UNIVERSITY OF TEXAS AT ARLINGTON BUDGET PROCESS CALENDAR FY 2026 DUE DATE **ACTION ITEM** DETAILS R A January 28 - March 31 Written Budget Report and Budget Planning Workbook Complete budget packet sent by AVP BPA and AVP ARP February 12 Mandatory Fees Revenue Projections Send data to Administrative and Support Units March 12 EPM User Security and Unit Allocation Form Access Process updates to EPM security access list B Provide list to Academic Colleges, Administrative and Support Units, and March 24** Endowment Revenue Estimates Budgets, Planning & Analysis UT Share Position Data Pull Load position data into EPM April 2 April 7 - April 18** Budget Meetings with Leadership Present budget priorities to Leadership April 8 - 10 Administrative and Support Units and Academic Colleges Central Funding Allocations Assign E&G and Designated Tuition allocations in EPM April 11 Mandatory Fees Revenue Projections Enter revenues in EPM April 14 - 15 Mandatory Fees Allocation Forms Complete entries in EPM April 14 - 15 Differential Tuition & Academic On-Line Revenue Enter revenues in EPM April 14 - 15 Administrative and Support Units and Academic Colleges Allocation Forms Complete entries in EPM April 16 - May 30 EPM Open for Budget Entry* Update budget data in EPM Bι April 16 - May 30 Budget Assistance for EPM Users Schedule TEAMS meeting with assigned budget resource April 21 - May 16** **Executive Budget Committee Meetings** Complete budget decision process and communication Ex Change access to view only (Budgets, Planning & Analysis staff will Kr June 2 EPM Access for Department Users continue to have write access). June 9 Survey for User Training & Labs Send email to department users Βι August 21 Board of Regents Meeting Take appropriate action on operating budgets September 1 Budget available in UT Share Load data from EPM B *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

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