: Notify FAST to load all new FY2010 fringe rates into Banner (@ISHRS.ACCTRATE)	Katrina, FAST	Wed, 07/23/08	
18.	Notify MR to update fiscal year parameter for Budget Development reports in WebI	Katrina, MR (Nicole)	Wed, 07/23/08	
19.	Notify FAST to update all date-related parms for budget prep job stream	Katrina, FAST	Wed, 07/23/08	
20.	Notify FAST to update Salary_Group parm for FIN_BPRD_PROCESS_NBPBROL_FNBPRP	Katrina, FAST	Wed, 07/23/08	
21.	Notify FAST & IT to begin nightly HR budget processes as of <u>Mon, 7/28/08</u> (BROL & MERG to update BASE and dependent phases; feed LABCY into FY10 LABOR phase in Finance)	Katrina, FAST, IT	Wed, 07/23/08	
22.	Distribute preliminary draft of FY10 Budget Development Calendar to central offices	Melanie	Wed, 07/23/08	
23.	Confirm MR Friday night refresh schedule for WebI with MR team	Katrina, MR (Jackie)	Wed, 07/23/08	
24.	FAST & IT to run nightly BROL & MERG processes to update BASE & dependent HR phases	FAST, IT	Mon, 07/28/08	- Thu, 06/11/09
25.	FAST & IT to run process to feed LABCY into FY2010 LABOR phase in Finance	FAST, IT	Mon, 07/28/08	- Thu, 06/18/09
26.	Notify Banner Finance Security to turn on securitys as of <u>Fri, 08/01/08</u> (BAN_USNH_FIN_BUDGET_PREP_IT1 & _IT2)	Katrina, FAST	Thu, 07/31/08	
27.	Notify STHR to turn on security as of <u>Fri, 08/01/08</u> (BAN_USNH_HR_POS_PREP_ALL & _CTRL)	Katrina, STHR	Thu, 07/31/08	

Begin FY10 Budget Development:

28.	FY10 Budget Development Environment Established & Open to Users	Katrina et al	Fri, 08/01/08	
29.	Prep Iteration -- all users		Fri, 08/01/08	- Sun, 05/03/09
30.	Contract Dates and Workschedule TADs - Planning Meeting	Katrina, Payroll	Thu, 09/25/08	
31.	Continuing Increase initial grids loaded into HR position working budgets via NZAWBUD KSC only	Katrina	Wed, 11/26/08	
32.	Controller's Office to Provide Debt Service Schedule	Melanie, Carol M.	Fri, 11/28/08	
33.	Central Allocations: State Appropriation	Melanie, FINPAC	Thu, 01/15/09	
34.	Central Allocations: Central Services	Melanie, FINPAC	Thu, 01/15/09	
35.	Continuing Increase initial grids loaded into HR position working budgets via NZAWBUD UNH only	Katrina	Fri, 01/23/09	
36.	Request Grad Stipend rates for FY10	Katrina, UNH VPFA	Mon, 02/16/09	
37.	Central Allocations: Short Term Investment Income	Melanie, Ken, FINPAC	Tue, 02/17/09	

