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)