THE UNIVERSITY OF TEXAS
AT DALLAS

FY2022 Budget Planning Module Training Guide

Office of Budget and Financial Planning

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What is a Budget?

A budget is the financial plan for the allocation of resources during a particular period of time. Proper budget development and control provide the ability to ensure that limited financial resources are expended in an effective and efficient manner towards achieving the University's strategic mission.

The University of Texas at Dallas Budget Development Process

Schools and divisions are responsible for updating budget information for the new fiscal year. In order to produce a balanced budget, the updated expenses must not exceed allocations, or projected revenues and carryover balances for Non-Core funds. Budget updates provided by schools and divisions include:
1. Salary information for personnel changes including pay raises, promotions, approved vacancies, title changes, funding changes and any other salary adjustments.
2. Updates of non-salary expenses for changes in account codes and distribution of funds between cost centers.
3. Development of revenue and expense projections for Non-Core cost centers.

How is this information used?

Information that is submitted in the Budget Development process is used for the following:
1. As a guide for departments, designating initial spending authority and authorized positions.
2. Original budget for the upcoming budget year effective September 1– August 31.
3. Operating Budget for UT System:
    a. Expenditures by NACUBO function, fund group, and object of expense.
    b. Supplemental reports on salaries.

Budget Development Reminders

In order for the budget development process to be successful, and to comply with all UT Dallas and UT System requirements, there are a few items to remember when completing your budget.

Two Phase Process

Budget development at The University of Texas at Dallas is a two-phase process.

- The first phase involves the review of current funding, balancing to Core allocations, and making necessary changes in revenue and expense budgeted amounts. Validation of current budgeted positions will also be completed.

- During the second phase, merit allocations are awarded to eligible individuals. This phase will open to campus users after the first phase closes.

Revenue Projections

Budgeted revenue estimates are expected to be reasonable and realistic. Please use the Five Year Revenue Trend on the Reporting Console to help with this.

Salaries

Salaries for positions which have been approved and are intended to be filled for the fiscal year being budgeted, should be listed on the department's budget submission. All vacancies and new positions must be fully funded. Salaries for all active employees must be budgeted during the budget process with the exceptions listed below:

- Employees who have submitted written notification of their intent to resign prior to the start of the fiscal year being budgeted. These positions should be budgeted as vacancies or the positions can be inactivated if not intended to be filled.

- Research assistants, teaching assistants, hourly workers, including students, and non-budgeted lecturers should be budgeted as lump sums.

Inactive and Frozen Cost Centers

Cost centers with a zero fund balance and zero activity projected for budget fiscal year should be inactivated or frozen. NOTE: A cost center cannot be inactivated if it has a fund balance that carries forward or if it has outstanding balance sheet or encumbrance balances.

Allowable Expenses

See Use of Funds Matrix Guide for information on allowable expenses by fund code.
https://finance.utdallas.edu/managing-departmental-finances/use-of-funds-guide/

Current Year Information

All current year information is uploaded on 3/1, prior to the opening of the budget planning module.

New Departments and New Cost Centers

Requests for new departments and new cost centers can be made by completing the appropriate form under Employee Self-Service/Forms in PeopleSoft.

User Roles

In the Budget Planning Module, there are four levels of users:

Read Only Access

Users with this group will have access to view the BPM but cannot make any changes.

Campus Group User

Users with this role have the ability to access the campus group workbook pages and add, edit, and/or delete information. Examples: Fiscal Officer, Administrative Assistant in charge of budget entry.

Campus Group Administrator

Users with this role have the same access to budget information as those with the Campus Group User role. However, the Campus Group Administrator will be responsible for final review of the budget in all phases, and has the authority to submit the budget to the Campus Group Executive Reviewer. The Campus Group Administrator is responsible for reviewing and approving the budget information and making the official budget submission. A Campus Group Administrator can delegate the task of submitting the workbook to another user with written authorization. For example, Deans or Directors may wish to assign the Campus Group Administrator role to their authorized designee.

Campus Group Executive Reviewer

The Executive Reviewer is the Division's final approver for campus group budgets and will have the same access to the budget information as the Campus Groups Users and Administrators. This role has been initially assigned to members of the executive management team. An Executive Reviewer can delegate the task of submitting the workbook to another user with written authorization.

THE BUDGET PLANNING MODULE

Opening the Workbook:
1. From Galaxy 2.0, select the Navigator menu option
2. Click on Commitment Control Custom >Budget > Budget By Campus Group.
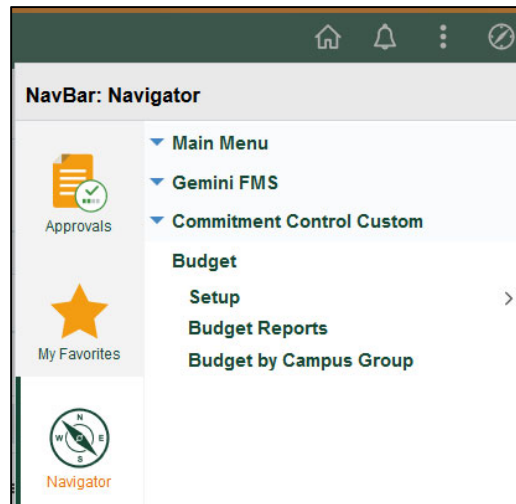
Figure 1

You will be presented with search prompts as illustrated in Figure 2:

Figure 2

✓ **TIP** Make this page one of your Favorites so it is easy to get to.

Fiscal Year should be set as the year for which you will be budgeting. Search for your Campus Group.

You can do this by starting to type the name, by using the magnifying glass 🔍 , or clicking on Search to get to the entire list of campus groups available to you.

