

FY26 BUDGETING FY SPECIFIC INFORMATION

- **Timeline:**
 - Annual Budget Trainings: April 4th
 - MSU Budget Entry: April 4th – May 15th *NO EXCEPTIONS ON THE MAY 15 DEADLINE*
- **Task Goal Dates (these are NOT deadlines but suggestions for appropriate budget planning):**
 - Complete concept budget prep meeting with stakeholders: April 23rd
 - Review and update Labor Plan files: May 5th
 - Complete follow-up meeting with stakeholders to address allocations: May 9th
 - Review and update Budget by Index files: May 12th
- **Labor Plan file calculations include:**
 - Working hours for FY26 are 2088
 - FY26 pay plan is effective July 1st
 - For single, filled positions:
 - FY26 pay plan, promotion, and longevity changes
 - Vacant positions:
 - Will not receive FY26 pay plan
 - If a position is filled after the April 2nd snapshot date, send notification to budgetoffice@montana.edu and additional budget will be provided in the current unrestricted allocation
 - For pooled:
 - FY26 pay plan for faculty and classified pooled positions
- **MSU Current Unrestricted Allocations includes:**
 - FY25 Current Base Budget
 - FY26 pay plan, promotion (TT & NTT), and longevity changes
 - Program Fee changes
 - Institutional fixed cost changes
 - FY26 investments and 10% Holdbacks will NOT be included in your FY26 allocations and instead will be processed via an adjustment after the initial load. Positions need to be budgeted with the expectation that the reductions will be processed after the upload.
- **Non-Current Unrestricted Indexes:**

Review and update all non-current unrestricted indexes (i.e. restricted, designated, auxiliary) to accurately portray unit's financial plan.
- **UBO Review Process:**

Similar to previous fiscal years, our office will be focusing on alignment between actuals and budget. Reserves and pooled positions will be thoroughly reviewed.