

## FY23 BASE BUDGET TIMELINE FOR KBM/PATH STAFFING

Month / Description	Due Date
<b>AUGUST</b>	
Path Snapshot at 4pm	8/10/2022
KBM Cognos Staffing Updated	8/12/2022
Path Snapshot at 4pm	8/25/2022
KBM Cognos Staffing Updated	8/29/2022
<b>SEPTEMBER</b>	
Path Snapshot at 4pm	9/9/2022
KBM Cognos Staffing Updated	9/13/2022
Path Snapshot at 4pm	9/23/2022
KBM Cognos Staffing Updated	9/27/2022
<b>OCTOBER</b>	
Path Snapshot at 4pm	10/10/2022
KBM Cognos Staffing Updated	10/12/2022
Path Snapshot at 4pm	10/25/2022
KBM Cognos Staffing Updated	10/27/2022
<b>NOVEMBER</b>	
<b>1st QTR BUD/STF due</b>	<b>11/8/2022</b>
Path Snapshot at 4pm	11/10/2022
KBM Cognos Staffing Updated	11/15/2022
Path Snapshot at 4pm	11/23/2022
KBM Cognos Staffing Updated	11/29/2022
<b>DECEMBER</b>	
Path Snapshot at 4pm	12/7/2022
KBM Cognos Staffing Updated	12/9/2022
Path Snapshot at 4pm	12/20/2022
KBM Cognos Staffing Updated	12/22/2022

Month / Description	Due Date
<b>JANUARY</b>	
<b>2nd QTR BUD/STF due</b>	<b>1/10/2023</b>
Path Snapshot at 4pm	1/11/2023
KBM Cognos Staffing Updated	1/13/2023
Path Snapshot at 4pm	1/25/2023
KBM Cognos Staffing Updated	1/27/2023
<b>FEBRUARY</b>	
Path Snapshot at 4pm	2/10/2023
KBM Cognos Staffing Updated	2/14/2023
Path Snapshot at 4pm	2/24/2023
KBM Cognos Staffing Updated	2/28/2023
<b>MARCH</b>	
Path Snapshot at 4pm	3/10/2023
KBM Cognos Staffing Updated	3/14/2023
Path Snapshot at 4pm	3/24/2023
KBM Cognos Staffing Updated	3/28/2023
<b>APRIL</b>	
<b>3rd QTR BUD/STF due</b>	<b>4/10/2023</b>
Path Snapshot at 4pm	4/11/2023
KBM Cognos Staffing Updated	4/13/2023
Path Snapshot at 4pm	4/25/2023
KBM Cognos Staffing Updated	4/27/2023
<b>MAY</b>	
Path Snapshot at 4pm	5/10/2023
KBM Cognos Staffing Updated	5/12/2023
Path Snapshot at 4pm	5/25/2023
KBM Cognos Staffing Updated	5/30/2023

Month / Description	Due Date
JUNE	
<b>4th QTR BUD/STF due</b>	<b>6/8/2023</b>
Tentative Dates for Closing: Path Snapshot at 4pm	6/14/2023
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/16/2023
Tentative Dates for Closing: Path Snapshot at 4pm	6/21/2023
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/23/2023
<b>Tentative Deadline for: All UCPath changes, Med Comp updates in Path. FINAL FROZEN UCPATH SNAPSHOT for Final Staffing List at 4pm</b>	<b>6/28/2023</b>
<b>Tentative Dates for Closing: Final Staffing List available in KBM; prepare BAT entries to balance Staffing before 7/7/22</b>	<b>6/30/2023</b>
JULY	
Tentative Dates for Closing: LAST DAY. Run your staffing list one final time to ensure it's balanced. FINAL DEADLINE FOR: BAT, Base Budget, includes sub0	7/7/2023

Notes:

1. Timing of the Snapshot always occurs the day before the 11th & 26th of every month unless the 11th or 26th falls on a holiday or weekend
2. Timing of when the KBM Cognos Staffing is updated is two business days from when the Snapshot is taken