

Florida Atlantic University
Budget Construction For Fiscal Year 2021-2022



	Date
November	
• Budget Office to begin updating training materials	11/02/2020
• Expenditure Analysis File Submission	11/02/2020
• Deadline for Business Managers to review role access to Adaptive Insights	11/06/2020
• <i>Veterans Day - FAU Offices Closed</i>	<i>11/11/2020</i>
• Budget Office to submit Q1 Auxiliary review	11/19/2020
• State University Employee/OPS File submission	11/20/2020
• <i>Thanksgiving Day & Day after Thanksgiving Day – FAU Offices Closed</i>	<i>11/26/2020 & 11/27/2020</i>
December	
• Budget Office to start configuring FY22 in Adaptive	12/01/2020
• ELT Kick Off Meeting for Budget Process FY22	12/01/2020
• ELT to review Preliminary Performance Funding Distribution for FY22	12/01/2020
• Budget Office to send E&G budget targets to VP areas for review	12/01/2020
• Send Business Managers communication to review positions costing allocations	12/01/2020
• New Strategic Initiatives Request Form released in Workday	12/01/2020
• Budget Office to send a communication about Adaptive virtual Training/lab schedules for FY22 budget construction	12/07/2020
• Deadline for New Strategic Initiatives Request Form submitted in Workday	12/11/2020
• Deadline for VP areas to submit E&G budget target realignment requests	12/11/2020
• Departments to submit Q1 Auxiliary review file	12/21/2020
• Technology Fee Meeting with OIT	TBD
• <i>Winter Break Schedule – FAU Offices Closed</i>	<i>12/24/2020 – 12/31/2020</i>
January	
• <i>New Year's Day – FAU Offices Closed</i>	<i>01/01/2021</i>
• State Category File Submission	01/08/2021
• Deadline for Business Managers to review positions costing allocations	01/08/2021
• Budget Office to submit Q2 Auxiliary review	01/11/2021
• Budget Office to submit proposed Strategic Initiative requests and prepare presentation for ELT	01/11/2021
• Budget Office to present to ELT E&G Targets	01/11/2021
• ELT to review salary program, fringe rate, Auxiliary overhead rate, E&G targets, Strategic Initiatives projects submitted	01/11/2021- 01/14/2021
• Budget Office to train FAU Community (Boca Raton Campus)	01/11/2021 - 01/14/2021

• Budget Office to update, Actual data, position data, OH rates, Fringe Rates and E&G Targets in Adaptive for FY22	01/14/2021
• Adaptive Budgeting Program opens to all units for FY2021-22 budget input.	01/15/2021
• <i>Martin Luther King Day – FAU Offices Closed</i>	<i>01/18/2021</i>
February	
• Foundation office will send the approved budget to colleges to be entered in Adaptive	02/01/2021
• Departments to submit Q2 Auxiliary review file	02/12/2021
• Budget Office to schedule meetings with each VP area to review Carryforward/FCO, and Auxiliary Budgets	02/12/2021 – 02/19/2021
• Deadline for All units of Academic Affairs to submit Budgets for Provost Office to review	02/19/2021
• Deadline for All VP Areas & Academic Affairs to submit Budgets	02/26/2021
March	
• Budget Office to review Budget Submissions in Adaptive	03/01/2021 – 03/26/2021
• Budget Office to present Budget to ELT	03/29/2021
• Budget Office to load new Technology Fee Projects if needed	03/31/2021
April	
• Budget Office starts Construction of BOT Materials	03/26/2021 - 04/01/2021
• Budget Office to provide Brian Drewke FY22 Board of Trustees Budget data for presentation	04/01/2021
• State University Employee/OPS File Submission	04/12/2021
• DSO Budgets Presented to Board of Directors	04/16/2021
May	
• <i>Memorial Day - FAU Offices Closed</i>	<i>05/31/2021</i>
June	
• Budget for FY2021-22 Board of Trustees Meeting	06/01/2021
• State Category Detail File Submission	06/18/2021
• Budget Office Test and Upload FY22 Operating Budget to Workday	06/24/2021 – 07/01/2021
<i>Note – All dates are not confirmed, and some represent approximate schedules at this time.</i>	