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38. General Guidelines on FINPAC agenda	Melanie, FINPAC	Tue, 02/17/09	-	and ongoing
39. Refresh Continuing Increase grids based on most recent HR data -KSC, UNH	Katrina	Fri, 02/20/09		
40. Continuing Increase initial grids loaded into HR position working budgets via NZAWBUD -GSC, PSU, SYS	Katrina	Fri, 02/20/09		
41. Contract Dates - NTRCROL populated in preparation for TADs	Katrina, Payroll	Wed, 03/11/09	-	Thu, 03/12/09
42. Spring Break at KSC, PSU, and UNH		Mon, 03/16/09	-	Fri, 03/20/09
43. Process Grad Stipends into Banner	Katrina, Fran	Wed, 03/18/09		tentative
44. Contract Dates and Workschedule TADs - circulated to departments	Katrina	Tue, 03/17/09	-	Fri, 04/03/09
45. Room, Board, & Aux Fees on FINPAC agenda	Melanie, FINPAC	Thu, 03/19/09		
46. Collect & summarize Room, Board, & Aux Fees requests at System Budget Office (must be two days prior to Presidents' Council & one week prior to Financial Affairs)	Melanie, FINPAC	Fri, 03/27/09		
47. HR "New Year" team begins weekly timeline coordination meetings	STHR et al	Fri, 03/27/09	-	Fri, 07/10/09
48. Room, Board, & Aux Fees; Endorsement of General Guidelines on Presidents' Council agenda	Presidents' Council	Thu, 04/02/09		
49. Contract Dates and Workschedule TADs - deadline for coding results	Payroll	Fri, 04/03/09		
50. Room, Board, & Aux Fees on Financial Affairs Committee agenda	Fin Affairs	Mon, 04/06/09		
51. Begin MR Friday Night Refreshes (weekly through 5/29/09)	MR (Jackie)	Fri, 04/17/09		
52. Refresh Continuing Increase grids based on most recent HR data	Katrina	Fri, 04/24/09		
53. Confirm with USNH HR, the schedule for updating SALB with new low, midpoint, and high values for FY10	Katrina, Fran	Mon, 04/27/09	-	tentative
54. Update SALB with new low, midpoint, and high values for FY10	Fran	Thu, 04/30/09	-	tentative
55. Rebalance budgets for vacancies in Prep following SALB update	All Users	Fri, 05/01/09	-	tentative
56. Notify Banner Finance Security to turn off classBAN_USNH_FIN_BUDGET_PREP_IT1 as of Mon, May 4th	Katrina, FAST	Fri, 05/01/09		
57. Notify STHR to turn off security classBAN_USNH_HR_POS_PREP_ALL as of Mon, May 4th	Katrina, STHR	Fri, 05/01/09		
Prep Iteration -- Central Campus		Mon, 05/04/09	-	Sun, 05/17/09
59. FY10 Operating Budget & Tuition on Presidents' Council agenda	Presidents' Council	Thu, 05/07/09		
60. Notify Banner Finance Security to turn off classBAN_USNH_FIN_BUDGET_PREP_IT2 as of Mon, May 18 th	Katrina, FAST	Fri, 05/15/09		
61. Notify STHR to turn off security classBAN_USNH_HR_POS_PREP_CTRL as of Mon, May 18 th	Katrina, STHR	Fri, 05/15/09		
Prep Iteration -- System Budget Office		Mon, 05/18/09	-	and ongoing
63. Memorial Day Holiday (all offices closed)		Mon, 05/25/09		
64. Run final MR Friday Night Refresh	MR (Jackie)	Fri, 05/29/09		
65. Mailing for Financial Affairs	Melanie	Mon, 06/01/09		
66. FY10 Operating Budget & Tuition Rates on Financial Affairs Committee agenda	Fin Affairs	Mon, 06/08/09		

Close FY10 Budget Development:

67. Deadline for FY09 entries in NBAPOSN, NBAPBUD (close of business)	Melanie, STHR	Thu, 06/11/09	-	tentative
68. Final BASE Refresh: Notify FAST & IT to stop scheduled BROL & MERG processes that update BASE (and dependent HR phases) after tonight's run. <i>USNH Budget must make FY10 HR corrections manually after this point.</i>	Katrina, FAST, IT	Thu, 06/11/09	-	tentative
69. Begin automated population of 7/1/09 JOBS records (must be one day after final BASE refresh)	STHR	Fri, 06/12/09	-	tentative
70. Salary Schedule Test	Melanie	Fri, 06/12/09	-	tentative
71. Banner HR Budget Development Closes (close of business). <i>Deadline for manual FY10 HR corrections & adjusts.</i>	Melanie, Katrina	Thu, 06/18/09	-	tentative
72. Final refresh of personnel & fringe budget development data from Banner HR into Banner Finance	FAST, Melanie, Katrina	Thu, 06/18/09	-	tentative
73. Deadline for FY09 entries in NWAPBAD (11:00 a.m.)	Melanie, STHR	Thu, 06/18/09	-	tentative
74. Roll FY10 position budgets to "Approved" (close of business)	Melanie, FAST	Fri, 06/19/09	-	tentative
75. Update NZAWPHS to disallow data entry against FY10 ADJ phases.	Katrina	Fri, 06/19/09	-	tentative
76. Confirm "Original Budget" parameter on NTRFINI has been changed from BDH1 to BDH4	Katrina, FAST	Fri, 06/19/09	-	tentative
77. Final Salary Schedule (after roll of position budgets to "Approved")	Melanie	Fri, 06/19/09	-	tentative
78. NBAPOSN, NBAPBUD, NWAPBAD reopen to users (note: all entries will post to FY10)	Melanie, STHR	Mon, 06/22/09	-	tentative
79. Post FY10 Original Budgets to Banner Operating Ledger	Melanie, FAST	Wed, 06/24/09	-	tentative
80. Calculate and post FY10 HR encumbrances to Banner Finance	Melanie, FAST	Wed, 06/24/09		tentative
81. Full Board of Trustees approval of FY10 Operating Budget, Tuition Rates, and Room, Board, & Aux Fees	Full Board	Thu, 06/25/09		
82. Notify FAST to process GRT position budget offsets in Banner Finance (95ZPPB YZMPPB)	Katrina, FAST	Fri, 06/26/09	-	tentative
83. Begin FY11 Calendar Planning	Melanie, Katrina	Wed, 07/01/09		