THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Budget & Financial Planning
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Budget Planning Module: Process Manual

What is a Budget?

A budget is the financial plan for the allocation of resources during a particular period. 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

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, graduate assistants, hourly workers, and part-time 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 Gemini for Departments > Forms > Budget & Accounting > eDept – Dept Request/Update

User Roles

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

- **Read Only Access:** Will have access to the campus group workbook, but will NOT have the ability to add, edit, and/or delete information.
- **Campus Group User:** Will 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:** Will have same access to budget information as the Campus Group User but will be responsible for final review of the budget and has the authority to submit the budget to the Campus Group Executive Reviewer. Examples: Department Head such as a Dean or Director.
- **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. Examples: Provost, Vice Presidents.

THE BUDGET PLANNING MODULE

Opening the Workbook:

1. Select the Navigator menu option
2. Click on Commitment Control Custom > Budget > Budget by Campus Group.
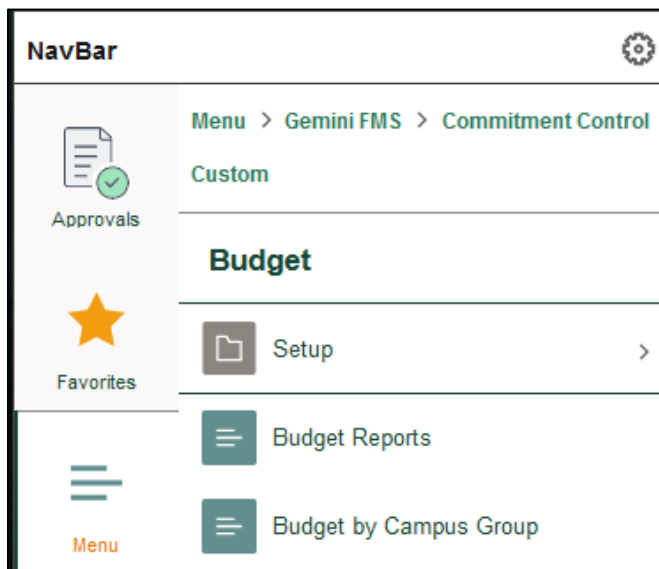
You will be presented with search prompts as illustrated below:

✓ **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 homepage for the workbook. You will see the information illustrated below:

✓ **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 amount of Core funds for the campus group. Fund Allocation Total is the sum of Total Allocation plus Total Merit. The Expense Budget Total is the same as 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 cannot 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 view your Core cost centers, you have the option to click on any blue amounts 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 blue expenses 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 button.

Operations	CC Info	▶

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 into 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 into 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 always be able to view the workbook.

✓ **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 contains 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.

Workbook Navigation

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.
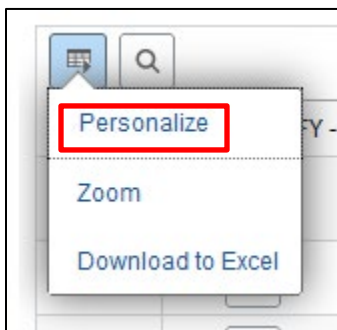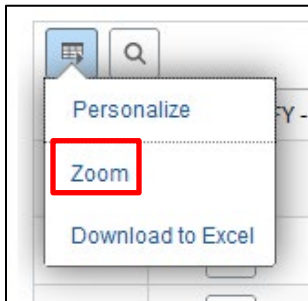
**Find:** Find can help you quickly locate specific information on a page.

**Zoom:** Zoom focusses on the information in the rows and columns on the page.

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.
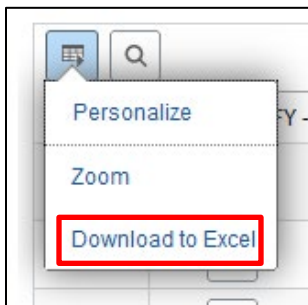
Show all columns / show tabs: The Cost Center Detail tab has its own set of tabs to assist in navigating and viewing cost center information. You can either use the tabs or select Show all columns to view all budget cost centers by using the slider bars.
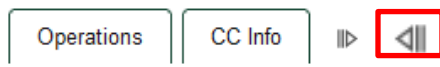
Drill Down: You can drill down on any number that is blue to get details on what makes up that total. For example, on the Funds Total-Core tab, clicking on the blue number under Original Expense Budget will bring up all cost centers with that fund code. On the Salaries tab in Cost Center Detail, drilling down on a blue 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. 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.

