June 4, 2012

MEMORANDUM

TO: OMNI Budget Managers

FROM: Michael Lake
     Director, University Budgets

SUBJECT: 2012-13 Operating Budget Information
          E&G, Auxiliaries, DRS, Locals

For 2012-13, the Budget Office is once again offering training for the University’s annual Operating Budget Submission online via Blackboard. Those responsible for entering operating budgets are required to complete the training and score at least 80% on each of the skills assessments by **July 3, 2012**. (Anyone who has previously completed the training is welcome to repeat it, but is not required to do so.) Attached are instructions with detailed information on accessing and completing the training.

Also attached, if applicable, Non-E&G Budget Managers will find an estimate of their departments’ 2012-13 salaries and benefits, detailed by position. These salary estimates may be used in developing 2012-13 budgets.

Those responsible for entering operating budgets should verify that they will have access to the FSU Operating Budget Application by the Budget Entry Windows, which are:

- **Non-E&G: Monday, July 9, 2012 to Monday, July 16, 2012**
- **E&G: Friday, July 20, 2012 to Friday, July 27, 2012**

Detailed information on the above can be found in the 2012-13 Operating Budget Training materials available on Blackboard. Additional information is also available on the 2012-13 Operating Budget Information page at [http://www.budget.fsu.edu/2012-2013-Operating-Budget-Information](http://www.budget.fsu.edu/2012-2013-Operating-Budget-Information).

If you need assistance at any point, please do not hesitate to call the Budget Office at 644-4203.

CC: OMNI Deans, Directors, Department Heads, and Chairs