

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

**PRELIMINARY CALENDAR
FY 17-18 BUDGET PREPARATION CYCLE**

Date	TASK	OWNER
1/27/17 - 2/21/17	SECOND TRIMESTER REVIEWS	FO, MANAGERS, DIRECTORS, AVPS
2/3/2017	SUBMIT TO FINANCE OFFICE FOR APPROVAL PROPOSED RATES FOR DIRECT BILL SERVICES	DIRECTORS WHO OWN DIRECT BILL SERVICES
2/17/2017	PUBLISH RATES ON-LINE	FO
3/8/2017	BUDGET APPLICATION OPEN	FO
3/9/2017	ISSUE BASE BUDGET TOOLKIT / INSTRUCTIONS / GUIDELINES	FO
3/13/17 - 3/17/17	SPRING BREAK-BLOOMINGTON, KOKOMO EAST, NORTHWEST, IUPUI, SOUTH BEND	
3/27/17 - 3/31/17	SPRING BREAK-SOUTHEAST	
3/23/2017	BUDGETS MUST BE FINALIZED (SALARIES AT EXISTING LEVELS; DO NOT INCLUDE STAFF TRAVEL/TRAINING AND STAFF WORKSTATION \$\$)	DIRECTORS, AVP'S
3/27/17 - 4/21/17	BUDGET REVIEW MEETINGS	MANAGERS, DIRECTORS, AVPS
4/21/2017	SUBMIT REVISED BUDGETS (AS NECESSARY)	DIRECTORS, AVP'S
4/24/17 - 4/28/17	FINAL BUDGET REVIEW MEETINGS (AS NECESSARY)	MANAGERS, OFFICERS
5/1/17 - 5/5/17	PRELIMINARY SALARY SETTING EXERCISE	DIRECTORS, AVP'S
5/22/17 - 5/26/17	ISSUE SALARY SETTING GUIDELINES & TOOLKIT (APPROXIMATE)	FO
5/24/2017	SUBMIT COMPLETED SALARY TEMPLATES TO FO (if needed)	HRO/DIRECTORS/AVP'S
5/22/17 - 5/26/17	FINAL KFS BUDGET CONSTRUCTION/BALANCING	FO
5/29/2017	SUBMIT BUDGETS TO UNIVERSITY/CAMPUS BUDGET OFFICES	FO