

Dates	Strategic Planning & Initiatives	Planning & Assessment	Planning & Budget	Tuition and Fees
September		Assessment Planning Cycle opens: Begin reporting on AY23 Results/Use of Results and revisions for AY24 Assessment Plans. Identify whether or not new funding will be needed in 2024-2025 for new Assessment Activities.		
September 7	Shared Governance Kick-Off and AY24 committee elections			
October 2				Draft FY25 Student Service Fee (SSF) projections to SFAC
October 15		AY2023 Assessment Reports DUE: "Results" and "Use of Results" of program outcomes are finalized and new funding for AY2025 identified		
October 15		AY2024 Assessment Plan DUE: Revise plans for AY24 based on results of AY23 reports (outcomes, methods, criteria for success and connection to strategic plan).		
October 17*	President's University Address @ 2pm			Draft Enrollment projections for FY25
Oct 16 - Nov 1		AY23 assessment reports identifying new funding needed for AY25 provided to Planning & Budget Office		
November 7			FY2025 Budget Initiative Request created from AY23 assessment reports. Departments begin working on description, time frame needed and total amount. (program outcome, results, use of results, and strategic plan initiative prepopulated from assessment reports)	Draft FY25 Tuition and Fee projections
November 16*			VP Administration & Finance "Financial State of the University" at PBC meeting: FY23 Final year end results and impact to FY24	
November 21	FY25 Budget Initiatives DUE: Department budget initiatives due to Unit/College Heads with strategic plan initiative identified			PBO reviews calendar with Student Life and SGA President.
December			Unit, Colleges, and Division FY24 EOY projections	SGA President begins notifying students of important Tuition & Fee meetings in January/February
December 8	FY25 Budget Initiatives DUE: Units/College heads approved department initiatives due to Division Vice President			

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Dec 11 - Jan 8	VPs review FY25 budget initiatives: Meets with Unit/College if needed, Reviews, Updates, and Finalizes			
January 9	FY25 Budget Initiatives DUE: Final budget initiatives approved by VPs due to Planning & Budget Office		Receives VP approved FY25 budget initiative requests. Creates scoring matrix for Planning & Budgeting Committee	FY25 Mandatory and Optional Fee Requests due to the Planning & Budget Office
January 17				FY25 Proposed Mandatory and Optional Fee Requests presented to SGA
January 18			FY25 Budget Initiatives and scoring matrix due to PBC	FY25 Proposed Fee Requests presented to PBC. SGA executive council invited to attend. Comments and recommendations provided to University Council
January 25				Univ Council reviews and recommends FY25 Mandatory and Optional Fee requests to President.
February 28			UHS Board of Regents hearing to approve FY25 tuition & fees	
March	Human Resources posts approved FY25 merit award guidelines.		FY25 merit workbooks are distributed to business administrators	
March 1	Feedback results from FY25 budget initiative presentation provided to VPs and PBC. VPs to provide responses to questions/comments.		FY24 base budget loaded to budget system to begin FY25 budget development	
March 14	FY25 budget initiative feedback with VP responses are provided to PBC.			
March 21			PBC meets and provides final scores and recommendations of FY25 budget initiatives to University Council.	
Week of March 25			Hyperion Training for FY25 budget development begins	
March 28			University Council provides final recommendation of FY25 budget initiatives to President.	

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March 29	Supervisor's final FY25 merit awards due to HR for review.		Final FY24 Reclassifications due to HR for accurate reflection in FY2025 Budget	
April 1			Business Administrators begin development of FY25 proposed budget in Hyperion	
Week of April 8	HR finalizes and approves FY25 merit awards.		Final Hyperion Module and Reports Training	
April ?	President presents FY2025 Annual Plan to UHS.			
April 30			FY25 budget development data entry ends for business administrators. Merit workbooks due to Planning & Budget Office.	
May 11			FY25 Reclassifications due to HR, effective 9/1/2024, in order to be reflected in the FY2025 Budget.	
May 30			UHS Board of Regents hearing to approve FY25 budget	
July EOM			FY25 budget, jobs, and positions are loaded to PeopleSoft staging for reconciliation	
August			FY25 budget journals, ePRFs, and ePARs open for processing	