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 with prior year activity should appear in this section. If a cost center is missing that you want to budget, 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.

✓ **TIP** Fields in a white box can be edited (for example, Faculty Lump Sum or Hourly Wages on the Payroll tab). Other fields (for example, Longevity and Benefits) are totals calculated from other information. Blue fields (for example, the A&P Staff field) 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
$0	$0	$5,120	$51,629
$0	$0	$560	$20,826

✓ **TIP** You must sign into 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 Salaries, Operations, and Revenue, as well as from the Beginning Balance and Net Transfers tabs, are totaled on the Total sub-tab to arrive at the Projected Ending Balance.

		Cost Center	Description	Dept ID	Fund	Function	Projected Beginning Bal	Budget Revenue	Budget Expenses	Net Transfers	Projected Ending Balance
1	—	13020001	Internal Audit Salaries State	103000	2010	713	$0	$0	$1,055,527	$1,055,527	$0
2	—	13030002	Internal Audit	103000	3000	713	$0	$0	$46,497	$46,497	$0

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

Revenue

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. 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
1	—	13020001	Internal Audit Salaries State	103000	2010	713	$0	$0	$0	$0	$0	$0	$0	$0
2	—	13030002	Internal Audit	103000	3000	713	$0	$0	$500	$0	$0	$0	$0	$0

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.

Salaries

This tab 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	Classified A5041	Classified Lump Sum A5041
1	—	13020001	Internal Audit Salaries State	103000	2010	713	$ 237,038	$0	$ 0	$0	$0	$0	$0	$0	$0	$ 562,481	$0
2	—	13030002	Internal Audit	103000	3000	713	$ 0	$0	$ 0	$0	$0	$0	$0	$0	$0	$ 0	$22,177

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 details by clicking on any amount that are blue. 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 is used for future A&P employees or promotions.
- Faculty Lump Sum: This is used future faculty employees or promotions.
- Lecturers: Budgets for Lecturers I, II, and III. These are part-time employees without a position number. Enter the lump sum amount 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 is used for future Classified employees or promotions.
- Hourly Wages: Budgeted amount to pay student employees with S or W job codes, excluding

RAs, TAs, and GAs.
- 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 shown on all cost centers with salaries.

Operations

This tab should 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.

Total	Revenue	Salaries	Operations	CC Info	⊪								
		Cost Center	Description	Dept ID	Fund	Function	Travel A6300	Maintenance & Operations A6300	Scholarships A6300	Utilities A6300	Library Materials A6300	Debt Service A6300
1	—	13020001	Internal Audit Salaries State	103000	2010	713	$0	$0	$0	$0	$0	$0
2	—	13030002	Internal Audit	103000	3000	713	$0	$20,000	$0	$0	$0	$0

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

CC Info

This tab 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.

Total	Revenue	Salaries	Operations	CC Info	⊪									
		Cost Center	Description	Dept ID	Fund	Function	Department Description	Fund Description	Function Description	FTEs for Faculty	Expiration Date	Core/Non-Core
1	—	13020001	Internal Audit Salaries State	103000	2010	713	Internal Audit	E&G General Funds	Institutional Support-G&A	0		Core
2	—	13030002	Internal Audit	103000	3000	713	Internal Audit	Designated Tuition	Institutional Support-G&A	0		Core

Payroll Tab

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

Budget Year 2024   Campus Group Audit   Internal Audit

Core Merit (University Funded)   Non-Core Merit (Self Funded)

Allocated $0   Estimate $0   Default Merit % 0.00
Unassigned $0   Unassigned $0

Edit All   Add Position   Error / Warning Log (0)   Apply Default Merit to Campus Group   Mass Merit

> View Merit

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Budget Data	Job Data	Benefits	Salary Adjustments	Details	⊪

			Name	Budget Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	•Budget Cost Center	Budget Cost Center Description	•Budget Funding Start Date	•Budget Funding End Date	Fund	Fund Description
1	+	—		$237,038.00	00028089		∨	N	100.000	13020001	Internal Audit Salaries State	09/01/2023	08/31/2024	2010	E&G General Funds
2	+	—		$100,000.00	00028090		Vacant ∨	N	100.000	13020001	Internal Audit Salaries State	09/01/2023	08/31/2024	2010	E&G General Funds
3	+	—		$88,400.00	00028091		∨	N	100.000	13020001	Internal Audit Salaries State	09/01/2023	08/31/2024	2010	E&G General Funds

Use the Payroll tab to adjust 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, Salary Adjustments 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 Salaries sub-tab of the Cost Center Detail tab.

