The University of Alabama in Huntsville
2017-18 Operating Budget Development &
Salary Increase Calendar

June 30  Budget Office issues employee salary increase worksheets to President/Vice Presidents.

June 30- July 05  President/Vice Presidents issue salary increase worksheets to budget units.

July 05- July 07  Deans/Budget Unit Heads issue salary increase worksheets to departments.

July 14  Departments submit salary increase worksheets to the Deans/Directors.

July 21  Deans/Directors submit salary increase recommendations to Vice Presidents.

July 28  Vice Presidents submit salary increase recommendations to the President. Copy the Budget Office.

August 04  The President approves salary increase recommendations.

August 04  Departments complete all information in salary planner and BDS.

August 11  Budget Office balances and checks salary planner and BDS.

August 15 (TBD)  Budget Office submits 2017-18 operating budget detail to System Office.

August 15 (TBD)  Budget Office submits 2017-18 Operation Plans to Executive Budget Office.

September 15  The Board of Trustees meet to consider 2017-18 operating budget for approval.

September 22  Departments submit ePAFs to HR. (Departments encouraged to submit earlier)

September 22  Budget Office sends final salary spreadsheet to Payroll/HR.

September 25  HR begins preparation of salary letters and verification/approval of ePAFs.

October 1  Effective date for salary increases.

October 16  HR gives signed letters to departments for distribution to employees.

October 20  First check reflecting the new 2017-18 salary. (Partial)