FUNDS TOTAL – CORE TAB

This is the home page for the workbook. You will see the information illustrated in Figure 3.

| Fund Totals - Core | Cost Center Detail | Payroll | Transfers | Beginning Balance | Supplements | File Attachments |

Budget Year 2021 **Campus Group** OBF   Office of Budget & Finance

Campus Group Totals

	Fund Allocation Total	Total Merit	Total Allocation	Expense Budget Total	Difference
1	$0	$0	$0	$7,602,106	$-7,602,106

Fund Allocation by Campus Group

1-6 of 6

	Fund	Description	Allocation	Merit	Total	Original Expense Budget	Difference
1	2010	E&G General Funds	$0	$0	$0	$ 640,639	$-640,639
2	3000	Designated Tuition	$0	$0	$0	$ 4,380,072	$-4,380,072
3	3107	Information Technology Fee	$0	$0	$0	$ 442,421	$-442,421
4	3109	Student Business Services	$0	$0	$0	$ 1,190,493	$-1,190,493
5	3237	Bursar Fee	$0	$0	$0	$ 948,481	$-948,481
6	3700	General Activities	$0	$0	$0	$ 0	$0

Notes:

| Format | Font | Size | B I U S |

| Signed In - Click to Sign Out | Phase P1 Submitted to Budget team | Activity Log | Error / Warning Log (0) |

Figure 3

✓ **TIP** There are seven tabs located at the top of each workbook, as illustrated below. The tabs can also be accessed at the bottom of each workbook page.

| Fund Totals - Core | Cost Center Detail | Payroll | Transfers | Beginning Balance | Supplements | File Attachments |

Campus Group Totals

This is the total for all of the Core funds for the campus group. Total is the sum of Allocations plus Merit. The Expense Budget is the total of the Original Expense Budgets in the Fund Allocation by Campus Group section below it.

Allocations have been entered by the Budget Office and include your original allocations for the current fiscal year, as adjusted by any permanent transfers approved to date, and any changes in the base allocation authorized by executive management. Merit allocations will be released during the merit process and the pools will be based on the University merit policy. Before your workbook can be submitted, the budget must be in balance, i.e., the amount in the Difference column must equal $0.

Fund Allocation by Campus Group

This section gives you an overview of your campus group's Core allocations by fund and identifies the remaining amounts to be distributed to the Operating Expense Budget. The Original Expense Budget is the operating expense budget and any incremental increases from the current fiscal year plus the current payroll expenses. The amount in the Difference column is Total Allocation minus Original Expense Budget. This shows how much you have not allocated (a positive number) or when you have allocated too much (a negative number).

NOTE: The Original Expense Budget <u>cannot</u> exceed the total allocation. You will not be able to submit the workbook until all amounts in the Difference equal $0.

✓ **TIP** Drilldown Feature: To budget your Core cost centers, you have the option to click on an <u>underlined</u> amount in the Original Expense Budget column on the Fund Totals – Core page or the Cost Center Detail page to view all cost centers. A click on any underlined expense will display a list of all the cost centers budgeted within that fund group. You can then use the tabs or the Show All Columns [Budget FY - Op] [CC Info] [▐▶] button.

Notes

This space should be used to provide additional information that may be helpful in explaining your budget. This is where justifications for revenue budget increases should be submitted and any employees leaving at the end of the year. The Budget Office will also put messages and explanatory information in this area. Many editing functions are available, including Spell Check . You can also hide the editing tools by clicking on the arrow in the lower right corner.

Signed In/Out Workbook

You must sign in to your workbook before you can add information or make any changes. The authorized user may simply click on the Signed Out – Click to Sign in button to begin working on the budget. A message of Signed In – Click to Sign Out will indicate someone is signed in to the workbook. Only one user can be signed in at a time giving him or her ability to add and/or edit information. So remember to sign out after you are finished with your session. However, any user can view the workbook without being signed in. All staff with access to the campus group workbook will be able to view the workbook at all times.

✓ **TIP** The Budget Office can help you gain access to your workbook if necessary.

Activity Log

Click on the Activity Log to show changes in the submittal status.

Error Log

If your workbook contain any errors, the Error Log icon will appear. Click on the Error Log icon to display the errors needed for correction. Once corrected the icon be grayed out. Workbooks containing errors <u>CANNOT</u> be submitted.

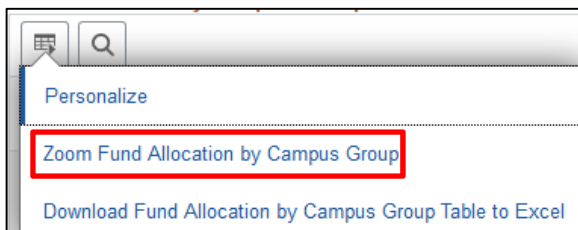# ✓Tips <u>**WORKBOOK NAVIGATION**</u>
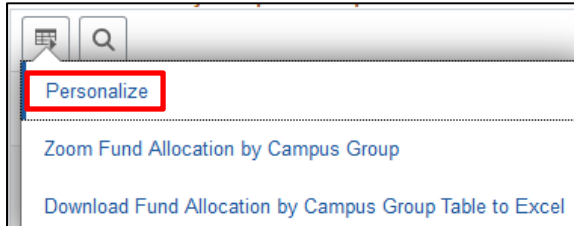
Personalize

