

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

**PRELIMINARY CALENDAR  
FY 19-20 BUDGET PREPARATION CYCLE**

<b>Date</b>	<b>TASK</b>	<b>OWNER</b>
2/14/2019	FINANCE OFFICE TO CONFIRM RATES FOR DIRECT BILL SERVICES	FO/MANAGERS WHO OWN DIRECT BILL SERVICES
2/28/2019	PUBLISH RATES ON-LINE	FO
2/28/2019	BUDGET SNAPSHOT AS OF 2/28/2019	FO
3/11/2019 - 3/15/2019	SPRING BREAK-ALL CAMPUSES EXCEPT SOUTHEAST	
<b>3/25/2019</b>	<b>BUDGET APPLICATION OPEN (DUE 4/12/2019)</b>	<b>FO</b>
3/25/2019 - 3/29/2019	SPRING BREAK-SOUTHEAST	
<b>4/12/2019</b>	<b>DUE: FINALIZED BUDGETS</b>	<b>MANAGERS/DIRECTORS/AVPS</b>
4/22/2019 - 5/3/2019	BUDGET REVIEW MEETINGS	FO/MANAGERS/DIRECTORS/AVPS
5/6/2019 - 5/17/2019	FINAL BUDGET REVIEW MEETINGS (AS NECESSARY)	FO/MANAGERS/DIRECTORS/AVPS
5/17/2019	UNIVERSITY ISSUES SALARY SETTING GUIDELINES	FO
5/20/2019-5/22/2019	UITS SALARY SETTING EXERCISE	DIRECTORS/AVPS
<b>5/22/2019</b>	<b>DUE: COMPLETED SALARY TEMPLATES TO FO</b>	<b>HRO/DIRECTORS/AVPS</b>
5/27/19 - 5/31/19	FINAL KFS BUDGET CONSTRUCTION/BALANCING	FO
5/31/2019	SUBMIT BUDGETS TO UNIVERSITY/CAMPUS BUDGET OFFICES	FO
6/3/2019 - 6/19/2019	SECOND TRIMESTER REVIEWS	FO/MANAGERS/DIRECTORS/AVPS