



FROM: Budget, Planning and Institutional Research

DATE: 12/7/21

RE: FY23 Budget Construction

The start of the Budget Construction (BC) cycle for FY23 is only a few weeks away. We wanted to share some important dates and information as we begin the process.

Timing – We plan to open BC on Monday, January 24, 2022. The completed submissions will be due back to Budget, Planning and Institutional Research by Friday, April 15, 2022.

Positions – Current employee data will be pulled from CORE as of mid-January. Similar to prior years, no vacancies will be loaded into BC. Once BC is open, users may add new positions/refills if needed.

Permanent Budget Transfers – The last day to transfer permanent funding for this fiscal year (FY22) is December 31, 2021. This allows the permanent funding in BC to remain static. One-time transfers may continue through the end of the fiscal year.

BC Data Load – The budget and actual data will be pulled from KFS as of December 31, 2021 (through fiscal period 06).

BC Processors – Within the next few days, each fiscal manager will receive a list of employees currently set up as BC processors. Please respond to that email with any changes.

Training – There will be a recorded training available on the Budget Construction webpage, similar to last year. Additionally, a virtual training will be available for users after BC opens. A separate communication will go out with more details. Users can also set up an appointment with their assigned budget analyst.

If you have questions on this process, please contact your assigned budget analyst or Budget, Planning and Institutional Research at budget@uconn.edu.