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 to reveal the 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 to add/edit a single position.

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

Edit All: You can edit multiple positions by accessing the Edit All button:

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 will appear for each individual position.

Note: You cannot change the salary on the Edit/Edit All screens. Any salary changes must be made in the Current Salary Adjustment column on the Payroll Salary Adjustments sub-tab.

Budget Data

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

	Name	Budget Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	▪Budget Cost Center	Budget Cost Center Description
1		$100,000.00	00028090	📄	Vacant ▾	N	100.000	13020001 🔍	Internal Audit Salaries State
2		$0.00	00028094	📄	Inactive	N		13020001 🔍	Internal Audit Salaries State

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.

Budget Salary Cost	Position Number						get Cost Center Description	▪Budget Funding Start Date
$100,000.00	00028090	Please ensure you want to change this position to 'Inactive' status before you click save. (20701,9)					l Audit Salaries	09/01/2023 📅
			OK	Cancel				
$73,000.00	00028094	📄	Inactive ▾	N	100.000	13020001 🔍	Internal Audit Salaries State	09/01/2023 📅

When you elect to inactivate a position, you will receive a warning. 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. Please be sure no active job postings are tied to these positions.**

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

Position Number						get Cost Center Description	•Budget Funding Start Date
00028091	Please ensure you want to change this position to 'Vacant' status before you click save. (20701,9) OK Cancel					l Audit Salaries	09/01/2023 📅
00028089	📋	Vacant ⌄	N	100.000	13020001 🔍	Internal Audit Salaries State	09/01/2023 📅

When electing to make a position vacant, you will be prompted with a warning. 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 would have to re-enter the employee ID number and all related information.

Funding Changes

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

Error Log

Campus Group   OBF   Fiscal Year   2023

	Budget Year Position Number	Name	Error Message
1	00017496		Distribution Pct is 101.00 and must equal 100
2	00028473		Warning - Salary is Out of Range 69617 - 135753 for Jobcode

Budget Cost Center: Use the Budget Cost Center column 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 Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	•Budget Cost Center	Budget Cost Center Description
$66,553.00	00028321	📋	⌄	N	100.000	13020001 🔍	Internal Audit Salaries State
$61,060.00	00028096	📋	⌄	N	100.000	13020001 🔍	Internal Audit Salaries State

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 below:

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

✓ **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 the letter 'Y' appears in the Split Funding column, then the funding for this position is shared between two campus groups.

Budget Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	Budget Cost Center
$39,977.01	00000933			Y	50.000	35320003
$44,370.02	00009407			Y	100.000	35220004

Click on the 'Y' and the split funding information for the employee will appear.

Split Funding Information

Empl ID   2010391702   Name   Rich,Judith Blanche

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	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	00000933	$38,624.99	$77,249.97			3000	305300	35330001	50.00	09/01/2022	05/3
2	Callier	00000933	$38,624.99	$77,249.97			2900	305700	35729006	50.00	09/01/2022	05/3

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.

Another scenario if the letter 'Y' appears in the Split Funding column, is when the funding for this position is in one campus group but split by multiple cost centers.

Budget Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	Budget Cost Center	Budget Cost Center Description
$25,438.37	00025805			Y	43.000	35020006	BBS CCF Staff Salary
$33,720.63	00025805			Y	57.000	35050013	GFT - Center for Child Fam

Click on the Split Funding 'Y' and the split funding information for the employee will appear.

Split Funding

	Campus Group	Position Number	Empl ID	Inactive/Vacant	Budget FY Salary Cost	Budget FY 100% Pay Rate	Merit	Merit Increase Percent	Fund Group	Funding Dept	Cost Ce
1	BBS	00025805			$25,438.37	$59,159.00			2010	305000	35020006
2	BBS	00025805			$33,720.63	$59,159.00			5000	305000	35050013

The last scenario if the letter 'Y' appears in the Split Funding column is when the employee has multiple positions in multiple campus groups.

Budget Salary Cost	Position Number	Edit	Inactive / Vacant	Split Funding	Budget Distribution %	Budget Cost Center
$76,004.80	00013475			Y	100.000	35220001
$229,338.00	00020846			Y	100.000	35220001

Click on the Split Funding 'Y' and the funding information for the employee will appear.