This tool allows the user to view only selected information. Users can determine which columns are frozen at the beginning of each row, which items can be hidden, and how the information will be sorted. Each tab can be set to fit the user's needs.
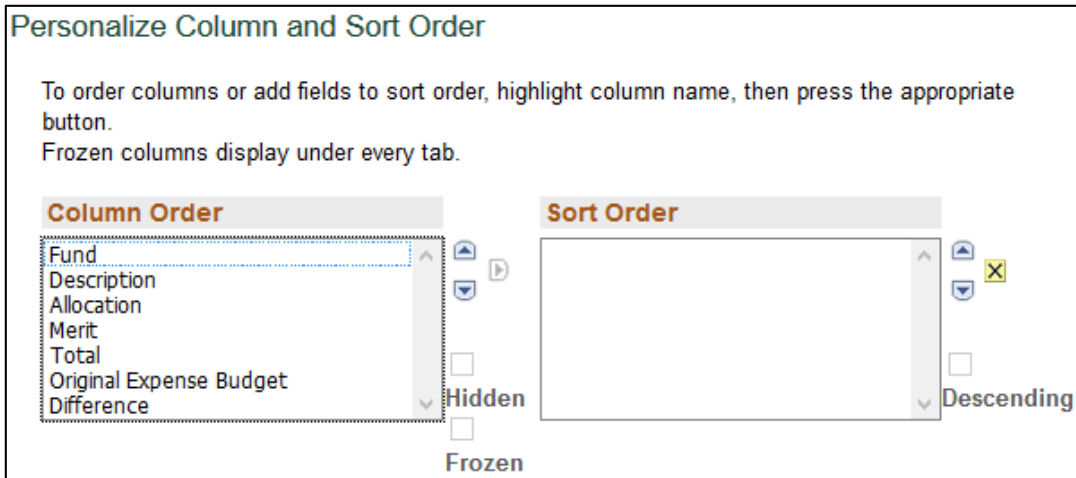
Find   Find can help you quickly locate specific information on a page.

Zoom

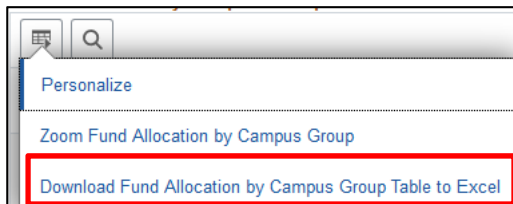Zoom focusses on just the information in the rows and columns on the page.

View all

or View 100

By clicking here, you will be able to scroll through 100 rows instead of just 10 at time.

Sort

Any column can be sorted by clicking on the column header. A little arrow will show you what direction the data is sorted.

Download Workbook information can be downloaded to Excel. Remember that your spreadsheet will not contain any formulas. HINT: You may want to hide some unwanted columns before the download to make the spreadsheet more manageable.

Show all columns | Budget FY - Op | CC Info | ⫸ | **Show Tabs.** ⫷

The Cost Center Detail tab has its own set to tabs to assist in navigating and viewing cost center information. You can either use the tabs, or select Show all columns to view all budget cost centers by using the slider bars.

Drill Down

You can drill down on any number that is <u>underlined</u> to get details on what makes up that total. For example, on the Funds Total-Core tab, clicking on the underlined number under Original Expense Budget will bring up all cost centers with that fund code. On the Budget FY – Sal tab in Cost Center Detail, drilling down on an <u>underlined</u> expense total in A&P, Classified, or Faculty will take you to Payroll and a list of all employees in that cost center with that salary type.

COST CENTER DETAIL TAB

The Cost Center Detail section of the Budget Planning Module summarizes the budgets for all cost centers within a particular school or division (as illustrated in Figure 4). Cost centers are classified as either Core or Non-Core based on their funding source. Cost centers that receive centrally-funded allocations are considered Core. All other cost centers are considered Non-Core.

Figure 4

Core cost centers are centrally-allocated and funded from:

> Statutory appropriations
> Tuition (Statutory – Designated)
> Mandatory designated fees

The budgets for those cost centers marked as Core in the Fund column roll up to the funds totals in the Fund Allocation by Campus Group above and to the Original Expense Budget on the Fund Totals – Core tab.

Non-Core cost centers are generally funded from:

      Revenue

      Endowment Income

      Gifts

      Prior year balances

      Transfers from specific sources (i.e. President's EEF funds, Indirect Cost Recovery)

All cost centers owned by the Campus Group should appear in this section, even if there is no activity for the current year. If a cost center is missing, please add it by using the Add Cost Center to Campus Group area. You can only enter active cost centers which are a part of your campus group.

Add Cost Center to Campus Group

If you find that a cost center is missing from your workbook in the Cost Center Detail tab, you can add the active cost center to your budget workbook. Enter the cost center number in the search tool to add it.

Add Cost Center to Campus Group		🔍

Total	Budget FY - Rev	Budget FY - Sal	Budget FY - Op	CC Info	‖▸

✓ **TIP** Fields in a white box can be edited (for example, Faculty Lump Sum or Hourly Wages on the Payroll tab as illustrated in Figure 5). Other fields (for example, Longevity and Benefits, Figure 5) are totals calculated from other information. Underlined fields (for example, the Classified field, Figure 5) allow you to drill down to the detail that make up this total.

A & P Staff A5011	A & P Lump Sum A5011	Faculty A5021	Faculty Lump Sum A5021	Total Supplements	Lecturers A5024
$ 358,830	$0	$ 0	$0	$2,654	$0
$ 0	$0	$ 0	$5,000	$0	$0

Hourly Wages A5050	Hazard Pay A5062	Longevity A5061	Benefits A5500
$10,000	$0	$0	$0
$0	$0	$0	$0

Figure 5

✓ **TIP** You must sign in to a workbook before you can edit any fields.

The Cost Center Detail tab includes a section with sub-tabs to help you navigate and look at only specific information. You can also use the Show all columns button ‖▸ to view all workbook columns on one tab.

The sub-tabs are illustrated and described below.

Total

All budgeted items from the Budget FY – Sal, Budget FY – Op, and Budget FY – Rev, as well as from the Beginning Balance and Net Transfers tabs, are totaled on the Total sub-tab (Figure 6) to arrive at the Projected FY Ending Balance.

	Cost Center	Description	Dept ID	Fund	Function	Projected Beginning Bal	Budget FY Revenue	Budget FY Expenses	Net Transfers	Projected FY Ending Balance
22	43130005	Designated - Budget	403100	3000	713	$0	$0	$766,986	$766,986	$0
23	47130000	Payroll - Operating	407100	3000	713	$0	$0	$42,117	$42,117	$0

Figure 6

The Projected FY Ending Balance should be $0 for all Core cost centers. Non-Core cost centers should have balances greater than or equal to $0. A negative year ending balance cannot be budgeted.

