Purpose of Budget Process

1. Setup new year employee salary information and establish new year salary budgets
   - employee base salary amounts, budgeted salary reserves, labor distributions
2. Balance allocated state funds

Budget Process Dates

<u>VERIFICATION</u>   **February**
- Current year salary and budget data is sent to units

<u>SETUP OF SALARY PLANNER</u>   **end of March**
- After March EPAF deadline, the Salary Planner "snapshot" is taken
  *Changes from EPAFs submitted after March have to be manually put into Salary Planner

<u>NEW YEAR SALARY INPUT</u>   **first two weeks of April**
- Units input new year salaries into Salary Planner and balance state appropriated funds

<u>RECONCILIATION BY BUDGET & PLANNING</u>   **April-May**
- Submitted salaries and budgets are reconciled
- Units are contacted during this time for reconciliation questions
  *April-May EPAFs are included in the new year budget

<u>EXECUTIVE FINAL APPROVAL</u>   **last week of May**
- Final salary lists are sent to executives for review and approval

<u>FINAL REPORTS</u>   **end of 2nd week of June**
- New year salary and state appropriated budget reports are available in Box

<u>NEW YEAR SALARY PLANNER UPLOAD</u>   **after June EPAF deadline**
- Final new year salary information is uploaded from Salary Planner into the main Banner database
  *Upload is new effective date so any June EPAF changes are overridden and a July EPAF is required
  *Employees can view new year salary information through Access after upload

<u>NEW YEAR EPAFs CAN BE SUBMITTED</u>   **last week of June**
- Units can begin to submit new year EPAFs after Salary Planner upload

<u>NEW YEAR INITIAL SALARY ENCUMBRANCE</u>   **after July EPAF deadline**
- Initial new year salary encumbrance is processed and posted to Finance

<u>NEW YEAR BUDGET UPLOAD</u>   **end of July**
- Final state appropriated budgets are loaded in Finance
- Units can see their beginning budgets in Banner

Tools of Budget Process

1. University budget/salary guidelines
2. Banner Salary Planner (available through Banner Self Service aka SSB)
3. Excel budget file (one for each department)
   - Approvals and notes
   - E&G/Line budget worksheet(s) and salary coordination
   - Total spent by index from Salary Planner download
   - Unfunded salary plan
   - Current list of vacant positions highlighting those past the allowed vacancy time span
   - Roster of current employees assigned to the department
   - Salary increase calculator

Salary Planner Information

1. Initial data is "snapshot" of main Banner data
   - Snapshot is taken last week of March after EPAF deadline
2. Data is independent of main database until upload in June by Budget & Planning
3. Base salary positions and salary reserves only
   - Any new year changes to pooled position jobs (summer month, hourly, graduate assistant, etc.) are done through EPAF process
4. Two different records to update – job <u>AND</u> position
   - Records can be different but budget process is one-time that they should be equal
5. NAVIGATION
   - **SAVE OFTEN** – Always save any changes before navigating to a new page
   - Do **NOT** use the ENTER key to navigate between fields – use the TAB key
   - Do **NOT** use the browser BACK button; use the navigation links at the bottom of each page to move between pages
6. ROUNDING
   - All amounts in the budget process (except FTE and appointment %) should be rounded to the nearest whole dollar – there should be no "cents"
7. BASE SALARY
   - Means annual salary in Salary Planner
8. "DO NOT USE" NOTATIONS
   - There are several buttons, inputs or options included in Salary Planner that should not be used at the department level. These will notated in the following instructions with the graphic: 🚫

Budget Process Steps

1. Review roster of employees
2. Make preliminary salary increase decisions
3. Login to Salary Planner
4. Enter increases for employees/jobs
5. Copy employee/job increases to positions
6. Update open positions
7. Update position labor distribution and copy to employees/jobs
8. Download position labor distribution and copy into Excel budget file
9. Reconcile/verify state $
10. Update budget worksheet/salary coordination and unfunded salary plan (if needed)
11. Complete approvals and notes
12. Save completed Excel budget file in "Completed" Box directory

Step 3. Login to Salary Planner

1. In a browser, type **BANNER.USU.EDU**.
2. Click **Banner Self Service Launch Page**.
3. Enter your Banner A# and password then click **LOGIN**.
4. At the Main Menu, click **Employees**.
5. At the Employees menu, click **Employee Dashboard**.
6. On the right side of the Employee Dashboard menu under My Activities, click **Salary Planner**.
    (if not visible, contact Budget & Planning)
7. At the Salary Planner menu, click **Edit Scenario**.
8. On the Edit Scenario menu, select the Scenario you want to edit then click **SELECT**.

