

**UNIVERSITY OF TEXAS AT ARLINGTON**  
**BUDGET PROCESS CALENDAR**  
**FY 2022**

DUE DATE	ACTION ITEM	DETAILS	RESPONSIBILITY
September 25	Projections of Mandatory Fees Revenue	Projections completed and submitted to Departments	Budget Resources
October 1	Base Budgets and Support Units Workbooks	Submitted to Support Units to begin data input	Budget Resources
October 1-30	Support Units Complete Workbook	Support Unit Workbook and Narrative Report work time	Support Units
November 2	Colleges Budget Review Process	Budget review process guidelines and documents submitted to Colleges to begin data input	Provost Office
November 2	Support Units Completion of Workbook & Budget Requests Narrative	Support Units return workbooks and narrative to CFO Office as instructed	Support Units
December 7-18	Support Units Overhead Allocations	Overhead allocations determined	Governance Committee
December 18	Support Units Budget Preliminary Decision Due	Preliminary decision on support units budget due (Firm deadline)	Executive Budget Committee
January 15	Colleges Budget Data (Income Statements)	Administrative costs and process for making strategic investment fund requests submitted to Colleges (Income Statements)	Budget Office
January 31	Colleges Completion of Budget Data & Requests	Colleges return budget data and strategic investment fund requests to Provost Office as instructed	Colleges
February 1	Colleges Budget Data & Requests	Documents submitted to Budget Office	Provost Office
February 1-26	Colleges Budget Reviews	Colleges Budget Reviews with Committees	Provost Office
February 17	Budget Labs	Labs scheduled by each budget resource with Colleges and Support Units (Teams) Lab sessions available from April 7 - May 14	Budget Resources
March 1-12	Subcommittee discussions regarding Strategic Investment Funding	Governance Committee Meetings TBD	Governance Committee
March 1-15	Strategic Funding Requests - Final Decision	Allocation of Strategic Investment Funding determined by March 15. Firm deadline	Budget Office (with executive budget committee)
March 1-15	Support Units Overhead Allocations	Overhead allocations determined	Governance Committee
March 17	Final Budget, Strategic Funds, and Overhead Allocations Submitted to Budget Office	Final budget, strategic funds, and overhead allocations decisions submitted to budget office for entry into model	Executive Budget Committee
March 18	Units Allocation Forms (security Access) Names Provided	Provide KS with Unit names for allocation form security access	Budget Resources
March 28	Units Allocations Assigned (E&G and Designated Tuition)	Funding Allocations assigned by Unit in PBCS by Budget Office	Budget Resources
March 29	Funding Allocations Determined and Submitted to Colleges and Support Units	Funding Allocations for Colleges and Support Units determined (E&G and Designated Tuition)	Budget Office
March 29	Mandatory Fees	Revenues entered in PBCS by each resource	Budget Resources
<b>March 29</b>	<b>UT Share Position Data Pull</b>	<b>Position load into PBCS</b>	<b>Knowledge Services Budget Office</b>
April 1-6	Mandatory Fees Allocation Forms Open	Forms open and ready for allocations entries in PBCS	Support Units
April 1-6	Differential Tuition	Revenues entered in PBCS	ARP Directors
April 1-6	Academic On-Line Revenue	Revenues entered in PBCS	ARP Directors
April 1-6	Colleges and Support Units Allocation Forms Open	Forms open and ready for allocations entries in PBCS	Support Units Colleges
April 2	Endowment Revenue Estimates	Revenue estimates provided to Colleges and Budget Office by Development Office	Development Office
April 7 - May 14	PBCS Open to Departments for Budget Entry	Support Units and Colleges update budget data in PBCS	Support Units Colleges
May 15	Department Users Set to View Only	All Department users access set to view only. Only Budget Office staff have access to make changes in PBCS from this point forward.	Knowledge Services Budget Office
May 17	Survey: New User Training & Labs	Send survey to Knowledge Services to send out to attendees	Budget Office
August 20 (estimated)	Board of Regents Board Meeting	Board of Regents Board Meeting	
September 1	Budget available in UT Share	Budget available in UT Share	

*\*PBCS New User Training mandatory prior to accessing PBCS. See Knowledge Services class dates/times.*

*\*\*Budget Development Classes begin in January 2021 and will be held weekly through April 2021. Dates/times will be communicated separately in early January 2021.*