Projected FY Ending Balance = Projected Beginning Bal + Budget FY Revenue – Budget FY Expense +/- Net Transfers

Budget FY – Rev

Any revenue that is expected to be received in the upcoming budget year should be entered in the appropriate account code column of the Budget FY-Revenue sub-tab for Non-Core cost centers (Figure 7). The Budget Office will enter Endowment Interest and Indirect Cost Recovery as directed by Development and Research. Gift revenue does not need to be budgeted.

	Cost Center	Description	Dept ID	Fund	Function	Tuition/Fee Revenue A4000	Indirect Cost Recovery A4500	External Sales Revenue A4600	Internal Sales Revenue A4810	Other Revenue Sources A4830	State Appropriations A4900	Gift Revenue A4920	Endowment Interest A4930
24	40130024	Technology Replacement	400100	3001	713	$0	$0	$5,000	$0	$0	$0	$0	$0
25	44130002	Credit Card Purchase	404100	3099	713	$0	$0	$0	$10,000	$0	$0	$0	$0

Figure 7

Budgeted revenue estimates are expected to be reasonable and realistic. Use the Five Year Revenue Trend on the Reporting Console to estimate the cost center's revenue.

Budget FY – Sal

This tab (Figure 8) summarizes information from the Payroll and Supplements tabs.

	Cost Center	Description	Dept ID	Fund	Function	A & P Staff A5011	A & P Lump Sum A5011	Faculty A5021	Faculty Lump Sum A5021	Total Supplements	Lecturers A5024	Graduate Assts A5030	Teaching Assts A5031	Research Assts A5032
4	40130026	Designated Salaries	400100	3000	713	$ 358,830	$0	$ 0	$0	$2,654	$0	$0	$0	$0
5	40130021	VP Bud & Finance - Operating	400100	3000	713	$ 0	$0	$ 0	$5,000	$0	$0	$0	$0	$0

Figure 8

A&P, Faculty, and Classified salary amounts roll up to this tab from the information on the Payroll tab, and the Supplements amounts come from the information on the Supplements tab. Cost center budgets for A&P Lump Sum, Faculty Lump Sum, Lecturers, Graduate Assistants, Teaching Assistants, Research Assistants, Classified Lump Sum, and Hourly Wages (for students and temporary workers) should be entered as lump sums in the appropriate editable fields on this sub-tab.

✓ **TIP** **Using the Drilldown feature**. In this section you can access additional detail by clicking on any amount that is underlined. For example, if you click on an amount in the A&P Staff A5011, the application will

display those employees on the Payroll tab whose salaries make up that amount. Clicking Return will take you back to the Cost Center Detail page for that cost center.

✓ **TIP** Be sure to save any changes you made before hitting Return.

The fields that can be populated or edited here are:

- A&P Lump Sum: This code is used for salaries for future A&P members.
- Faculty Lump Sum: This code is used for salaries for future faculty members.
- Lecturers: Budgets for Lecturers I, II, and III. These are non-budgeted positions. Enter the lump sum total here.
- Graduate Assistants: Those with Job Code S00071.
- Teaching Assistants: Those with Job Code S00061.
- Research Assistants: Those with Job Code S00634.
- Classified Lump Sum: This code is used for salaries for future Classified members.
- Hourly Wages: Budgeted amount to pay student employees other than TAs and RAs, and temporary workers.
- A&P Staff, Faculty, Classified: The salary totals are pulled from the Payroll tab.
- Total Supplements: This is pulled from the Supplements tab.
- Longevity, Hazard Pay, and Benefits are also summarized from the Payroll tab. Amounts are only shown for those cost centers that must pay for these expenses.

Budget FY – Op

This tab (Figure 9) is to be used to enter budgets for non-payroll items, such as travel, M&O, and library materials expenses. Scholarship expenses should be budgeted separately from M&O expenses.

	Cost Center	Description	Dept ID	Fund ⏶	Function	Travel A6300	Maintenance & Operations A6300	Scholarships A6300	Utilities A6300	Library Materials A6300	Debt Service A6300
21	44130007	HUB Operating	404100	3000	713	$2,175	$2,175	$0	$0	$0	$0
22	43130005	Designated - Budget	403100	3000	713	$0	$38,182	$0	$0	$0	$0

Figure 9

✓ **TIP** Expenses should be accurately budgeted and classified.

CC Info

This tab (Figure 10) provides general information about all cost centers assigned to the campus group and includes fund and department. The fields on this sub-tab are not editable. If you find an error, please contact the Budget Office.

	Cost Center	Description	Dept ID	Fund ⏶	Function	Fund Description	Department Description	Fund
31	40132001	VP B&F-Bursar Operating	400100	3237	713	Bursar Fee	VP Budget & Finance	Core
32	41132002	Bursar Late Fee - Operating	401101	3237	713	Bursar Fee	Bursar Office	Core
33	40132002	VP B&F-Bursar Fee Reserve	400100	3237	713	Bursar Fee	VP Budget & Finance	Core

Figure 10

PAYROLL TAB

Figure 11

Use the Payroll tab to make adjustments to employee assignments or to add an employee and/or vacant position to your campus group.

The Payroll tab is divided into five sub-tabs: Budget Data, Job Data, Benefits, Merit and Details.

✓ **TIP** For information on salary or position changes, please refer to the University of Texas at Dallas Compensation Standards & Practices document accessible from the following URL: http://www.utdallas.edu/hr/compensation/standards/.

Only budgeted employees and positions should appear on the Payroll tab. Budgeted employees include permanent A&P, Classified, and Faculty positions. Budgeted faculty positions include: Professor, Associate Professor, and Assistant Professor; Professor of Practice, Associate Professor in Practice, and Assistant Professor of Practice; Professor of Instruction, Associate Professor of Instruction, and Assistant Professor of Instruction; Professor Research Professor; Endowed Professor and Endowed Chair; and Professor with Distinguished Title.

