



Section	Action	Responsible Office	Target Completion/Due Dates
1	Budget Process Planning	University Budget Office & Provost's Office	Friday, January 26, 2024
2	All proposed budget structure changes submitted to the University Budget Office	Cabinet Offices	Friday, February 9, 2024
3	Graduate enrollment, tuition, and financial aid budget information confirmed	Provost's Office	Friday, March 1, 2024
4	Jesuit School of Theology enrollment, tuition, and financial aid budget information confirmed	Provost's Office	Friday, March 1, 2024
5	School of Law enrollment, tuition, and financial aid budget information confirmed	Provost's Office	Friday, March 1, 2024
6	Endowment income allocation amounts and uses confirmed with President, Provost and Vice Presidents	Controller's Office & Provost's Office	Friday, March 8, 2024
7	Tuition and Student Fees schedule finalized and distributed	Provost's Office	Monday, March 11, 2024
8	Undergraduate enrollment, tuition, and financial aid budget information confirmed	Provost's Office & Enrollment Management	Tuesday, March 12, 2024
9	University departmental allocations to Cabinet - includes Department Operating Expenses, Student Wages, Library Acquisitions, Financial Aid	University Budget Office	Friday, March 15, 2024
10	VP Phase I portfolio reallocations submitted to the University Budget Office	Cabinet Offices	Friday, March 22, 2024
11	University Budget Forum	University Budget Office	Tentative April
12	Human Resources freezes data for review during HR Salary Planning Process	Human Resources	Monday, April 1, 2024
13	Phase II: All funds allocations and endowment income plus instructions for student wage, department operating expense, and transfer budgets distributed to Deans, Vice Provosts, EDs, Assistant Vice Presidents. Phase II also includes Worktag (Activity and/or Assignee) Budget details. Staff salary base and supplemental pay (car allowance, housing allowance) also included to designated & auxiliary funds.	University Budget Office	Friday, April 12, 2024
14	Faculty <u>base salary</u> & <u>supplemental</u> pay budget submitted to University Budget Office	Provost's Office	Friday, May 10, 2024
15	Staff <u>base salary</u> & <u>supplemental</u> pay budget submitted to University Budget Office	College/School/Unit Staff	Friday, May 10, 2024
16	System entry of tuition and financial aid budget sources and uses (input by University Budget Office only)	University Budget Office	Friday, May 10, 2024
17	DEADLINE: College/Schools/Units build sources and uses of student wage and department operating budget and submit completed budget workbooks, and Worktag (Activity and/or Assignee) Budget details to University Budget Office. Needs to include Worktag budget detail (If Applicable)	College/School/Unit Staff	Friday, May 17, 2024
18	System entry of miscellaneous revenue budgets, undergraduate tuition and financial aid.	University Budget Office	Monday, June 3, 2024
19	System entry of debt budget	University Budget Office	Monday, June 3, 2024
20	System entry of student wages and department operating expense budgets (incl. gift transfers, reserve transfers, student wages, operating expenses) - all fund types.	University Budget Office	Friday, June 21, 2024
21	System entry of Library Acquisitions budgets	University Budget Office	Friday, June 21, 2024
22	System entry of faculty salary budget sources and uses (input by University Budget Office only)	University Budget Office	Friday, June 21, 2024
23	System entry of staff salary budget sources and uses (input by University Budget Office only)	University Budget Office	Friday, June 21, 2024



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24	System entry of benefits budget sources and uses (input by University Budget Office only)	University Budget Office	Friday, June 21, 2024
25	Final comprehensive operating budgets confirmed with Deans, Vice Provosts, and Associate/Assistant Vice Presidents (included salary planning)	University Budget Office & Provost's Office	Friday, June 28, 2024