    Scenario Options
    FY## DEPARTMENT USE (for actual input)
    FY## TEST DATA (for practice or what-ifs)

    Always leave Filter Criteria as **By Position Attributes** which shows whole department whereas **By Employee Name** only shows one employee at a time selected by A#.

Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

Extract ID: FY24 BUDGET PROCESS

Scenario: FY24 DEPARTMENT USE

Filter Criteria

● By Position Attributes   ○ By Employee Name

[Select]

9. On Position Filters menu, select Organization (department) to be inputted.

    If you have access to multiple departments but only want to view a single department, click **X All** before selecting to remove that option.

    Don't change anything else.

    Then, click **List by Employee** to enter employee changes (do this first) or **List by Position** to do position changes (do this after making employee changes).

Position Filters

Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

FY24BPROCESS, FY24 DEPARTMENT USE

Organization:
[× All]

Include Subordinate Organizations: ☑

Employee Class:
[× All]

Bargaining Unit:
[× All]

Faculty Rank:
[× All]

Include Pooled Positions   ☑

Include Vacant Positions   ☑

[List By Employee]   [Summary Totals]   [List By Position]

Step 4. Enter Increases for Employees/Jobs [List by Employee]

LIST BY EMPLOYEE – General Notes
- Mass Change should only be done once at the beginning as it will override any previous changes.
- Ignore Appointment Percent and Employee Salary Totals columns (which show all jobs for the employee) and only look at columns starting with Base Appointment Percent which are amounts specific to that position #.
- By default, only 25 records will show. To see more records per page, scroll down to bottom of page and change **Per Page** to 100.
- Do not update labor distribution through **List by Employee**. Update through **List by Position**.
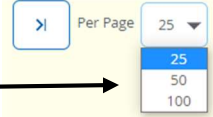
1. Do Mass Change to input standard increase for all employees.
    a. Change **Rounding** to **1.00**
    b. Enter Percent and/or Amount
    c. Click **Mass Apply**
    *Multiple types of increases can be done together.
    **Only do this step once as it will will override individual changes.

2. Adjust individual increases as needed by entering a **Change Percent** or **Change Amount** on employee's line. Remember to **SAVE** after entering individual increases.

    BUT:

    If multiple types of increases were entered using the Mass Change, individual increases cannot be changed from the **List by Employee** and must be done from **Job Detail**. If the **Change Percent** or **Change Amount** do not have a box around the amounts, this means individual changes have to be done through **Job Detail**.

    JOB DETAIL
    To access an employee's job detail, click on the employee's **Position #/Title**.
    NEVER CLICK THE EMPLOYEE'S NAME.

    When changing individual increases through **Job Detail**, change amounts in **Mass Change** boxes at the top of the record and click **Apply**.

    These boxes are showing the changes resulting from the mass changes done in the **List by Employee**. When changes are done through **Job Detail**, these will only affect the employee that has been selected.

JOB DETAIL (continued)

To change an employee's Appt %, make sure to input the salary increase <u>first</u> then change the Appt %.

In the Job Detail page,
change only the following:

DO NOT CHANGE ANY OTHER FIELDS 🚫

❶ **Appt %**

❷ **FTE**

❸ **Hours per Pay**
    1.00 FTE = 173.33
    .75 FTE = 130.00
    .50 FTE = 86.67

Job Detail for Position and Suffix 700001 - 00

Model:	Proposed	Base	Current
Effective Date:	06/30/2023	12/31/2022	12/31/2022
Title:	Faculty - Academic Year	Faculty - Academic Year	Faculty - Academic Year
Hourly Rate: *	17.308025	17.308025	17.308025
Annual Salary: *	36,000.00	36,000.00	36,000.00
Total Change Percent:	0.00		
Total Change Amount:	0.00		
Appointment Percent: *	100.00	100.00	100.00
FTE*	1.000	1.000	1
Hours per Day: *	8.00	8.00	8.00
Hours per Pay: *	173.33	173.33	173.33

Click **SAVE**, then click **List by Employee** to return to list of all employees.