Budgets for Lecturers I, II, and III, Graduate Assistants (GAs), Teaching Assistants (TAs), Research Assistants (RAs), student workers, and temporary employees should be budgeted as a lump sum on the Budget FY – Sal sub-tab of the Cost Center Detail tab (Figure 8).

If an active employee is missing from the Payroll tab, follow the steps in the Adding New/Vacant Positions section below.

✓ **TIP** The use of navigation tools like Find, Sort, and Personalize may be helpful when working in the Payroll tab.

Editable Fields: Information in a rectangle field [   ] can be edited. You can also click on the icon in the Edit column (Figure 12) to reveal the add/edit position information template. Allowable edits include: position number, total FTE, pay rate, job dates, cost centers, distribution percentage, and funding dates.

Edit/Edit All

Edit: Select this option (Figure 13) to add/edit a single position.

Figure 12

After clicking Edit, the following form (Figure 13) will be displayed. You will be able to make changes in the editable fields.

Figure 13

Edit All: You can edit multiple positions by accessing the Edit All button (Figure 14):

Figure 14

Select Edit Multiple Positions

Then click on the forward and backwards arrows

Or click on View 100/View All(if less than 100)

You will then be able to scroll down to see all budgeted positions.

Note: If Edit All and then View All options are selected, the form illustrated in Figure 15 will appear for each individual position.

Figure 15

Note: You cannot change the salary on the Edit/Edit All screens. Any salary changes must be made in the Budget FY Salary Adjustment column on the Payroll Merit sub-tab (please see the Salary Adjustments section and Figure 31).

Budget Data

Inactive/Vacant: This column (Figure 16) is used to change the status of a position to inactive or vacant. Select your option by clicking on the drop down.

Budget FY Salary Cost	Position Number	Edit	Inactive / Vacant▾	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description
$50,000.00	00028903	📄	Vacant ⌄		100.00	44120001 🔍	Procurement - State Operating
$0.00	00014636	📄	Inactive ⌄			41130011 🔍	Designated Salaries

Figure 16

Inactive: Select this option if the employee will not be employed by the University in any capacity and you no longer need the position for the upcoming year. You must also submit a termination ePAR.

Position Number	Edit	Inactive / Vacant▾	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description	*Budget FY Funding Start Date
00028903	📄	Inactive ⌄		100.00	44120001 🔍	Procurement - State Operating	09/01/2020 📅
00014636	📄	Inactive ⌄					
00018683	📄	Inactive ⌄					
00028935	📄	Inactive ⌄					

Please ensure you want to change this position to 'Inactive' status before you click save. (20701,9)

OK   Cancel

Figure 17

When you elect to inactivate a position, you will receive a warning (Figure 17). When inactivating a position, please ensure that you want to change this position to Inactive. Once changed and saved, the change is permanent and the funds for the position will be available for use elsewhere. If you save the inactivation election in error, you will have to re-enter the position data. Positions will be inactive effective 9/1 and they cannot be reactivated.

Vacant: Select this option if the employee will not be in this particular position but you want to retain the position and the budget for the upcoming fiscal year.

Position Number	Edit	Inactive / Vacant▾	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description	*Budget FY Funding Start Date
00014677	📄	Vacant ⌄		100.00	41131001 🔍	FMS Finance Salary - IT Fee	09/01/2020 📅
00017834	📄	⌄					
00009280	📄	⌄					

Please ensure you want to change this position to 'Vacant' status before you click save. (20701,9)

OK   Cancel

Figure 18

When electing to make a position vacant, you will be prompted with a warning (Figure 18). Please ensure that you want to change this position to Vacant. Once changed and saved, the change is permanent and the employee is released from the position number. Funds will remain budgeted for the vacant position. If you saved the vacant election in error, you will have to re-enter the employee ID number and all related information.

Funding Changes

Budget FY Distribution %: Total distribution for a position cannot exceed 100%. If a distribution greater than 100% is entered, the error (Figure 19) will be recorded in the error log. The distribution percentage must be corrected in order to submit the budget workbook.

	Budget Year Position Number	Error Message
1	00029032	Distribution Pct is 101.00 and must equal 100

Figure 19

Budget FY Cost Center: Use the Budget FY Cost Center column (Figure 20) to change the cost center for an existing employee. A drop down menu is available for your use by clicking on the magnifying glass. Only those cost centers in your campus group will be available for selection.

Budget FY Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description
$43,878.82	00017809		Vacant		100.00	44120001	Procurement - State Operating
$61,028.24	00029032		Vacant		101.00	41131003	SBS Fee - Bursar

Figure 20

Adding/Deleting an Additional Funding Source within Your Campus Group

If an employee or position salary is to be split among two or more campus groups for the upcoming budget year, use the Edit button for the appropriate row within the Payroll tab to access the detail screen similar to that illustrated in Figure 21.

Figure 21

Next, click on the [+] button to add another row and make the necessary funding changes. As illustrated in Figure 22, funding for Position 17809 was split between two cost centers.

*Position Number 00017809 Vacant / Inactive Vacant
*UTD ID VAC00017809 ☐ Tenured
Empl Record 0
*FTE 1.000000
*Job Code C09653 Payable Specialist III
*Job Start 09/01/2020 *Job End 08/31/2021

	Medical Cost at 100%	Total Salary Cost Before Merit	Total Final Salary Cost
Medical Election			
Default	$11,487.24	$43,878.82	$43,878.82

		Position Number	Fund	Funding Dept	Funding Department	*Cost Center	*Home Dept	Distribution %	*Funding Start Date	*Funding Stop Date	Cost Before Merit	Total Salary Cost
1	+ −	00017809	2010	404100	Procurement Management	44120001	404100	50.00	09/01/2020	08/31/2021	$21,939.41	$21,939.41
2	+ −	00017809	3000	403100	Budget	43130005	404100	50.00	09/01/2020	08/31/2021	$21,939.41	$21,939.41

Figure 22

✓ **TIP** Be sure to save before you click return.