Split Funding Information

	Campus Group	Position Number	Inactive/Vacant	Budget FY Salary Cost	Fund Group	Funding Dept	Cost Center	Distribution %	Funding Start Date	Funding End Date
1	BBS	00013475		$76,004.80	2010	305200	35220001	100.000	09/01/2023	05/31/2024
2	Provost	00027292		$97,367.90	2010	201000	21020004	100.000	09/01/2023	08/31/2024

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 below 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 EmplID 4030003345 (20701,13)

OK

Benefits

Benefits, Longevity, and Hazardous Pay: For all current employees, total benefits cost, longevity and hazard pay information is provided. 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 Salary Cost	Medical Cost (Annualized)	Retirement Code	Retirement Cost	Employer Tax Cost	Total Benefit Cost	Longevity A5061	Hazard Pay A5062
1		$60,420.00	$13,398.36	TRS CP	$4,999.50	$7,291.38	$25,689.24	$180	$0
2		$61,060.00	$8,790.58	TRS CP	$5,136.45	$7,489.75	$21,416.78	$1,200	$0

Salary Adjustments

Current Salary Adjustment: If you need to make an adjustment to the salary, make the change in the Budget Salary Adjustment column. 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 Salary Cost	Excluded from Merit	Current Salary Adjustment	Budget Salary Grade	Budget Reclass/Promotion	Budget Market / Equity	Budget Other	Total Salary Cost Before Merit
1		$60,420.00	☐						$60,420.00
2	Lawshae,Julia Louise	$61,060.00	☐						$61,060.00

Merit

The merit portion of the workbook is located on the Payroll tab.

Core Merit (University Funded)		Non-Core Merit (Self Funded)			
Allocated	$0	Estimate	$0	Default Merit %	0.00
Unassigned	$0	Unassigned	$0		

y	Excluded from Merit	Current Salary Adjustment	Budget Salary Grade	Budget Reclass/Promotion	Budget Market / Equity	Budget Other	Total Salary Cost Before Merit	Merit	Merit Increase Percent	Exceptional Merit
.00	☐						$60,420.00			
.00	☐						$61,060.00			

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:

https://hr.utdallas.edu/employees/employment-and-compensation/.

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.

Unassigned Merit: This is the amount of the pool still available for distribution.

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 a 'Y' 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 a 'Y' in the Split Funding column 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 a 'Y' in the Split Funding column will have two different salaries for each position. Their merit % needs to be the same for both positions.

Budget Salary Grade: Any necessary adjustments due to changes in the Pay Plan can be added in this column.

Budget Reclass/Promotion: Any approved HR reclasses and promotions will go here. Most likely the budget office will be entering these.

Budget Market/Equity: Any approved HR market and equity adjustments will go here. Most likely the budget office will be entering these.

Budget Other: Do not use unless directed.

Details

Comments: A place for explanatory comments is available for each line of the Payroll tab.

Funding Department: View only column to show an employee's funding department. This column will update automatically if a cost center is used from a different department.

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 and faculty positions, replacements for existing positions, and

reclassifications should be made using an Electronic Position/Update Request(ePUR). Requests for new faculty position are made through the Provost office.

You can add positions by clicking on add position:

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

Core Merit (University

Budget Year 2024   **Campus Group** Audit   Internal Audit

| | Allocated |
| Edit All | Add Position | Error / Warning Log (0) | Unassigned |

> **View Merit**

Budget Data	Job Data	Benefits	Salary Adjustments	Details	⫸

	Name	**Budget Salary Cost**	**Position Number**	**Edit**	**Inactive / Vacant**	**Split Funding**	**Budget Distribution %**	**•Budget Cost Center**
1		$60,420.00	00028093	📇	⌄	N	100.000	13020001 🔍
2		$61,060.00	00028096	📇	⌄	N	100.000	13020001 🔍

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

*Position Number	🔍	Add Vacancy					
*UTD ID							
Empl Record	0 🔍		*Current FY Pay Rate		Hazard Total	0	Longevity Total	0
*FTE							
*Job Code	🔍		Account	Medical Election	Medical Cost at 100%		
*Job Start	📅	*Job End	📅			$0.00	
*Cost Center	🔍						
*Funding Start	📅	*Funding End	📅	*Distribution %			
Retirement Code	TRS						

F

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 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 Code, 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, click ADD VACANCY to autofill.