3. To download summary data (for your information only), click **Download Job Data** to get an Excel report of employee names, positions and salary amounts.

4 . After employee changes are complete, click **List by Position** to update position amounts and labor distribution.

Step 5. Copy Employee/Job Increases to Positions [List by Position]

LIST BY POSITION – General Notes
* NEVER use Mass Change on the **List by Position**.
* NEVER click on Position #. Do all position change amounts from List By Position table.
* **Proposed Budget** field cannot be entered. Changes must be entered in **Change Percent** or **Change Amount** fields. **Proposed Budget** is calculated from **Base Budget** + **Change Percent/Amount** fields.
* By default, only 25 records will show. To see more records per page, scroll down to bottom of page and change **Per Page** to 100.

Click on **Copy Estimated Budget to Budget**
    (shown at the bottom of page) to copy employee amounts to positions.
    *Only do this step once as it will override any previous changes.
    **If employee/job amounts are updated after this step is done, manually change the amounts of those
      positions through the **Change Percent** or **Change Amount** fields.

Save	Reset

Copy Estimated Budget to Budget

Change Percent	Change Amount
0.00	0.00

Step 6. Update Open Positions [List by Position]

Correct the **Proposed Budget** amounts of any open positions or reserve pools that are to continue as these were changed to 0 by the **Copy Estimated Budget to Budget** button. Correct by inputting 0 in the **Change Percent** or **Change Amount** fields. Always remember to click **SAVE** after entering any changes.

Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget
700001 Faculty - Academic Year	100.00	100.00	1.00	1.0000	36,000.00	-100.00	-36,000.00	0.00

*To change individual position amounts, use the **Change Percent** or **Change Amount** fields. Whatever is inputted in these fields is applied against the **Base Budget** amount to calculate the new **Proposed Budget** amount.

Step 7. Update Position Labor Distribution and Copy to Employees/Jobs [List by Position]

1. To verify/update labor distribution on a position, click on **Distribution** under the **Links** column.

Proposed Budget	Bargaining Unit:	Estimated Fiscal Year Budget	Links
36,000.00		36,720.00	Distribution Comments Employee

   In **Position Distribution**, remember the following:
   - Amounts should always be rounded to the nearest whole $
   - Total of all index percents must = 100%
   - Account codes should always be 615300

   Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
U	A06588	101164	E01199	615300	6060					100.00	36,000.00
									Total	100.00	36,000.00

   Add a new record

2. To edit or delete an existing index, click the **Percent**.
   Click **Add a new record** to add a new index.
   Both options go to **Account Distribution**.

3. In **Account Distribution**,

    To add an index, enter the index # first then
    click **Default from Index** to add FOAP information.
    Never manually enter FOAP information and
    don't forget to add **615300** for the account.

    When adding or editing index, enter either **Percent**
    or **Amount**. Always make sure final amount is rounded
    to nearest whole dollar.

    Always remember to **SAVE**. Clicking save will also
    return you to the **Position Distribution**.

    To delete an index, click **Remove**.

4. After any index changes, click on **Copy Position Distribution to Jobs** to copy to employees/jobs.

    DO NOT click **Update Budget** (this copies the labor distribution total to the position amount). 🚫

5. Click **List by Position** to return to the full department position list.

Repeat these steps for each position whose labor distribution needs to be updated.

Step 8. Download Position Labor Distribution [List by Position] and Copy into Excel Budget File [Excel Budget File]

1. After all job, position and labor distribution changes have been completed, click on **Download Position and Distribution** (located at bottom of page) to get salary detail by index in Excel format.

2. Go to the third section of the report titled **NBREPLD**, select that section and copy (hold down left mouse button on cell with word "NBREPLD" and drag to end of data then right click and select copy).

