

**OFFICE OF THE VICE PRESIDENT FOR INFORMATION TECHNOLOGY
UNIVERSITY INFORMATION TECHNOLOGY SERVICES**

Date	TASK	OWNER
1/2/18 - 1/5/18	BUDGET SNAPSHOT AS OF 12/31/17	FO
1/8/2018	DIRECT BILL SERVICES: SUBMIT UPDATED RATES TO FINANCE OFFICE FOR REVIEW	DIRECTORS w/ DIRECT BILL SERVICES
1/15/2018	PUBLISH RATES ON-LINE	FO
1/26/2018	OPEN BUDGET APPLICATION	FO
1/29/2018	BUDGET KICKOFF: ISSUE BUDGET INSTRUCTIONS / GUIDELINES	FO
2/9/2018	SUBMIT BUDGET TO FO (SALARIES AT EXISTING LEVELS; DO NOT INCLUDE STAFF TRAVEL/TRAINING AND STAFF WORKSTATION \$\$)	DIRECTORS, AVP'S
2/15/18 - 3/2/18	BUDGET REVIEW MEETINGS	MANAGERS, DIRECTORS, AVPS
3/5/18 - 3/9/18	FINAL BUDGET REVIEW MEETINGS (AS NECESSARY)	MANAGERS, OFFICERS
3/5/18 - 3/11/18	SPRING BREAK - FW	N/A
3/12/18 - 3/18/18	SPRING BREAK - BL, CO, EA, IN, KO, SB, NW	N/A
3/12/2018	UNIVERSITY ISSUES SALARY SETTING GUIDELINES	FO
3/21/2018	UNIVERSITY SALARY SETTING EXERCISE	MANAGERS, DIRECTORS, AVPS
3/26/18 - 4/1/18	SPRING BREAK - SE	N/A
3/30/2018	DUE: COMPLETED SALARY TEMPLATES TO FO	HRO/DIRECTORS/AVP'S
4/9/2018	BUDGETS PULLED UP TO THE CAMPUS LEVEL; Campus STF needs to be budgeted by this date	FO
4/16/18 - 4/20/18	FINAL KFS BUDGET CONSTRUCTION/BALANCING	FO
4/23/2018	SUBMIT BUDGETS TO UNIVERSITY/CAMPUS BUDGET OFFICES	FO
5/21/18 - 6/8/18	SECOND TRIANNUAL REVIEWS	FO, MANAGERS, DIRECTORS, AVPS