

# FY26 BASE BUDGET TIMELINE FOR KBM/PATH STAFFING

Month / Description	Due Date
<b>AUGUST</b>	
Path Snapshot at 4pm	8/8/2025
KBM Cognos Staffing Updated	8/11/2025
Path Snapshot at 4pm	8/25/2025
KBM Cognos Staffing Updated	8/27/2025
<b>SEPTEMBER</b>	
Path Snapshot at 4pm	9/10/2025
KBM Cognos Staffing Updated	9/12/2025
Path Snapshot at 4pm	9/25/2025
KBM Cognos Staffing Updated	9/29/2025
<b>OCTOBER</b>	
Path Snapshot at 4pm	10/10/2025
KBM Cognos Staffing Updated	10/13/2025
Path Snapshot at 4pm	10/24/2025
KBM Cognos Staffing Updated	10/28/2025
<b>NOVEMBER</b>	
<b>1st QTR BUD due</b>	<b>11/10/2025</b>
Path Snapshot at 4pm	11/10/2025
KBM Cognos Staffing Updated	11/12/2025
Path Snapshot at 4pm	11/19/2025
KBM Cognos Staffing Updated	11/21/2025
<b>DECEMBER</b>	
Path Snapshot at 4pm	12/10/2025
KBM Cognos Staffing Updated	12/12/2025
Path Snapshot at 4pm	12/17/2025

Month / Description	Due Date
KBM Cognos Staffing Updated	12/19/2025
<b>JANUARY</b>	
<b>2nd QTR BUD due</b>	<b>1/9/2026</b>
Path Snapshot at 4pm	1/9/2026
KBM Cognos Staffing Updated	1/13/2026
Path Snapshot at 4pm	1/23/2026
KBM Cognos Staffing Updated	1/27/2026
<b>FEBRUARY</b>	
Path Snapshot at 4pm	2/10/2026
KBM Cognos Staffing Updated	2/12/2026
Path Snapshot at 4pm	2/25/2026
KBM Cognos Staffing Updated	2/27/2026
<b>MARCH</b>	
Path Snapshot at 4pm	3/10/2026
KBM Cognos Staffing Updated	3/12/2026
Path Snapshot at 4pm	3/25/2026
KBM Cognos Staffing Updated	3/30/2026
<b>APRIL</b>	
<b>3rd QTR BUD due</b>	<b>4/8/2026</b>
Path Snapshot at 4pm	4/10/2026
KBM Cognos Staffing Updated	4/13/2026
Path Snapshot at 4pm	4/24/2026
KBM Cognos Staffing Updated	4/28/2026
<b>MAY</b>	
Path Snapshot at 4pm	5/8/2026

Month / Description	Due Date
KBM Cognos Staffing Updated	5/12/2026
Path Snapshot at 4pm	5/22/2026
KBM Cognos Staffing Updated	5/27/2026
<b>JUNE</b>	
Tentative Dates for Closing: Path Snapshot at 4pm	6/2/2026
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/4/2026
<b>4th QTR BUD due</b>	<b>6/8/2026</b>
Tentative Dates for Closing: Path Snapshot at 4pm	6/9/2026
Tentative Dates for Closing: KBM Cognos Staffing Updated	6/11/2026
<b>Tentative Deadline for: All UCPath changes, Med Comp updates in Path. FINAL FROZEN UCPATH SNAPSHOT for Final Staffing List at 4pm</b>	6/16/2026
<b>Tentative Dates for Closing: Final Staffing List available in KBM; prepare BAT entries before 7/3/25</b>	6/18/2026
<b>JULY</b>	
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	7/2/2026

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