

Sept 1, 2022 through Aug 31, 2023

FY2024 PLANNING & BUDGET CALENDAR

Dates	Strategic Planning & Initiatives	Planning & Assessment	Planning & Budget	Tuition and Fees
October 15		2021-2022 Assessment Plans DUE: After completing "Results" and "Use of Results with fall, spring, and summer data.		Draft Student Service Fee (SSF) projections to SFAC
October 15		2023-2024 Assessment Plan DUE: Revise plans for 2022-2023 based on results (outcomes, methods, criteria for success and connection to strategic plan).		
November 9 - 18			Budget Manager Trainings: Department leaders being planning FY24 initiatives	Draft Tuition and Fee projections
December 2	DRAFT FY24 Initiatives due: Departments due to Unit/College Heads			
December 16	DRAFT FY24 Initiatives due: Units/Colleges due to Division VP			
January 12			Legislative Session begins.	
January 20	DRAFT FY24 Initiatives due: Division VP reviews draft and provides to PBC and SPO for feedback		PBC Receives VP reviewed draft FY24 Initiatives for feedback	
February 1			DRAFT FY24 Initiatives: PBC provides feedback to Vice Presidents	
February 10	FINAL FY24 Initiatives DUE from Departments to Unit/College Head (connected to FY22 "use of results" and Tier II of Strategic Plan)			
February 20			Final FY23 Reclassifications due to HR for accurate reflection in FY2024 Budget	Proposed Tuition & Fees presented to PBC (optional fees only)
March 1	FINAL FY24 Initiatives DUE from Unit/College Head to Vice Presidents (connected to FY22 "use of results" and Tier II of Strategic Plan)			
March 1 - 15	Vice President's prioritize Initiative funding requests under their supervision.		FY23 budget loaded to budget system to begin FY24 preparation	
Week of March 20	Vice Presidents present initiatives to division's faculty and/or staff. Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.		FY24 Reclassifications due to HR , effective 9/1/2023, in order to be reflected in the FY2024 Budget.	All Tuition and Fee Request forms due to PBO. (Optional Fees only)
March 20 - April 3	Vice Presidents combine initiatives lists.		Hyperion Training for budget development begins	

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Week of April 3	Vice Presidents present list to entire UHCL community. Comments are encouraged and can be heard during meeting or emailed to Component Heads. Comments will be taken into consideration before final list is sent to PBC.		Final Hyperion Module and Reports Training	Univ Council reviews and recommends Optional Fee requests to President.
April 5	Final Combined and Prioritized FY24 Initiative Funding Requests to PBO and PBC		PBC Receives FY24 Initiative Requests and Scoring Matrix for final review before University Council	
April 28	PBC provides final scoring matrix and recommendations to PBO and University Council			
May 1 - 31			Business Administrators develop FY24 proposed budget in Hyperion	Tuition & Fees Presented to Board of Regents
May 11	University Council meets and provides FY24 Initiative Requests recommendations to President			
May 31			Legislative Session ends	
June ??	President presents FY2024 Annual Plan to UHS.			
July 20			Final Plan and Budget due to UHS	
August 25	BOR approves FY2024 Annual Plan and Budget			
August 31			Pending Board approval, supervisors can share new year salary with employees.	