

**The University of Alabama in Huntsville
2023-24 Operating Budget Development &
Salary Increase Calendar (DRAFT)**

March 01	Preliminary discussion on enrollment projection, tuition & fees increase, known fixed & mandatory costs increase.
March 15	Departments submit budget requests to the Vice Presidents for considerations.
April 03	Budget Office provides preliminary incremental revenues increase for state-account.
April 03	Vice Presidents submit budget requests to the President for considerations.
April 14	President considers preliminary revenues picture, budget requests from the vice presidents, salary pool, mandatory & fixed costs, and recommend a balanced operating budget.
May 01	Budget Office issues employees working as of May 15 to departments for verifications. (salary pool availability contingent upon President's approval)
May 08	Departments verified employees eligible for salary increases.
May 11-12	Budget Office issues employee salary increase worksheets to President/Vice Presidents.
May 15-16	President/Vice Presidents issue salary increase worksheets to budget units.
May 15-16	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 22	Budget Office balances and checks salary planner and BDS.
July 14	Budget Office submits 2023-24 Operation Plan to Executive Budget Office
August 1	Budget Office submits 2023-24 operating budget to System Office
September 01	Departments submit ePAFs to HR. (Departments encouraged to submit earlier)
September 01	Budget Office sends final salary spreadsheet to Payroll/HR.

September 01	The Board of Trustees meet to consider the 2023-24 operating budget for approval
September 12	HR begins preparation of salary letters and verification/approval of ePAFs.
October 1	Effective date for salary increases.
October 12	HR gives signed letters to departments for distribution to employees.
October 13	First check reflecting the new 2023-24 salary. (Partial)