

FY25 BASE BUDGET TIMELINE FOR KBM/PATH STAFFING

Month / Description	Due Date
AUGUST	
Path Snapshot at 4pm	8/5/2024
KBM Cognos Staffing Updated	8/7/2024
Path Snapshot at 4pm	8/23/2024
KBM Cognos Staffing Updated	8/27/2024
SEPTEMBER	
Path Snapshot at 4pm	9/10/2024
KBM Cognos Staffing Updated	9/12/2024
Path Snapshot at 4pm	9/25/2024
KBM Cognos Staffing Updated	9/27/2024
OCTOBER	
Path Snapshot at 4pm	10/10/2024
KBM Cognos Staffing Updated	10/14/2024
Path Snapshot at 4pm	10/25/2024
KBM Cognos Staffing Updated	10/28/2024
NOVEMBER	
1st QTR BUD due	11/7/2024
Path Snapshot at 4pm	11/8/2024
KBM Cognos Staffing Updated	11/13/2024
Path Snapshot at 4pm	11/22/2024
KBM Cognos Staffing Updated	11/25/2024
DECEMBER	
Path Snapshot at 4pm	12/10/2024
KBM Cognos Staffing Updated	12/12/2024
Path Snapshot at 4pm	12/17/2024
KBM Cognos Staffing Updated	12/19/2024

Month / Description	Due Date
JANUARY	
2nd QTR BUD due	1/8/2025
Path Snapshot at 4pm	1/10/2025
KBM Cognos Staffing Updated	1/13/2025
Path Snapshot at 4pm	1/24/2025
KBM Cognos Staffing Updated	1/28/2025
FEBRUARY	
Path Snapshot at 4pm	2/10/2025
KBM Cognos Staffing Updated	2/12/2025
Path Snapshot at 4pm	2/25/2025
KBM Cognos Staffing Updated	2/27/2025
MARCH	
Path Snapshot at 4pm	3/10/2025
KBM Cognos Staffing Updated	3/12/2025
Path Snapshot at 4pm	3/25/2025
KBM Cognos Staffing Updated	3/27/2025
APRIL	
3rd QTR BUD due	4/7/2025
Path Snapshot at 4pm	4/10/2025
KBM Cognos Staffing Updated	4/14/2025
Path Snapshot at 4pm	4/25/2025
KBM Cognos Staffing Updated	4/28/2025
MAY	
Path Snapshot at 4pm	5/9/2025
KBM Cognos Staffing Updated	5/13/2025
Path Snapshot at 4pm	5/23/2025
KBM Cognos Staffing Updated	5/28/2025

Month / Description	Due Date
JUNE	
Tentative Dates for Closing: Path Snapshot at 4pm	6/3/2025
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/5/2025
4th QTR BUD due	6/9/2025
Tentative Dates for Closing: Path Snapshot at 4pm	6/10/2025
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/12/2025
Tentative Deadline for: All UCPath changes, Med Comp updates in Path. FINAL FROZEN UCPATH SNAPSHOT for Final Staffing List at 4pm	6/17/2025
Tentative Dates for Closing: Final Staffing List available in KBM; prepare BAT entries before 7/3/25	6/20/2025
JULY	
Tentative Dates for Closing: LAST DAY. FINAL DEADLINE FOR: BAT, Base Budget, includes sub0. Please ensure there are no deficits by acct, by consolidation code in your perm budget	7/3/2025

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