To delete a funding source from a position funded by multiple sources within your campus group, click Edit, make your changes to the information in the line for the funding you are keeping, and then delete the other line.

Split Funding

If this icon 👥➕ appears in the Split Funding column then the funding for this position is shared between two **campus groups** (as illustrated in Figure 23).

Budget FY Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description
$60,000.00	00013770	📄			100.00	35030041	BBS Staff Salary
$42,240.24	00027823	📄		👥➕	51.00	35030041	BBS Staff Salary

Figure 23

Click on the Split Funding icon and the split funding information for the employee will appear (Figure 24).

Split Funding Information

Empl ID   Name

1-3 of 3   View All

	Campus Group	Position Number	Budget FY Salary Cost	Budget FY 100% Pay Rate	Merit	Merit Increase Percent	Fund Group	Funding Dept	Cost Center	Distribution %	Funding Start Date	Fun
1	BBS	00027823	$42,240.24	$82,824.00			3000	305000	35030041	51.00	09/01/2020	08/3
2	UG Educ	00027823	$15,736.56	$82,824.00			3000	201200	21230026	19.00	09/01/2020	08/3
3	UG Educ	00027823	$24,847.20	$82,824.00			3102	201200	21231005	30.00	09/01/2020	08/3

Figure 24

Payroll-related changes for split-funded positions among multiple campus groups will require coordination among the budget preparers for all campus groups to assure that funding as well as FTE and distribution are correct for that employee. Regardless of how many campus groups support the funding for a position, the position's FTE cannot exceed 1.00.

If this icon ⬡ appears in the Split funding column then the funding for this position is in one campus group but split by multiple cost centers(as illustrated in Figure 25).

Budget FY Salary Cost	Position Number	Edit	Inactive / Vacant▼	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description
$40,654.54	00014416	🗎	⌄		100.00	35030041 🔍	BBS Staff Salary
$30,000.00	00028971	🗎	⌄	⬡	50.00	35030041 🔍	BBS Staff Salary

Figure 25

Click on the Split Funding icon and the split funding information for the employee will appear (Figure 26).

Split Funding Information

Empl ID   Name

	Campus Group	Position Number	Budget FY Salary Cost	Budget FY 100% Pay Rate	Merit	Merit Increase Percent	Fund Group	Funding Dept	Cost Center	Distribution %	Funding Start Date	Fun
1	BBS	00028971	$30,000.00	$60,000.00			3000	305000	35030041	50.00	09/01/2020	08/3
2	BBS	00028971	$30,000.00	$60,000.00			300S	305000	35030088	50.00	09/01/2020	08/3

Figure 26

If this icon 🗎 appears in the Split funding column then the employee has multiple positions in multiple campus groups(as illustrated in Figure 27).

Budget FY Salary Cost	Position Number	Edit	Inactive / Vacant▼	Split Funding	Budget FY Distribution %	*Budget FY Cost Center	Budget FY Cost Center Description
$113,559.48	00003544	🗎	⌄		100.00	35020002 🔍	BBS FS - Academic
$68,288.96	00013475	🗎	⌄	🗎	100.00	35020002 🔍	BBS FS - Academic

Figure 27

Click on the Split Funding icon and the funding information for the employee will appear (Figure 28).

Split Funding Information

Empl ID   Name

	Campus Group	Position Number	Budget FY Salary Cost	Budget FY 100% Pay Rate	Merit	Merit Increase Percent	Fund Group	Funding Dept	Cost Center	Distribution %	Funding Start Date	Fur
1	BBS	00013475	$68,288.96	$133,899.92			2010	305000	35020002	100.00	09/01/2020	05/3
2	Provost	00027292	$87,481.33	$178,533.33			3000	201000	21030072	100.00	09/01/2020	08/3

Figure 28

Job Data

FTE: This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. If the calculated FTE for an employee is greater than 1.00, a warning message as illustrated in Figure 29 will be displayed. The user will need to click "OK" and correct the FTE for the employee noted. The workbook cannot be submitted until the error is corrected.

FTE cannot be greater than 1 for EmplD 403000   (20701,13)

OK
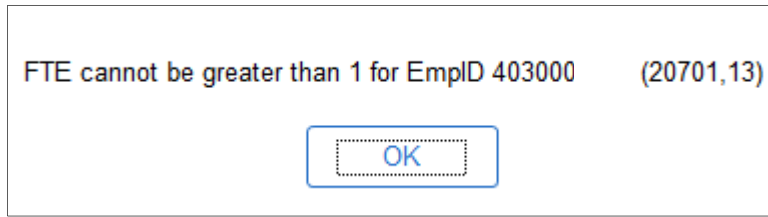
Figure 29

Benefits

Benefits, Longevity, and Hazardous Pay: For all current employees, total benefits cost, longevity and hazard pay information is provided. Total benefit cost amounts will be greater than $0 if the employee is paid from a self-funded cost center. Employees whose benefits are paid from central University benefit pools will show a Total Benefit Cost of $0. (as illustrated in Figure 30). This information cannot be updated on the Payroll tab.

If a position is vacated, the benefits will automatically be calculated. Longevity and Hazard Pay will default to $0. If you need more detailed information concerning these items, please contact the Budget Office. Longevity and Hazard Pay are based on the amount the current employee will be eligible to receive in the upcoming fiscal year.

	Name	Budget FY Salary Cost	Total Benefit Cost	Longevity A5061	Hazard Pay A5062
1		$38,570.00	$13,149.06	$0	$0
2		$43,500.00	$0.00	$0	$0

Figure 30

Merit

Salary Adjustments: If you need to make an adjustment to the salary, make the change in the Budget FY Salary Adjustment column (see Figure 31). You will need to enter a positive or negative number that, when combined with the current salary, will equal the desired salary for the current budget year. This field is **NOT** to be used for any merit adjustments.