Position	Organizati	Percent P	Record Sta	Budget Pr	Coas Code	Acci Code	Fund Code	Orgn Code	Acct Code	Prog Code	A
NBREPLD: Extracted Position Labor Distribution Salary Planner Table.											
700001	DPFISC	100	N	36000	U	A06588	101164	E01199	615300	6060	
700002	DPFISC	100	N	36000	U	A06588	101164	E01199	615300	6060	
700003	DPFISC	50	N	6000	U	A06588	101164	E01199	615300	6060	
700003	DPFISC	50	N	6000	U	A11375	107165	E04545	615300	6040	
700004	DPFISC	100	N	18000	U	A06588	101164	E01199	615300	6060	
700005	DPFISC	100	N	48000	U	A06588	101164	E01199	615300	6060	
B01777	DPFISC	100	N	3000	U	A06588	101164	E01199	615100	6060	
B02777	DPFISC	100	N	5000	U	A06588	101164	E01199	615100	6060	
B03777	DPFISC	100	N	4000	U	A06588	101164	E01199	615100	6060	
P02777	DPFISC	100	N	0	U	A06588	101164	E01199	616500	6060	

3. Go to Excel budget file. Go to the tab, "SP download" and paste in appropriate cell (right click on cell F8 and choose paste). Then click **Update Totals** to a get a total by fund/index.

2023-24 BUDGET   TOTAL SPENT BY INDEX FROM SALARY PLANNER DOWNLOAD

Department: **Test Department**

UPDATE TOTALS

Fund/Index Total		
FUND	**INDEX**	**Total**
999999	A00000	1
Grand Total		**1**

CLEAR OLD DATA

*** PASTE SP POSITION LABOR DISTRIBUTION DOWNLOAD BELOW ***

Position	Organizati	Percent P	Record Sta	Budget Pr	Coas Code	Acci Code	Fund Code	Orgn Code	Acct
NBREPLD: Extracted Position Labor Distribution Salary Planner Table.									
xxxxxx	xxxxxx	100	C	1	U	A00000	999999	E00000	6

Important Notes
- If another download is needed, make sure to click **Clear Old Data** to erase previous download data and also close any previous download files before downloading and pasting again.
- The **Update Totals** button will need to be clicked anytime new download data is copied and pasted.

Step 9. Reconcile/Verify State $ [Excel Budget File]

2023-24 BUDGET   E&G BUDGET WORKSHEET & SALARY COORDINATION

Department: **Test Department**
Index: **A06588**   Index Title: **Test Department**

	Salary	Wages	Operating	Benefits	TOTAL
2023-24 Proposed Budget	157,500	1,000	3,000	0	161,500

↑
MUST BE EQUAL -- Under spent by 1,500
↓

SALARY COORDINATION

Total salary budgeted on this index [A+B]		156,000
A. Budgeted WITHIN department [from SP download tab]		156,000
B. Authorized for use by other depts [from list below]		0

DEPT	EMPLOYEE NAME	POS #	$

Index totals from SP download tab will feed back to budget worksheets. Use these totals to balance salary dollars.

When salary dollars are balanced, the following message should appear.

:) Salary Budget is Balanced (:

Step 10. Update Budget Worksheet/Salary Coordination and Unfunded Salary Plan
[Excel Budget File]   *Input in unshaded areas if changes are needed.

BUDGET WORKSHEET

2023-24 BUDGET   **E&G BUDGET WORKSHEET & SALARY COORDINATION**

Department: **Test Department**
Index: **A06588**   Index Title: **Test Department**

BUDGET WORKSHEET

	Salary	Wages	Operating	Benefits	TOTAL
2022-23 Adjusted Ongoing Budget	156,000	1,000	3,000	0	160,000
2023-24 Central Allocations					
1.00% SALARY ADJUSTMENT	1,500				1,500
					0
2023-24 Initial Budget	157,500	1,000	3,000	0	161,500

Unit Budget Process Adjustments	To/From Index					
						0
						0
						0
		INPUT HERE				0
position 99####						10,000
to XXXX for XXXX	A#####	(5,000)				(5,000)
operating to salary		5,000		(5,000)		0
TO benefits pool (operating to salary)				(2,300)		(2,300)
						0
						0
Subtotal - Adjustments		10,000	0	(7,300)	0	2,700
2023-24 Proposed Budget		167,500	1,000	(4,300)	0	164,200

Adjustments entered on the E&G budget worksheet should be done as double-entry accounting. There should be "+" entry on one worksheet and and "–" entry on another worksheet.

Note
 $ to E&G benefit pool will only have "–" entry.