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.

Job Code: Verify the job code is correct, Click the magnifying glass to find a different job code.

Job Start and End Dates: All jobs should start 09/01 of the budget year. The end date will be 05/31 for nine-month employees, and 08/31 for twelve-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 0.001 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.

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, Employee Only.

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

Once all 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**.

| | 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		Recalculate Rollups
1	$0	$0	$0	$7,602,711	$-7,602,711		

Fund Allocation by Campus Group

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	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

Transfers Tab

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

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

Incoming Funds and Intra Campus Group Transfers

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	Source Cost Center	Cost Center Description	Source Fund Code	From Amount	Target Cost Center	Cost Center Description	Target Fund Code	Amount	Comments	
1	43051004	EEF - Allotment Acct	5100	$-10,000	40151002	EEF - VP Budget & Finance	5100	$10,000	EEF Allocation	+
2	43051004	EEF - Allotment Acct	5100	$-20,000	40151003	EEF - Admin Search Fee	5100	$20,000	EEF Allocation	+

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

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

Budget Year 2024 **Campus Group** Audit Internal Audit

> Beginning balances are only entered by the Budget Office and only to cover employee salaries or for large one-time purchases. There is no need to contact the Budget office if a beginning balance is needed to cover employee salaries. Adjustments will be made after BPM closes. If a beginning balance is needed for a large one-time expense, please add to the comment section or email budget@utdallas.edu.

1-1 of 1

	Budget	Fund	Cost Center	Cost Center Description	Core Fund	Current Beginning Balance	Current Fund Balance	Budget Projected Beginning Bal	Comments
1	2024	3001	13030004	IA - Contingency Operating	Non-Core	$0.00	$0.00	$0	

The Beginning Balance Worksheet is provided to cover employee salaries or 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. If you have any cost centers that need a beginning balance, the Budget Office will adjust them during our final review.

Supplements Tab

This section is for **Salary Supplements** only. The Supplements tab 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 "+" button to add a line, and provide the appropriate information. If an employee is no longer receiving a supplement amount, delete the supplement by clicking the "-" button. The totals for this tab roll up to Budget FY – Sal sub-tab on the Cost Center Detail tab.

		UTD ID	Name	Home Dept	Cost Center	Account Type	Effective Date	Funding End	Distribution %	Goal Amount
1	+ −			301000	31030020	FACULTY	06/01/2023	08/31/2023	100.000	$1,000.00
2	+ −			301000	31030020	FACULTY	06/01/2023	06/30/2023	100.000	$1,000.00

Fund Totals - Core | Cost Center Detail | Payroll | Transfers | Beginning Balance | **Supplements** >

Budget Year 2023 Campus Group AH Arts and Humanities * Salary Supplements Only *

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File Attachments Tab

Cost Center Detail | Payroll | Transfers | Beginning Balance | Supplements | **File Attachments**

Budget Year 2021 Campus Group OBF Office of Budget & Finance

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	Attached File	Description	Last Update User ID	Last Update Timestamp	View Attachment	
1	OBF_-_FY21_EEF_Endowment_Allocations.xlsx		rdc051000-utd	03/17/20 11:17AM	View Attachment	+ −
2	Fw_FY21_Budgets_OBF.msg	Terry's approval	axa132831-utd	03/31/20 8:33AM	View Attachment	+ −

The File Attachments Tab 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.

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
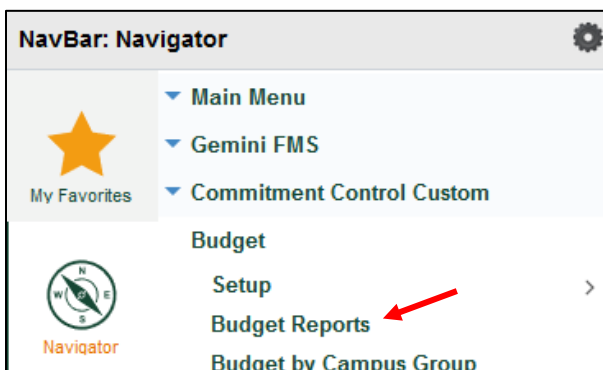
Create a new run control ID or select one already created, as illustrated below:

You will be presented with the following prompt. Click Run as Illustrated below:

Then select Salary Roster Report and click OK.

