UHS Budget Planning Calendar FY2025

Date	Item	Responsible Area(s)
12/5/2023	UH SFAC Fee Committee Approval	VP Student Affairs & Enrollment Management, Provost & President
12/6/2023	Kick-off meeting with Budget & Accounting personnel to discuss Tuition & Fee timeline & templates	Budget Office
12/6/2023	Distribution of all Tuition & Fee templates	Budget Office
1/9/2024	FY2025 First Manager communication for 2023 ePerformance distributed	UH HR Office
1/15/2024	Tuition & Fee Changes due from all campuses to the UH Budget Office	UHS Budget Offices
2/5/2024	FY2025 Plan & Budget Guidelines to Universities from Chancellor	CFO
2/5/2024	FY2025 Plan & Budget Guidelines to UH Divisions from President	CFO
2/5/2024	FY2025 Plan & Budget Guidelines to Colleges from Provost	Provost Office
2/14/2024	Budget Open to Campus Users for data entry	UH Budget Office
2/15/2024	Review Plan and Budget Calendar with Campus CFOs	CFO
2/8/2024	February 8th 2024 BOR Deadline Approval Item: Tuition & Fee Changes	UHS Budget Offices
2/21/2024	February 2024 BOR Approval Item: Tuition & Fee Changes	UHS Budget Offices
3/1/2024	FY2025 Communicate debt responsibility process to CBAs	UH HR Office
3/19/2024	Provost & CFO Recommend FY2025 UH Budget Plan to Chancellor	Provost & CFOs
3/22/2024	COOGPLAN Closed to Campus Users for data entry	UH Budget Offices
3/28/2024	Budget Office enters Institutional Budgets	UH Budget Offices
3/29/ - 4/12/2024	Budget Office prepares Executive Summary for UHSA & UH	UH Budget Offices
4/1/2024	Draft UHCL, UHD, UHV Plans (Mission/Goals/Initiatives, Appendix A & B) due to UH System	UHS Budget Offices
4/8/2024	UH, UHCL, UHD, UHV Plan & Budget (Pie Charts, 3 summary tables, Narrative, Appendix A & B, Tables 1,2,4 & 7 (A, B & C)); due to UHS Budget Office for BOR Preparation	UHS Budget Offices
4/18/2024	CFO Meeting - Review Draft Plan & Budget (Narrative & Appendix A & B)	UHS CFO
4/22-25/2024	UH Clear Lake Budget Hearing with Chancellor	UHS CFO
4/22-25/2024	UH Downtown Budget Hearing with Chancellor	UHS CFO
4/22-25/2024	UH Victoria Budget Hearing with Chancellor	UHS CFO
5/1/2024	All Final Budget Hearing Materials Delivered to BOR Office for Distribution	UH Budget Office
5/15/2024	Board of Regents Meeting May 15th, 2024 - Approve Plans & Budgets for FY2025	UHS CFO
2nd half of Market Equity:		
6/1/2024	2nd half of Market Equity: Budget Office updates the New Minimums files from 2nd through 9th	UH Budget Office
6/2/2024	2nd half of Market Equity: Budget Office will send HR the final March File of Staff (used to increase Coog Plan Budgets) to review (June 1)	UH Budget Office
6/10/2024	2nd half of Market Equity: HR will review the file and provide the Budget Office with the Staff file that has any updates (people that may have left or had other job changes) plus sample letters for departments to use	UH HR Office
6/20/2024	2nd half of Market Equity: Budget Office will create and distribute Division worksheets with the sample letters	UH Budget Office
6/20/2024 6/30/2024	2nd half of Market Equity: Coog Plan is opened for Salary Updates June 20th to June 30th	UH HR Office
New Minimums:		
7/19/2024	New Minimums: Distribute the New Minimums to Division Administrators. by July 19th to the Division administrators, with them to respond by **August 2nd** of people that should come off of the list	UH Budget Office
7/26/2024	Payroll & Non Payroll Budget Load to PeopleSoft General Ledger	UHS Budget Offices & UHS IT PS General Ledger Support
8/1/2024	Send HR Compensation payrate file for first review	UHS Budget Offices & UH Human Resources
8/1/2024	Load the Employee Payrates from COOGPLAN to HRMS	UHS Budget Offices & UH Human Resources
8//92024	Load Position Funding from COOGPLAN to HRMS	UHS Budget Offices & UH Human Resources
8/12/2024	New Minimums data loaded to HRIS the week of August 12th	UH HR Office
8/12/2024	New Minimums changes of job codes, position data and salary grades (future dated 9/1 row) the week of August 12th	UH HR Office
9/1/2024	HR publishes new pay structures	UH HR Office