

# Budget and Planning Process

FY 2024-25

*Notes:*

*-For questions on dates preceded with an asterisk, please contact [compensation@cornell.edu](mailto:compensation@cornell.edu)*

*-For all other questions, please contact [ubo-help@cornell.edu](mailto:ubo-help@cornell.edu)*

| <b>Longview System Availability 7:30am – 9pm</b> |   |
|--|---|
| <b>DATE</b>                                      | <b>DESCRIPTION</b>  |
| December – January                               | Commitments shared with Colleges & Units via Box folders.   |
| January 16                                       | Base Budget Adjustment edocs completed and approved in KFS  |
| January 24                                       | Initial load into Longview Budget Planning System   |
| January 25 – 27                                  | Board of Trustees meeting   |
| February 5                                       | Cutoff to finalize commitment information with UBO  |
| February 5                                       | Planning assumption PDF posted  |
| February 5                                       | Longview Budget Planning System open to <b>College &amp; Unit Level Users</b>                                 |
| February 7 - 22                                  | Campus training and review sessions of Longview Budget Planning System  |
| February 12                                      | Longview Budget Planning System open to <b>Department Level Users</b>   |
| February 13 - 15                                 | Long term pool estimated income loaded  |
| February 16                                      | In-year forecast, through period 6, due to UBO (template will be shared by January 12 <sup>th</sup> )         |
| February 29                                      | Budget model data information posted (excluding Allocated Cost Model)   |
| *March 1   | SIP eligibility set in Longview Budget Planning System. Eligibility based on hire date by Feb 28              |
| *March – April                                   | Workday Merit reports available for planning College & Unit awards  |
| March 4  | D-Level closing at 9pm, or date communicated by C-Level UBOG member of each College/Unit to their departments |
| March 8  | Allocated Cost Model shared (summary level)   |
| March 13   | Cutoff to finalize outstanding questions/concerns related to the budget model with UBO                        |
| March 20   | Budget Letters distributed  |
| March 20   | Distribution of Operating-Capital reports for review with planned capital activity in FY2025                  |
| March 29   | Longview Budget Planning System module closed to <b>College &amp; Unit Level Users at 9pm</b>                 |
| April 5 - 11                                     | Trustee Budget FY25 roll up completed   |
| April 11   | College & Unit narrative due to Budget Office (narrative template will be shared by March 1st)                |

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| DATE          | DESCRIPTION  |
|---------------|--|
| May 3         | May Book completed for BOT mailing   |
| May 23 - 24   | Board of Trustees meet to approve operating budget and capital plan  |
| *June 1 - 15  | Workday Merit Grid open for College & Unit merit planners and HR partners to enter, submit, and approve awards. No SIP award must include a comment (i.e., terminated, performance related, included in offer, etc.) |
| June 6        | Trustee Budget snapshot set in Longview  |
| June 11 - 13  | Longview Budget Planning System module open to College & Unit Level Users <b>upon request</b>  |
| June 13       | Close Longview Budget Planning System to <b>all level users at 9pm</b>   |
| *June 17 - 21 | Workday to generate Merit notification letters to employees  |
| June 17 - 21  | Longview Budget Planning System updated to include SIP Awards  |
| June 24 - 27  | Longview Budget Planning System planning modules reopened, <b>at Noon</b> , to College & Unit level users for <b>Final Balancing</b> of accounts   |
| June 28       | UBO begins final budget review   |
| *July 1       | New compensation rates effective   |
| July 24       | FY25 Budget loaded to general ledger   |