

FY 2025 Phase 2 Budget Calendar	
****PLEASE SEE UNIT HEAD FOR INTERNAL DEADLINES	
May 10	PBA loaded with Workday data
May 22-May 29	Distribute merit authority/funding to respective units
June 14	Guarantee date for staff promotion, equity & market adjustments with effective dates July 1 – September 1, 2024
June 17	PBA upload template available upon request at budget@tamu.edu
June 18	PBA open to departmental users, begin distributing 901 reports
June 18 – July 24	Submit PBA Template to budget@tamu.edu for upload
July 15	Phase II FAMIS budget module opens
July 22	One-time merit templates distributed to units by the Budget Office
July 30	Deadline for changes to PBA/FAMIS (closes to departments)
August 2	Workday Merit opens (populated with PBA data)
August 12	One-time merit templates due by noon
August 9	Deadline for changes to Workday Merit (closes to departments)
August 10 – August 16	Blackout period for compensation changes for employees also in the merit module
August 16	Merit is finalized in Workday and PBA is marked final
August 26	Costing allocations and One-time payments loaded to Workday for FY25
October 15	Deadline for making changes or corrections to merit with a 9/1/24 effective date

Note: Dates are dependent upon the timing of TAMU administrative decisions; Dates are subject to change.

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