

FY 2015 Budget Calendar - *DRAFT*



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Note: This calendar is distributed by the Office of Budget & Planning for general planning purposes. Check with your Division/College budget contact for additional internal deadlines.

Date*	Day	Action	Deliverables
Feb 4	Tuesday	Budget Kickoff Meeting	
Feb 6	Thursday	Budget Guidelines published by Budget Office; Roll Active BPP to Prep Budget (1st roll)	
Feb 7	Friday	Phase I opens FAMIS Budget Module open to users	First day to enter lump sum budgets in FAMIS
Feb 21	Friday	Phase I closes; FAMIS Budget Module locked.	Last day for lump sum budgets entered in FAMIS
Mar 7	Friday	Budget due to System	
May 1	Thursday	1st deadline for classification reviews. Completion by June 26.	Requests for staff reclassifications & new budgeted staff positions due to HR
May 1-2	Thur-Fri	Board of Regents meet to approve FY 2015 budgets	
May 27-29	Tuesday-Thursday	BPP Template Training	
May 30	Friday	Roll Active BPP to Prep Budget (2nd roll)	
June 2	Monday	Salary Guidelines published by Budget Office	
June 2-6	Monday-Friday	Distribute BPP Template to Departments	
June 23	Monday	Deadline for requesting access to BPP for manual entry	
July 2	Wednesday	Phase II begins - Input FY 2015 salary changes; FAMIS reopens for lump sum adjustments; Daily feeds from BPP to FAMIS	First day to submit BPP Feed Templates: 12 PM deadline for same day upload
July 16	Wednesday	Final BPP template due	Last day for BPP Feed Template; 12 PM deadline
July 22	Tuesday	Joint appointments due	Last day for salaries on joint appointments
July 24	Thursday	Final BPP manual corrections	Last day for BPP manual corrections
July 25	Friday	Phase II ends FAMIS Budget Module locked	Last day for FAMIS lump sum adjustments
July 25	Friday	2nd deadline for classification reviews. Completion by September 1.	Requests for staff reclassifications & new budgeted staff positions due to HR
August 16	Friday	FY 2015 salaries are loaded into BPP Active Budget	

**Dates are dependent upon Texas A&M administrative decisions. Dates are subject to change*

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