	Name	Budget FY Salary Cost	Empl Status	Excluded from Merit	Budget FY Salary Adjustment	Total Salary Cost Before Merit	Pay Plan	Merit	Merit Increase Percent	Exceptional Merit	Promotion	Market / Equity
1		$38,570.00	Inactive	☑		$38,570.00						
2		$43,500.00	Inactive	☑	3500.00	$43,500.00						

Figure 31

MERIT

The merit portion of the workbook is located on the Payroll tab (Figure 32).

Figure 32

The merit process will take place in the second phase of budget development. A campus group's merit pool is based on the budgeted salaries of eligible positions as balanced and submitted during the first phase. The calculated pool amount excludes vacant positions. As defined in Texas Education Code Section 51.962, an employee must have been employed by the institution for at least six consecutive months immediately preceding the effective date of the increase to be eligible for a merit increase, and at least six months must have elapsed since the employee's last merit salary increase. For questions on merit eligibility, please refer to the University of Texas at Dallas Compensation Standards & Practices guide available at the following URL: http://www.utdallas.edu/hr/compensation/standards/.

Merit is allocated by Core and Non-Core funds. Allocations can be exceeded by using M&O, as long as the cost center and/or fund remain in balance.

Allocated Merit: This is the amount of your merit pool (Figure 32).

Unassigned Merit: This is the amount of the pool still available for distribution (Figure 32).

Merit can be added as a dollar amount (ex. $500) in the Merit column, or a specific percent increase in Merit Increase Percent column. Enter merit adjustments in either column. Vacancies are not eligible for merit awards, and are automatically checked as Not Eligible for Merit. You can also mark any other positions that are not eligible for merit. Amounts can still be added for pay plan, exceptional merit, increases related to promotions, or market and equity adjustments.

If an employee's salary is split between two or more cost centers, please ensure that the merit percentages in each Campus Group are the same. Employees will have an icon [icon] in the Split Funding column of the Budget Data mini tab if the salary is split between cost centers within the campus group. Clicking on this will allow you to see the merit for all cost centers. Coordination between departments will be needed if an employee's salary is split with another department. These employees will have an icon in the Split Funding column like [icon] will show the merit awarded by each group. Total merit for that employee should equal the increase from Department A plus the increase from Department B; the total annual rate at 100% will be the same for both departments. Employees who have an icon [icon] in the Split Funding column will have two different salaries for each position. Their merit % needs to be the same for both positions.

Other adjustments: Any necessary adjustments due to changes in the Pay Plan will be made by the Budget Office with guidance from Human Resources.

Other column: FOR BUDGET USE ONLY

Budget FY Salary Increase and Total Increase Percent: These columns are automatically updated and include adjustments from all sources.

Details

Line Comments
💬

Line Comments: A place for explanatory comments is available for each line of the Payroll tab.
Home Department: Editable if the employee's home department has changed due to a transfer, departmental reorg or split.

Adding New/Vacant Positions:
Follow the steps in this section when budgeting for new positions, vacancies, or when adding additional funding lines for an existing employee.

NO positions can be added to your budget unless they have been approved and assigned a position number. Requests for new staff positions, replacements for existing positions, and reclassifications should be made through the Office of Human Resources using an Electronic Position/Update Request(ePUR). Requests for new faculty positions are made through the Provost office.

You can add positions by clicking on add position (Figure 33):

Figure 33

Note: When you click on the add position button, the form illustrated in Figure 34 will be displayed:

Figure 34

Follow the guidelines below when entering information in this form. Several of the fields include drop down menus (identified by the magnifying glass next to the field) to help in your selections.

All fields marked with an asterisk (*) require information, except UTD ID for vacant positions.

Position Number: Enter the assigned Position Number or select from the drop down menu by clicking on the magnifying glass. All full-time must have a position number in order to be included in the budget. If you're entering a vacant position, enter or select the position number and then click on the ADD VACANCY button. The following fields automatically be entered: UTD ID, FTE, Job Start/End date, Funding Start/End date, Distribution %, Medical Election and Medical Cost at 100%.

UTD ID: Must enter if the employee is currently employed with the University. If the entered position is vacant, leave blank.

Employee Record: Please verify with job data that this is the correct job record.

FTE: This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. Enter a number between 0.01 and 1.00. The FTE **cannot** exceed 1.00. If the FTE exceed 1.00 you will receive a warning message (see Figure 28).

Job Code: Enter the job code or select from the list displayed after clicking on the magnifying glass.

Job Start and End Dates: Please enter the job start and end dates. Most jobs should start 9/1 of the budget year. The end date will be 05/31 for nine month employees, and 08/31 for 12 month employees.

Current FY Pay Rate: Enter current fiscal year pay rate of the employee/position. If the position is new, enter the budgeted pay rate.

Cost Center: Enter the funding Cost Center for your campus group or select from the list of cost centers available by clicking the magnifying glass.

Funding Start and End Dates: Enter the date that the funding for the position will begin and end in the upcoming budget year.

Distribution %: Enter a number between 0.01 and 100. This is the cost center's allocation share for the employee. The distribution **cannot** exceed 100%. If the distribution exceeds 100% you will receive a message in the error log (See Figure 19).

Account Code: This will automatically populate based on the Job Code selected.

51011	Administrative and Professional Salaries
51021	Faculty Salaries
51041	Classified Salaries

Medical Elections: If a position is filled, the medical election will automatically pull in from their benefits information. If the position is vacant, it will put in a default medical election which, is Employee and Child.

Medical Cost at 100%: This will automatically populate based on the Medical Election selected.

Once all of the payroll information is entered, click on the Save button. After saving the information, click on the Return button, go to the **Cost Center Detail** tab, and click on the **Recalculate Rollups** (Figure 35).

Figure 35

SALARY ROSTER

The Salary Roster is a report that generates the total salary by employee within your campus group. Even if the employee is split funded it will be included in the total salary.

