It is that time again...

FY20 TM1 Budget Season

...has begun

**Key Dates to Know:**

**Thursday, March 21, 2019:** TM1 Personnel salary update

(Note: TM1 will be down 3/21-3/25)

**Thursday, April 25, 2019:** TM1 Personnel Data freeze

(Note: TM1 will be down 4/25)

**Wednesday, May 15, 2019 (11:59PM):** Budgets in TM1 Finalized

**Training Location:** MCB-326 Mt. Jefferson

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<td>Friday</td>
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The University Budget Team (UBT) will provide further guidance via the UBT Memo on Budget Development and Base Budgets later in the spring.

**TM1 Training Descriptions**

Please sign up for sessions on our website at: www.pdx.edu/budget

**TM1: Basics**

A 1.5 hour introductory training to inputting budgets in TM1.

Training Objectives:
- Getting to TM1
- TM1 Resources
- TM1 Introduction

Who Should Attend: This session is designed for users unfamiliar with the TM1 system. Users unfamiliar with TM1 or new to TM1 will benefit from this training session.

**TM1: Advanced**

This one hour training session is meant for users comfortable with input in TM1. It will quickly reintroduce TM1, explore different views in TM1 and various quick entry methods.

Training Objectives:
- Getting to TM1
- TM1 Resources
- TM1 Views
- Summary Tab Analysis
- Quick Entry Methods
- Leveraging Subsets

Who Should Attend: This session is designed for users familiar with the TM1 system and want to leverage TM1 for more reporting and analysis.

**TM1 Deep Dive Series: Personnel**

This one hour deep dive session will dig into the nuances in the Personnel tab.

Training Objectives:
- Unclassified Personnel
- Classified Personnel
- Retirement & OPE
- Personnel warnings
- Other Pay

Who Should Attend: This session is designed for users with familiarity with the TM1 system. Users seeking a deeper understanding of the workflow in the personnel tab will benefit from this training session.

As a reminder, the budget office has switched to a team-based approach for serving our campus stakeholders via a centralized inbox to address inquiries. Please send any questions or concerns to: budget@pdx.edu