The University of Alabama in Huntsville
2022-23 Operating Budget Development & Salary Increase Calendar (DRAFT)

March 01 Preliminary discussion on enrollment projection, tuition & fees increase, known fixed & mandatory costs increase.

April 01 Budget Office provides preliminary incremental revenues increase for state-account.

April 01 Vice Presidents submit budget requests to the President for considerations.

April 13 President considers preliminary revenues picture, budget requests from the vice presidents, salary pool, mandatory & fixed costs, and recommend a balanced operating budget.

May 02 Budget Office issues employees working as of May 15 to departments for verifications. (salary pool availability contingent upon President’s approval)

May 09 Departments verified employees eligible for salary increases.

May 12-13 Budget Office issues employee salary increase worksheets to President/Vice Presidents.

May 16-17 President/Vice Presidents issue salary increase worksheets to budget units.

May 16-17 Deans/Budget Unit Heads issue salary increase worksheets to departments.

June 01 Departments submit salary increase worksheets to the Deans/Directors.

June 08 Deans/Directors submit salary increase recommendations to Vice Presidents.

June 13 Vice Presidents submit salary increase recommendations to the President. Copy the Budget Office.

June 14 Departments complete all information in salary planner and BDS.

June 16 The President considers/approves salary increase recommendations.

June 29 Budget Office balances and checks salary planner and BDS.

July 14 Budget Office submits 2022-23 Operation Plan to Executive Budget Office

August 15 Budget Office submits 2022-23 operating budget to System Office

September 02 Departments submit ePAFs to HR. (Departments encouraged to submit earlier)

September 02 Budget Office sends final salary spreadsheet to Payroll/HR.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>September 12</td>
<td>HR begins preparation of salary letters and verification/approval of ePAFs.</td>
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<tr>
<td>September XX</td>
<td>The Board of Trustees meet to consider the 2022-23 operating budget for approval</td>
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<td>(Tentative)</td>
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<tr>
<td>October 1</td>
<td>Effective date for salary increases.</td>
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<tr>
<td>October 12</td>
<td>HR gives signed letters to departments for distribution to employees.</td>
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<tr>
<td>October 14</td>
<td>First check reflecting the new 2022-23 salary. (Partial)</td>
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