

**UNIVERSITY OF TEXAS AT ARLINGTON  
BUDGET PROCESS CALENDAR  
FY 2025**

<b>DUE DATE</b>	<b>ACTION ITEM</b>	<b>DETAILS</b>	<b>RESPONSIBILITY</b>
January 15 - March 4	Written Budget Report and Budget Planning Workbook	Complete budget packet sent by AVP BPA and AVP ARP	Support Units Academic Colleges
January 22	Mandatory Fees Revenue Projections	Send data to Support Units	Budget Resources
March 11	EPM User Security and Unit Allocation Form Access	Process updates to EPM security access list	Knowledge Services Budget Office
March 20 - April 12**	Budget Meetings with Leadership	Present budget priorities to Leadership	Support Units Academic Colleges
March 25**	Endowment Revenue Estimates	Provide list to Academic Colleges, Support Units, and Budget Office	Development Office
<b>April 1</b>	<b>UT Share Position Data Pull</b>	<b>Load position data into EPM</b>	<b>Budget Office</b>
April 8 - 10	Support Units and Academic Colleges Central Funding Allocations	Assign E&G and Designated Tuition allocations in EPM	Budget Resources
April 10	Mandatory Fees Revenue Projections	Enter revenues in EPM	Budget Resources
April 15 - 16	Mandatory Fees Allocation Forms	Complete entries in EPM	Support Units
April 15 - 16	Differential Tuition & Academic On-Line Revenue	Enter revenues in EPM	Academic Colleges
April 15 - 16	Support Units and Academic Colleges Allocation Forms	Complete entries in EPM	Support Units Academic Colleges
<b>April 17 - May 31</b>	<b>EPM Open for Budget Entry*</b>	<b>Update budget data in EPM</b>	<b>Support Units Academic Colleges</b>
April 17 - May 31	Budget Labs for EPM Users	Schedule TEAMS meeting with assigned budget resource	Budget Resources Support Units Academic Colleges
April 22 - May 10**	Executive Budget Committee Meetings	Complete budget decision process and communication	Executive Budget Committee
May 31	EPM Access for Department Users	Change access to view only ( <i>Budget Office staff will continue to have write access</i> ).	Knowledge Services Budget Office
June 3	Survey for User Training & Labs	Send email to department users	Budget Office
August 22	Board of Regents Meeting	Take appropriate action on operating budgets	Board of Regents
September 1	Budget available in UT Share	Load data from EPM	Budget Office

*\*EPM Training mandatory for all department users prior to accessing EPM for annual budget process. See Knowledge Services webpage for class dates/times.*

*\*\*Estimated dates*