Process Scheduler Request

User ID a   Run Control ID   AA

Server Name [▼]   Run Date 02/09/2021 📅
Recurrence [▼]   Run Time 4:46:32PM   [Reset to Current Date/Time]
Time Zone   [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Payroll Data Delta	UTDBP004	SQR Report	Web ▼	PDF ▼	Distribution
☐	Object of Expense	UTDBP005	SQR Report	Web ▼	PDF ▼	Distribution
☐	Object of Revenue	UTDBP010	SQR Report	Web ▼	PDF ▼	Distribution
☐	State Reports F-J	UTDBP015	SQR Report	Web ▼	PDF ▼	Distribution
☐	State Report E	UTDBP020	SQR Report	Web ▼	PDF ▼	Distribution
☐	Trial Balance Report	UTDBP030	SQR Report	Web ▼	PDF ▼	Distribution
☑	Salary Roster Report	UTDBP035	SQR Report	Web ▼	PDF ▼	Distribution
☐	State Report B2	UTDBP040	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

Back on the previous screen, click on the Process Monitor. Click the refresh button and once the process Run Status says **Success** and the Distribution Status says **Posted** click on Details.

Process List | Server List

View Process Request For

User ID [🔍]   Type [▼]   Last [▼]   1 Days [▼]   [Refresh]
Server   [▼]   Name [🔍] Instance From [   ] Instance To [   ]   Report Manager
Run Status [▼]   Distribution Status [▼]   ☑ Save On Refresh

Process List

|◄ ◄ 1-2 of 2 ▼ ► ►| | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	3403613		SQR Report	UTDBP035	axa132831-utd	02/09/2021 4:46:32PM CST	Success	Posted	Details
☐	3403591		Application Engine	PSQUERY	axa132831-utd	02/09/2021 2:26:13PM CST	Success	Posted	Details

Click on View Log/Trace.

Date/Time		Actions	
Request Created On	02/09/2021 4:48:09PM CST	Parameters	Transfer
Run Anytime After	02/09/2021 4:46:32PM CST	Message Log	
Began Process At	02/09/2021 4:48:22PM CST	Batch Timings	
Ended Process At	02/09/2021 4:48:34PM CST	View Log/Trace	

Click on UTDBP035.xls.

File List

Name	File Size (bytes)	Datetime Created
SQR_UTDBP035_3403613.log	1,740	02/09/2021 4:48:34.534597PM CST
UTDBP035.xls	10,746	02/09/2021 4:48:34.534597PM CST
utdbp035_3403613.out	369	02/09/2021 4:48:34.534597PM CST

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.

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

Budget Year 2023   **Campus Group**   Audit   Internal Audit

Campus Group Totals

	Fund Allocation Total	Total Merit	Total Allocation	Expense Budget Total	Difference
1	$0	$0	$0	$1,085,267	$-1,085,267

Fund Allocation by Campus Group

1-2 of 2

	Fund	Description	Allocation	Merit	Total	Original Expense Budget	Difference
1	2010	E&G General Funds	$0	$0	$0	$ 980,885	$-980,885
2	3000	Designated Tuition	$0	$0	$0	$ 104,382	$-104,382

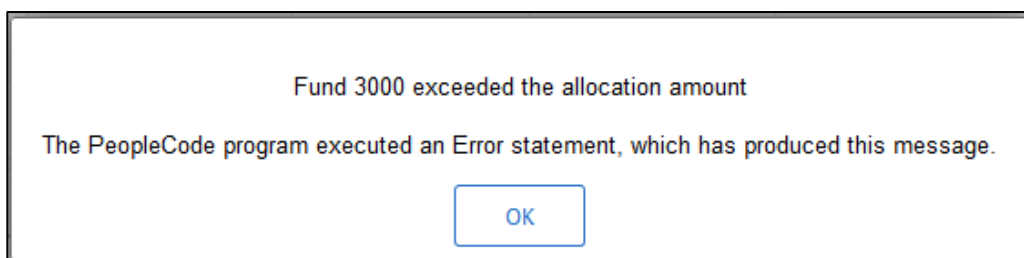Notes:

| Signed In - Click to Sign Out | Submit to Executive Reviewer | Activity Log | Error / Warning Log (0) |

To submit a workbook, The Campus Group Administrator (or designee) should click the area "Submit to Executive Reviewer" on the Funds Total – Core page. 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.

Fund 3000 exceeded the allocation amount

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

OK

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