

Budget and Planning Process

FY 2025-26

Notes:

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

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

-Updated 3/05/2025

Longview System Availability 7:30am – 9pm	
DATE	DESCRIPTION
January	Commitments shared with Colleges & Units via Box folders
January 10	In-year Forecast Template <u>shared</u> with Colleges & Units via Box folders
January 16	FY25 Base Budget Adjustment e-docs cut off date (e-docs should be completed and in final status)
January 23	Initial load into Longview Budget Planning System
January 30 – Feb 1	Board of Trustees meeting
February 3	Longview Budget Planning System open to College & Unit Level Users
February 5	Cut off to finalize commitment information with UBO
February 7	FY25 in-year Forecast <u>due</u> to UBO
February 10	Planning assumption PDF posted
February 10 - 21	Campus training and review sessions of Longview Budget Planning System
February 10	Longview Budget Planning System open to Department Level Users
February 12 -14	Long term pool estimated income loaded – <u>Note:</u> Contingent on Board of Trustee approval
March 3	SIP eligibility set in Longview Budget System. Eligibility based on hire date by Feb 28
March 6	FY26 Budget Narrative Template <u>shared</u> with Colleges & Units
March 10	Budget model data information posted
March 10	D-Level closing at 9pm, or date communicated by C-Level UBOG member of each College/Unit to their departments
March 12	Cut off to finalize outstanding questions/concerns related to the budget model data with UBO
March 14	Budget Letters distributed
*March 17 (tentative)	Workday Merit reports available for planning College & Unit awards
March 28	Distribution of Capital reports for review with planned capital activity in FY26
April 8	Longview Budget Planning System module closed to College & Unit Level Users at 9pm

April 11	College & Unit narrative <u>due</u> to UBO
April 14 -18	University Roll-up completed for campus leadership review
April 21 - 25	(If required) – Longview Budget Planning System reopened to accommodate leadership directives
April 28 – May 2	May Book completed for Board of Trustees
May 21-23	Board of Trustees meet to approve operating budget and capital plan
*May 27 – June 2 (tentative)	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 9	Set the FY26 Trustee Budget in Longview (all subsequent dates listed that pertain to opening Longview, pertain to the Final Budget – <u>not</u> Trustee Budget).
June 12	Longview Budget Planning System module open to College & Unit Level Users upon request (prior to SIP Apply)
June 17 - 20	Close Longview Budget Planning System to all level users at 9pm
*June 17 – 20 (tentative)	Workday to generate Merit notification letters to employees
June 24 - 27	Longview Budget Planning System updated to include SIP Awards
June 27	Longview Budget Planning System planning modules reopened, at Noon, to College & Unit level users for Final Balancing of accounts
July 1	UBO begins final budget review
*July 1	New Compensation rates effective
July 24	FY26 Budget loaded to the general ledger (KFS)