

FY27 MICRO BUDGET TIMELINE - ALL FUNDS

Section	Action	Responsible Office	Target Completion/Due Dates	Comments
1.	Create FY27 Micro Budget Process Planning timeline	UBO, Controller's Office, Provost's Office, & Human Resources	Friday, January 23, 2026	Review and confirm FY27 Micro Budget schedule and timeline.
2.	UBO to email VP Areas requests for FY27 Budget Structure Changes	University Budget Office	Monday, January 26, 2026	Add attachments
3.	BoT Finance Committee Meeting	University Finance Office	Thursday, February 12, 2026	Review & approve proposed FY27 Macro Budget
4.	Send FY27 Micro Budget Process Planning timeline to Budget Leaders	University Budget Office	Friday, February 13, 2026	Send once Macro Budget is Approved
5.	All proposed budget structure changes submitted to the University Budget Office	College/School/Unit Staff	Friday, February 13, 2026	Send out form / schedule meeting with Controller's Office to review (approve / decline)
HOLIDAY - Monday, February 16, 2026 [President's Day]				
6.	Confirm enrollment, tuition, and financial aid budget information for Undergraduate, Graduate, Jesuit School of Theology, and School of Law	Provost's Office	Friday, February 27, 2026	Budget information should align with Approved Macro Budget. Email to Ed & Soniya with amounts.
7.	Distribute final Tuition and Student Fees schedule	Provost's Office	Monday, March 09, 2026	Tuition & Fees schedule on Provost's Office shared drive
8.	Log in to Adaptive to view DRAFT FY27 Budget. Includes all funding sources (Allocation, Gifts, Endowment, Other Revenue), E&G, Designated, & Auxiliary Funds	College/School/Unit Staff	Friday, March 13, 2026	
9.	Email all UBC-approved items to University departments from all funding sources including Allocation	University Budget Office	Friday, March 13, 2026	First round of communications - by VP Level
10.	University Budget Forum	University Budget Office	Wednesday, March 18, 2026	Noon-1pm St Clare Room
11.	Email final Endowment income allocation amounts and uses to University departments.	University Budget Office	Friday, March 20, 2026	
12.	Departments confirm final Endowment income allocation amounts	College/School/Unit Staff	Friday, March 27, 2026	Units to confirm final Endowments amounts by expense category
13.	Human Resources freezes Workday data for review during HR Salary Planning Process	Human Resources	Wednesday, April 01, 2026	Staff Salary Freeze in Workday from 4/1/26 - 6/30/26
HOLIDAY - Friday, April 3, 2026 [Good Friday]				
14.	Meet with Budget Managers & their HR reps to review Personnel Staff Salary budget	University Budget Office	04/08/2026 - 04/30/2026	Meetings to occur from 4/8/25 - 4/30/26 (4 weeks)
15.	Email Supplemental Budget template to Colleges/Schools for inputs	University Budget Office	Friday, April 24, 2026	Send to College of Arts & Sciences, Leavey School of Business, & Law. Confirm which schools with Soniya
16.	FINAL Staff base salary & supplemental pay budget submitted to UBO.	College/School/Unit Staff	Friday, May 15, 2026	
17.	FINAL Faculty base salary & supplemental pay budget submitted to UBO.	Provost's Office	Friday, May 15, 2026	Budget Journal Voucher; Summary of Budget & Sources of Funding for E&G, Law School, JST, and other funds
HOLIDAY - Monday, May 25, 2026 [Memorial Day]				
18.	Finalize ALL FY27 "Sources and Uses" Budgets in Adaptive	College/School/Unit Staff	Friday, June 05, 2026	
19.	Submit final Supplemental Budget to UBO	College/School/Unit Staff	Friday, June 05, 2026	
HOLIDAY - Friday, June 19, 2026 [Juneteenth Day]				
20.	Publish FINAL comprehensive budget from Adaptive into Workday	University Budget Office	Friday, June 26, 2026	
21.	Load Supplemental Budget into Workday via EIB Load	University Budget Office	Friday, June 26, 2026	
22.	Email FINAL FY27 Budgets to University departments with attachments.	University Budget Office	Thursday, July 02, 2026	FINAL Communications sent to VPs prior to 4th of July weekend/holiday
HOLIDAY - Friday, July 3, 2026 [Independence Day]				