

Anschutz Medical Campus - High Level Budget Calendar

Responsible Party	Deliverable
JULY	
AUGUST	
SEPTEMBER	
Budget Office	Tobacco Memo (RFI) due to System
CSA / ASA / Chancellor	Units compile list of potential Budget Requests
Budget Office	UNP Report Template due to System Office
Budget Office	Begin work on Budget Data Book
EVCAF Areas	Axiom Budget Request discussion with EVCAF prior to Axiom input
OCTOBER	
CSA / ASA / Chancellor	Axiom Budget Request module open for input of prioritized requests
Budget Office	Budget Office opens Axiom's Mid-Year Labor Planning cycle for the schools on the BSI plan (no changes to budget)
Budget Office	Budget Data Book due to System Office
Budget Office	Personnel Roster to Campuses from System Office
CSA / ASA / Chancellor	Axiom Budget Requests due to Budget Office
Budget Office	Budget Office/EVCAF review of budget requests for prioritization (inclusion in Budget Model)
NOVEMBER	
Budget Office	Tuition templates distributed
Budget Office	Notification of carryforward approvals distributed to Schools/Colleges and Central Administration
Budget Office	Efficiencies request from Budget Office to Schools and Central Units
Budget Office	Personnel Roster revisions due to System Office
Schools / Colleges	Spring Extended Studies Rates due to Bursar Operations
Budget Office	Budget Request placeholder added to Budget Model for presentation at Senior Administrator meeting
Budget Office	Budget assumptions, budget templates, fact sheet template and fee templates from System Office to Campuses
DECEMBER	
Budget Office	First draft of budget model presented at Sr. Administrators meeting (Preliminary Assumptions)
Schools / Colleges	Axiom Mid-Year Labor Plan Files due to Budget Office from Schools/Colleges
Schools / Colleges	Efficiencies due from Schools and Central Units
Budget Office	Salary recommendations reviewed by EVCAF, EVC Academic and Student Affairs and Chancellor
Schools / Colleges	Tuition templates due to Budget Office
Budget Office	Emails to Schools on Salary Setting Approval
Budget Office	January 1st Salaries uploaded to HCM
JANUARY	
Budget Office	Updated budget model presented at Sr. Administrators meeting
Budget Office	Efficiencies due to System Office
Budget Office	Budget Fact Sheets due to System Office
Budget Office	Tuition, Fee and Comp PPT due to System Office, Budget Fact Sheet final edits
FEBRUARY	
Budget Office	Updated budget model presented at Sr. Administrators meeting
CSA/ASA and Schools / Colleges	March 1 is the last day for HCM Changes (by 5pm) to be reflected in Axiom Labor Plan File snapshot
MARCH	
Budget Office	Updated budget model presented at Sr. Administrators meeting
CSA/ASA and Schools / Colleges	Axiom Labor Plan Files open for salary planning
Budget Office	Final Tuition and Fee Tabeles due to System Office
Budget Office	Tuition, Fee and Comp PPT due to System Office
APRIL	
Schools / Colleges	Summer Extended Studies Rates due to Bursar Operations
Budget Office	Updated budget model presented at Sr. Administrators meeting
Schools / Colleges	Tuition templates distributed for Final Adjustments
CSA / ASA	Axiom Labor Plan Files due to Budget Office from CSA/ASA Departments
Schools / Colleges	Axiom Labor Plan Files due to Budget Office from Schools/Colleges
MAY	
Budget Office	Updated budget model presented at Sr. Administrators meeting
Schools / Colleges	Final tuition rates and enrollment due to Budget Office from Schools
Budget Office	Legislative Session Ends
Budget Office	Budget Notebook due to System Office
CSA/ASA and Schools / Colleges	Axiom Budget Plan Files open for Budgeting (Funds 1x, 2x, 34, 36)
CSA/ASA and Schools / Colleges	Axiom Labor Plan Files open for Funding Distribution Changes (no July 1 salary changes, only budgeted labor changes)
Budget Office	Salary recommendations reviewed by EVCAF, EVC Academic and Student Affairs and Chancellor
JUNE	
Budget Office	Updated budget model presented at Sr. Administrators meeting (Final)
Schools / Colleges	Fall Extended Studies Rates due to Bursar Operations
Budget Office	July 1st DRAFT Upload Files distributed for review
Budget Office	Emails to Schools/Departments on Salary Setting Approval
Schools / Colleges	July 1st HCM Upload Files due to Budget Office
Budget Office	July 1st Salaries uploaded to HCM - Pending Employee Services availability
CSA/ASA and Schools / Colleges	Axiom Budget Plan Files due to Budget Office