

Good Afternoon!

The following message is being sent to ORG-level budget contacts only and NOT the general Budget Office listserve. If there are others in your unit who you think should see this information, please forward.

Financial Planning and Workforce Planning modules of CPBS has been reopened for users with organization level access this afternoon, June 1st and will remain open until 6:00 PM, June 12th.

The system is open during this period to provide an additional opportunity to:

1. **Make labor distribution changes** you would like to have systematically updated in PeopleSoft for July 1, 2009. **Any changes made to labor distribution after June 12th will require submission of paperwork to Payroll.** More information about labor distribution changes and detailed instructions can be found at: http://www.dpb.cornell.edu/FP_Budget_Instructions.htm.
2. **Make salary commitment adjustments** related to SRI-related retirements that were not known at the time of originally planning.
3. **Refine other budget projections** for 2009-10.

PLEASE NOTE: ANY CHANGES THAT SIGNIFICANTLY ALTER YOUR BOTTOM-LINE PROJECTIONS FOR 2009-10 should be documented and submitted to Adriane Callinan (amp15@cornell.edu) and Rose Wright (rfw1@cornell.edu). All centrally produced variance analyses will continue to compare actual activity to 2009-10 Financial Plan data (Trustee Budget) that was presented and approved by the Board of Trustees.

The Trustee Budget row (T Row) is now available for reporting from the Budget Datamart <https://brio.cit.cornell.edu>.

The following are some key upcoming processing dates. The complete budget calendar is available at http://www.dpb.cornell.edu/FP_Budget_Cycle_Dates.htm.

June 16 Labor distribution changes loaded to PeopleSoft.

June 22- June 30 Financial and workforce planning modules of CPBS reopened by request only.

June 22 Cutoff date to submit personnel changes for semi-monthly employees to HR Records for first check in FY2010.

If you have any questions, please contact Rose Wright (rfw1@cornell.edu or 255-0890), or Jean Palmer (jlp12@cornell.edu or 255-5468)

Thank you!