

Budget and Planning Process

FY 2024-25

Notes:

-For questions on dates preceded with an asterisk, please contact compensation@cornell.edu

-For all other questions, please contact ubo-help@cornell.edu

-* SIP/Merit related

-Updated 06/07/2024

Longview System Availability 7:30am – 9pm	
DATE	DESCRIPTION
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 College & Unit Level Users
February 7 - 22	Campus training and review sessions of Longview Budget Planning System
February 12	Longview Budget Planning System open to Department Level Users
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 th)
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 College & Unit Level Users at 9pm
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)
May 3	May Book completed for BOT mailing
May 23 - 24	Board of Trustees meet to approve operating budget and capital plan
*June 6 - 12	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 14, 17	Longview Budget Planning System module open to College & Unit Level Users upon request
June 17	Close Longview Budget Planning System to all level users at 9pm
*June 18 - 21	Workday to generate Merit notification letters to employees
June 18 - 21	Longview Budget Planning System updated to include SIP Awards
June 24 - 28	Longview Budget Planning System planning modules reopened, at Noon , to College & Unit level users for Final Balancing of accounts
June 28	UBO begins final budget review
*July 1	New compensation rates effective
July 24	FY25 Budget loaded to general ledger