

## HR/Budget Timelines for FY16 Processes

| Due Date        |             | PROCESS DESCRIPTION   | Owner              |
|-----------------|-------------|---|--------------------|
| 1/1-3/1/2015    |             | 1. Institution update NBAJOBS and NBAPBUD to clean up any FY14 data   | Campuses           |
| 3/1-3/15/2015   |             | 2. Oklahoma CUPA – campuses will use previous year’s data   | Campuses           |
| 3/4/2015        | Wednesday   | 3. Rule Forms Reviewed/Updated (BB, CH)<br>See Training Documents/Salary Planner  | BOR<br>HR/Budget   |
| 3/5/2015        | Thursday    | 4. NFE and Faculty Salary Tables Rolled (BB)  | BOR HR             |
| 3/6/2015        | Friday      | 5. Extract Parameters(by e-class) by Institution to CH for NFE and Faculty  | Campuses           |
| 3/6/2015        | Friday      | 6. NBPBROL Budget Process - Roll to Working (CH)  | BOR Budget         |
| 3/9/2015        | Monday      | 7. Create Salary Planner Extracts and spreadsheet for NFE/Faculty (CH)  | BOR<br>Budget/RIS  |
| 4/1/2015        | Wednesday   | 8. NFE and Faculty Salary Planner ratings completed by Institutions   | Campuses           |
| 4/2/2015        | Thursday    | 9. Upload performance reviews (ratings only) for Faculty from spreadsheet (CH)  | BOR<br>Budget/RIS  |
| 4/3 – 4/30/2015 | Friday      | 10. Campuses request to have contract data provided to clean/scrub data inconsistencies or other data mining.   | Campuses/RIS       |
| 4/3/2015        | Friday      | 11. PZRSAPO Initial for review of Missing Data (CIPS, employees are in the correct pool – NFE, Unit, Non-Unit)  | BOR<br>HR/Campuses |
| 4/16/2015       | Thursday    | 12. Preliminary Budget Reconciliation sent to campuses  | BOR Budget         |
| 4/14/2015       | Tuesday     | 13. Salary lists due to the Board Office <b>by 12:00 PM</b>   | BOR HR             |
| 4/15/2015       | Wednesday   | 14. PZRSAPO – Report to send to Institutions and Regents. Campuses will have until 5/1/2015 to validate and clean up reports for final mail out to the Regents. | BOR HR             |
| 4/17/2015       | Friday      | 15. Load NTRSALA for new 2016 ranges  | BOR HR             |
| 4/20/2015       | Monday      | 16. Upload of new 2016 CSA ranges to Banner NBAPOSN AND NTRPCLS update with new salary ranges.  | RIS/BOR HR         |
| 4/22/2015       | Wednesday   | 17. Responses from Regents for NFE and Faculty  | Regents            |
| 4/23-5/1/2015   | Thurs. – F. | 18. Institutional changes for NFE and Faculty salaries – Salary Planner<br><b>Due by 12:00 PM on 5/1</b>  | Campuses           |
| 5/5/2015        | Tuesday     | 19. Final PZRSAPO Report to BOR – MAY BOR Meeting – Reports Highest Salaries; Largest Increases.  | BOR HR/RIS         |
| 5/7/2015        | Thursday    | 20. PZBJOBU – A to B Status Change (BB)   | BOR HR             |
| 5/12/2015       | Tuesday     | 21. Board approval in Executive Session - Call  | Regents            |
| 5/15/2015       | Friday      | 22. Contracts go out – COI, IP  | Campuses/RIS       |
| 5/18/2015       | Monday      | 23. CSA and Remaining extract parameters (by e-class) due (CH)  | BOR Budget         |
| 5/19/2015       | Tuesday     | 24. Option of uploading Faculty/NFE extracts (effective dates need to be updated from PEAFAC prior to any upload)   | BOR Budget         |
| 5/19/2015       | Tuesday     | 25. NTRJINC/NBPMASS - CSA Salary Tables Rolled (BB) Reports send to Campuses.   | BOR HR             |
| 5/19/2015       | Tuesday     | 26. CSA and all remaining Salary Planner Extracts created (CH)  | BOR Budget         |
| 5/20/2015       | Wednesday   | 27. NBREJOB tables loaded with 2016 new CSA table/grades  | RIS/BOR HR         |
| 5/21/2015       | Thursday    | 28. BAC approved Reconciliation sent to Campuses  | BOR Budget         |
| 6/1/2015        | Monday      | 29. SQL Report showing the contract dates from the previous FY – Send to Campuses for validation of new dates. Institutions to clean up missing contract dates. | BOR<br>HR/Campuses |

|                          |                |   |                        |
|--------------------------|----------------|---|------------------------|
| 6/1/2015                 | Monday         | 30. Add to NTRCROL and process for report from Banner to show changes.  | BOR HR                 |
| 6/8/2015                 | Monday         | 31. Run NTRCROL (Deferred Contract Dates) in Audit Mode - BB  | BOR HR                 |
| 6/10/2015                | Wednesday      | 32. All Salary Planner Work Completed (Campuses) <b>by 5:00 pm</b>  | Campuses               |
| 6/11/2015                | Thursday       | 33. Load effective dates from PEAFACT (first thing in morning)  | RIS/BOR<br>Budget      |
| 6/11/2015                | Thursday       | 34. Salary Planner Upload and Mass Apply Process - SPAC01, SPAC02, SPAC03, SPAC04 (CH) - NZPEAMA  | BOR Budget             |
| 6/11/2015                | Thursday       | 35. Send error reports to Campuses. Database reports – Applied Error Reports. NZPEAMA.lis   | BOR Budget<br>Campuses |
| 6/15/2015                | Monday         | 36. PZRCSFY – Institutions to send out CSA Banner Process emails.   | Campuses               |
| 7/1/2015                 | Wednesday      | 37. NBPBROL (Budgets Rolled to Approved) (CH)   | BOR Budget             |
| 7/1/2015                 | Wednesday      | 38. NHPFIN1, NHPFIN2, and FURFEED Sweep (CH) – Timing Finance/SPC   | BOR Budget             |
| 7/1/2015                 | Wednesday      | 39. FBABPRC (Activate Approved Final Phase in Operating Ledger) (CH)  | BOR Budget             |
| 7/2/2015                 | Thursday       | 40. Run NTRCROL in Update Mode – BB   | BOR HR                 |
| 7/6/2015                 | Monday         | 41. Grants Roll Process started–should post to Operating Ledger by 7/13   | Grants                 |
| 7/13/2015 –<br>7/16/2015 | Mon –<br>Thur. | 42. Campuses to run PZRSTSP and FZROBUD – No Negatives Allowed on Reports. <b>All work needs to be complete by 12:00 (noon) on 7/16</b> | Campuses               |
| 7/20/2015                | Monday         | 43. PZRSTSP and FZROBUD validation complete.  | BOR<br>HR/Budget       |
| 7/21/2015                | Tuesday        | 44. NTRFINI setting moved from BD01, BD01 to BD02 and BD02  | BOR Budget             |
| 7/21/2015                | Tuesday        | 45. PZRSTSP/FZROBUD process completed after NTRFINI Change (BB)   | BOR HR                 |
| 8/3/2015                 | Monday         | 46. PZBJOBU – B to A Status Change  | BOR HR                 |