

**The University of Alabama in Huntsville  
2024-25 Operating Budget Development &  
Salary Increase Calendar (DRAFT)**

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| 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 <b>preliminary</b> incremental revenues increase for state-account.   |
| April 03     | Vice Presidents submit budget requests to the President for considerations.  |
| April 15     | 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 <b>working as of May 15</b> to departments for verifications. (salary pool availability contingent upon President's approval)                 |
| May 08       | Departments verified employees eligible for salary increases.  |
| May 13-14    | 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.   |
| May 31       | Departments submit salary increase worksheets to the Deans/Directors.  |
| June 07      | Deans/Directors submit salary increase recommendations to Vice Presidents.   |
| June 12      | Vice Presidents submit salary increase recommendations to the President.<br>Copy the Budget Office.  |
| June 13      | Departments complete all information in salary planner and BDS.  |
| June 17      | The President considers/approves salary increase recommendations.  |
| June 21      | Budget Office balances and checks salary planner and BDS.  |
| July 15      | Budget Office submits 2024-25 Operation Plan to Executive Budget Office  |
| August 1     | Budget Office submits 2024-25 operating budget to System Office  |
| September 03 | Departments submit ePAFs to HR. (Departments encouraged to submit earlier)   |
| September 03 | Budget Office sends final salary spreadsheet to Payroll/HR.  |

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| September 12                | HR begins preparation of salary letters and verification/approval of ePAFs.      |
| September XX<br>(Tentative) | The Board of Trustees meet to consider the 2024-25 operating budget for approval |
| October 1                   | Effective date for salary increases.   |
| October 12                  | HR gives signed letters to departments for distribution to employees.            |
| October 11                  | First check reflecting the new 2024-25 salary. (Partial)                         |