# FY 2020 Budget Calendar

**Office of Budget & Planning**  
**Texas A&M University**

This calendar is established in order to meet deadlines set by System Offices and for approval by the Board of Regents. Dates are dependent upon state legislative actions and TAMU administrative decisions and are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| May 10 (Fri) | Workday data loaded into Position Budgeting App (PBA)  
Salary Reports (901) run once and distributed  
Template data available upon request |
| May 15 (Wed) | Staff/Faculty equity request due to HROE/DOF                                      |
| May 20 (Mon) | Phase 1 Begins  
FAMIS Budget Module open for entry  
Central Non-E&G allocations available in FAMIS  
Budget Kickoff & PBA training at CSBA Conference |
| May 27 (Mon) | Memorial Day Holiday  
Legislative session ends |
| May 28 (Tue) | Central E&G allocations available in FAMIS  
Variance Analysis distribution begins |
| May 29 (Wed) | HROE/DOF equity recommendations to the Provost |
| June 3 (Mon) | Phase I Ends  
FAMIS Budget Module closes for departmental entry |
| June 5 (Wed) | Variance Analysis due to Budget Office |
| June 10 (Mon) | TAMU Budget & Supplemental Reports due to System Office |
| June 12 (Wed) | Provost equity approvals delivered to departments |
| June 17 (Mon) | PBA available to departments for update |
| June 17 (Mon) | Staff Reclassification due to HROE via Workday |
| June 24 (Mon) | Programmatic Budget Review presentations to Board of Regents (BOR)  
Committee on Finance |
| Late June* | System Office assigns “B” Board designation to Phase I Budget |
| July 4 (Thu) | July 4th Holiday |
| July 8 (Mon) | Phase II Begins  
FAMIS Budget Module reopens for entry  
Nightly feeds from PBA to Data Warehouse to FAMIS begin  
(Screen 599 Faculty & Non-Faculty salaries updated) |
July 9 (Tues)  Salary Reports (901) begin distribution
July 22 (Mon)  Merit process initiated in Workday
July 25 (Thu)  Deadline for changes to PBA (PBA closes to departments)
July 29 (Mon)  Workday Merit launches and Merit entry begins for departments
July 30 (Tue)  Last day for entry in FAMIS Budget Module. Budget Module closes to departmental entry
Aug 8 (Thu)  Last day for Merit entry in Workday. Workday merit closes to departmental entry
Aug 8 (Thu)  Board Budget (Phase I) presented to BOR for approval
Aug 12 (Mon)  Budget Office begins reconciliation of Phase I and Phase II FAMIS budgets
Aug 15 (Thu)  Merit is finalized in Workday. Workday Merit Process closes.
Aug 22 (Thu)  Deadline for distributing Salary Appointment Letters
Aug 26 (Mon)  Phase II budget is finalized

“D” Done-Operating Budget is applied to the Phase II budget in FAMIS. Budgets & allocations/transfers are loaded from the FAMIS Budget Module to the FAMIS Accounting Module.

Office of Budget & Planning
Website: budget.tamu.edu
E-Mail: budget@tamu.edu
Hotline: 845-8145
GSC Suite 3115

Updated 3/8/2019