

**UNIVERSITY OF TEXAS AT ARLINGTON  
BUDGET PROCESS CALENDAR  
FY 2026**

<b>DUE DATE</b>	<b>ACTION ITEM</b>	<b>DETAILS</b>	<b>RESPONSIBILITY</b>
January 28 - March 31	Written Budget Report and Budget Planning Workbook	Complete budget packet sent by AVP BPA and AVP ARP	Administrative and Support Units Academic Colleges
February 12	Mandatory Fees Revenue Projections	Send data to Administrative and Support Units	Budget Resources
March 12	EPM User Security and Unit Allocation Form Access	Process updates to EPM security access list	Knowledge Services Budgets, Planning & Analysis
March 24**	Endowment Revenue Estimates	Provide list to Academic Colleges, Administrative and Support Units, and Budgets, Planning & Analysis	Development Office
<b>April 2</b>	<b>UT Share Position Data Pull</b>	<b>Load position data into EPM</b>	<b>Budgets, Planning &amp; Analysis</b>
April 7 - April 18**	Budget Meetings with Leadership	Present budget priorities to Leadership	Administrative and Support Units Academic Colleges
April 8 - 10	Administrative and Support Units and Academic Colleges Central Funding Allocations	Assign E&G and Designated Tuition allocations in EPM	Budget Resources
April 11	Mandatory Fees Revenue Projections	Enter revenues in EPM	Budget Resources
April 14 - 15	Mandatory Fees Allocation Forms	Complete entries in EPM	Administrative and Support Units
April 14 - 15	Differential Tuition & Academic On-Line Revenue	Enter revenues in EPM	Academic Colleges
April 14 - 15	Administrative and Support Units and Academic Colleges Allocation Forms	Complete entries in EPM	Administrative and Support Units Academic Colleges
<b>April 16 - May 30</b>	<b>EPM Open for Budget Entry*</b>	<b>Update budget data in EPM</b>	<b>Administrative and Support Units Academic Colleges</b>
April 16 - May 30	Budget Assistance for EPM Users	Schedule TEAMS meeting with assigned budget resource	Budget Resources Administrative and Support Units Academic Colleges
April 21 - May 16**	Executive Budget Committee Meetings	Complete budget decision process and communication	Executive Budget Committee
June 2	EPM Access for Department Users	Change access to view only ( <i>Budgets, Planning &amp; Analysis staff will continue to have write access</i> ).	Knowledge Services Budgets, Planning & Analysis
June 9	Survey for User Training & Labs	Send email to department users	Budgets, Planning & Analysis
August 21	Board of Regents Meeting	Take appropriate action on operating budgets	Board of Regents
September 1	Budget available in UT Share	Load data from EPM	Budgets, Planning & Analysis

**\*EPM Training is mandatory for all department users prior to accessing EPM for the annual budget process. Knowledge Services will post class dates/times on their webpage.**

\*\*Estimated dates