

FY 2017 Budget Calendar - *DRAFT*



2/4/2016 14:04

Note: This calendar is distributed by the Office of Budget & Planning for general planning purposes. **Check with your Division/College budget contact for additional internal deadlines.**

Date*	Day	Action	Deliverables
Feb 5	Friday	Budget Kickoff Meeting; 8:30-10am; GSC 101A	
Feb 5	Friday	Budget Guidelines published by Budget Office; Roll Active BPP to Prep Budget	
Feb 5	Friday	Phase I opens FAMIS Budget Module open to users	First day to enter lump sum budgets in FAMIS
Feb 19	Friday	Phase I closes; FAMIS Budget Module locked.	Last day for lump sum budgets entered in FAMIS
Mar 7	Monday	Budget due to System	
Apr 13-14	Wed-Thu	Programmatic Budget Reviews presented to Board	
April 27-28	Thur-Fri	Board of Regents meet to approve the FY 2017 budget	
TBD		Roll Active BPP to Prep Budget	
June 2	Thursday	Salary Guidelines published by Budget Office	
May 30-June 3	Monday-Friday	Distribute BPP Template to Departments	
June 10		Staff equity requests are due to HR. HR agrees to have their approvals forwarded to the Provost by June 24th; Provost agrees to have approvalos completed by June 30th	Academic Affairs staff equity requests due to Provost
June 15th		Faculty equity requests are due to Dean of Faculties. DOF agrees to have approvals forwarded to Provost by June 24th; Provost agrees to have approvals completed by June 30th.	Faculty equity requests due to Dean of Faculties
June 20	Monday	Deadline for requesting access to BPP for manual entry	Requests due to Payroll Office
July 5	Tuesday	Phase II begins - Input FY 2017 salary changes; FAMIS reopens for lump sum adjustments; Daily feeds from BPP to FAMIS	First day to submit BPP Feed Templates: 12 PM deadline for same day upload
July 19	Tuesday	Final BPP template due	Last day for BPP Feed Template; 12 PM deadline
July 22	Tuesday	Joint appointments due	Last day for salaries on joint appointments
July 22	Friday	Final BPP manual corrections	Last day for BPP manual corrections
July 29	Friday	Phase II ends FAMIS Budget Module locked	Last day for FAMIS lump sum adjustments
August 19	Friday	FY 2017 salaries are loaded into BPP Active Budget	

*Dates are dependent upon Texas A&M administrative decisions. Dates are subject to change

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