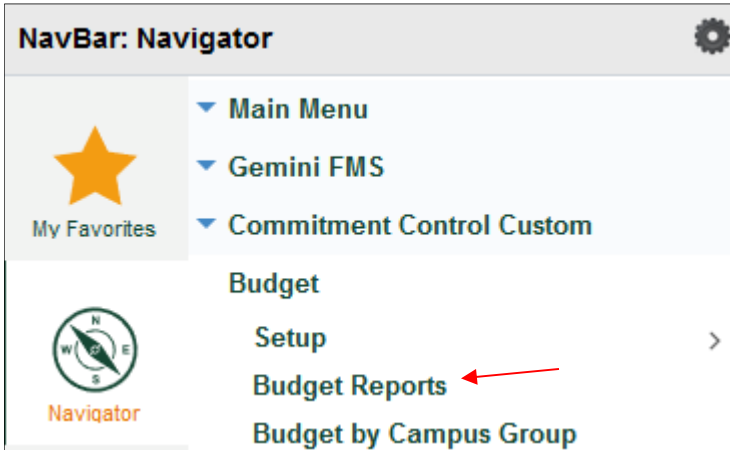Click on Commitment Control custom >Budget > Budget Reports

Figure 36

Create a new run control ID or select one already created, as illustrated in Figure 37:

Figure 37

You will be presented with the following prompt. Click Run as Illustrated in Figure 38:

Figure 38

Then select Salary Roster Report and click OK (Figure 39). Figure 38 will appear again and then you'll need to click on Process Monitor. After clicking on Process Monitor and it will take you to Figure 40.

Figure 39

Click the refresh button and once the process Run Status says **Success** and the Distribution Status says **Posted** click on Details.

Figure 40

Click on View Log/Trace (Figure 41).

Figure 41

Click on UTDBP035.xls (Figure 42).

Figure 42

TRANSFERS TAB

Figure 43

All amounts in the **From Amount** must be entered as a negative number. Amounts for the **Target Cost Center** will automatically populate once the Transfer From amount is entered. These amounts are then populated in the Total sub-tab in the Cost Center Detail tab.

Only cost centers which belong to the campus group may be used. The cost center may be selected from the drop down list or may be entered manually.

When a fund transfer is needed to or from a cost center outside of your campus group, please contact the Budget Office for assistance.

BEGINNING BALANCE TAB

Figure 44

The Beginning Balance Worksheet (as illustrated in Figure 44) is provided to budget large uses of prior year balances. These should be limited to critical items, unique opportunities, or projects funded from prior year income committed for that purpose. Generally, balance usage should be reserved for nonrecurring activities. Budget Office approval is required for budgeted fund balances. Justification details should be added to the comments section.

SUPPLEMENTS TAB

This section is for **Salary Supplements** only. The Supplements tab (illustrated in Figure 45) contains information for any supplemental payroll items for employees in your campus group, and reflects current year expenses. Please verify this data and make any necessary changes. The distribution for any supplements that are split between cost centers must equal 100%. If you need to add a salary supplement, click on the ➕ sign to add a line, and provide the appropriate information. If an employee is no longer receiving a supplement amount, change the amount to zero. The totals for this tab roll up to Budget FY – Sal sub-tab on the Cost Center Detail tab.

Figure 45

FILE ATTACHMENTS TAB

Figure 46

The File Attachments Tab (Figure 46) can be used to include supporting documents for the campus group budget. Explanatory emails, documents, etc. which will confirm or clarify budget information can be uploaded here. Reference to any attachments can be put on the Notes section of Fund Totals - Core tab.

Some examples of attachments the Budget Office will add:

- IDC List for any campus groups that receive indirect cost funds. This information is provided by the Office of Research and is estimated of money that will be available for these Non-Core cost centers.

- Endowment Report: This report contains preliminary estimates of long-term funds accessible in the budget year. The Office of Development and Alumni Relations is the source for this report. Only those departments with Endowment income will have this attachment and revenue.

SUBMITTING THE WORKBOOK

Once all of the work on the budget is complete, the Core allocations must be balanced and the Error Log must be cleared. Then it must be reviewed by the Campus Group Administrator (the appropriate dean, director, or vice president). If the administrator has designated another staff member to submit the workbook on their behalf, an email needs to be sent to the Budget Office, attesting that the administrator has reviewed the budget information and approves it.

Figure 47

To submit a workbook, The Campus Group Administrator (or designee) should click the area "Submit Phase P1 for Executive Member to review" on the Funds Total – Core page (see Figure 47). The Executive Reviewer will then be notified by email that their approval is needed. The workbook will then be locked for editing by the campus group users. Once the Executive Reviewer approves the budget for the campus group, it comes to the Budget Office for review. Campus Users and Admin will no longer be able to edit their budget.

If the Core funds are not in balance, you will get an error message indicating which fund(s) exceed the allocations (illustrated in Figure 48).

Fund 3000 exceeded the allocation amount

The PeopleCode program executed an Error statement, which has produced this message.
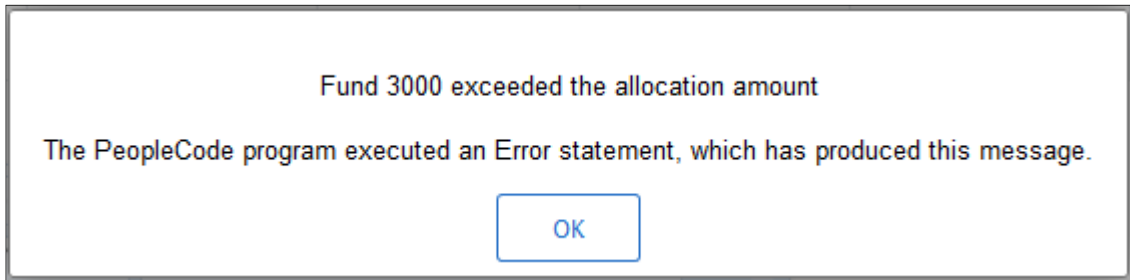
OK

Figure 48

Click Ok, and fix the allocation for the fund(s) noted. Once corrected, you may submit the workbook.