SALARY COORDINATION

SALARY COORDINATION

Total salary budgeted on this index [A+B]			166,000
A. Budgeted WITHIN department [from SP download tab]			161,000
B. Authorized for use by other depts [from list below]			5,000

DEPT	EMPLOYEE NAME	POS #	$
	INPUT HERE		
DPPRES	President, Sally	99####	5,000

This section is used to authorize other departments to use this index on their employees.

UNFUNDED SALARY PLAN

2023-24 BUDGET   **CENTRAL UNFUNDED INDEX (A06728) SALARY PLAN**

Department: **Test Department**

Total budgeted on central unfunded index   0   [from SP download tab]

⬍   **MUST BE EQUAL -- Over by 6,000**

DETAIL / FUNDING PLAN   6,000   Detail Total [from list below]

POS #	Employee Name / Open Pos Title	$	Funding Plan
	INPUT HERE		
99###	Doe, Fred	6,000	Provost commitment

Information in only entered on this form if the central unfunded index is used.

Every amount must have a funding plan.

Step 11. Complete Approvals and Notes [Excel Budget File]

Fill in the names of each reviewer and date of review/approval. Also provide any additional information in the notes section that will be helpful in the reconciliation process.

COMPLETED BY: **NOTES:**
   Name: [_____]
   Date:

FINANCIAL OFFICER REVIEW:
   Name: [_____]
   Date:

DEPARTMENT HEAD REVIEW:
   Name: [_____]
   Date:

EXECUTIVE REVIEW:
   Name: [_____]
   Date:

Step 12. Save Completed Excel Budget File in "Completed" Box Directory

Save copy of final Excel budget file in"Completed" Box directory. Do not submit any paper forms.

1-VERIFY
Updated yesterday by Tracy S

2-Initial Budget Files
Created today by Tracy Soren

3-Completed Budget Files
Created today by Tracy Soren   ← **Save final file here**

4-Final Budget Reports
Created today by Tracy Soren

Employment Actions that Happen after Salary Planner Snapshot

- Only current year approved employment actions can be included in the budget process.
- Names cannot be removed from or added to Salary Planner and job titles should not be changed by users.
- All employment actions submitted through the May EPAF deadline will be reflected in the budget process.
- Include helpful notations regarding employment actions that need to be addressed in the budget process on the **Approvals & Notes** tab in the Excel budget file.

TERMINATIONS (an employee is shown in Salary Planner but will terminate by June 30)
- Zero out the employee in the **List by Employee** by entering -100% in the **Change Percent** column.
- If the position is to continue, budget it at the appropriate salary for the new fiscal year in the **List by Position**.

ID and Name	Position, Suffix and Title	Appointment Percent	Employee Salary Totals	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary
A02413386 Buck, John	700001 - 00 Faculty - Academic Year	100.00	36,000.00	100.00	100.00	36,000.00	-100.00	-36,000.00	0.00

APPOINTMENTS (an employee is hired after the snapshot and not shown in Salary Planner)
- Budget the position in the **List by Position** for the new employee's salary amount for the new fiscal year.

Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit:	Estimated Fiscal Year Budget
700001 Faculty - Academic Year	100.00	100.00	1.00	1.0000	36,000.00	1.11	400.00	36,400.00		0.00

TITLE/SALARY CHANGES (an employee's title/salary is changed after the snapshot)
- Budget the employee (**List by Employee**) and the position (**List by Position**) at the appropriate salary amount for the new fiscal year.

ID and Name	Position, Suffix and Title	Appointment Percent	Employee Salary Totals	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary
A02413386 Buck, John	700001 - 00 Faculty - Academic Year	100.00	36,000.00	100.00	100.00	36,000.00	9.72	3,500.00	39,500.00

Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit:	Estimated Fiscal Year Budget
700001 Faculty - Academic Year	100.00	100.00	1.00	1.0000	36,000.00	9.72	3,500.00	39,500.00		39,500.00

ADDING NEW POSITIONS
- New positions must be requested through the ServiceNow new position request process.
- Positions cannot be added to Salary Planner – B&P will add after budgets are submitted by units.
- If state $ need to be budgeted for new position, include the amount on the **Salary Coordination** in the Excel budget file.
- On the **Approvals & Notes** tab in the Excel budget file, please notate any new positions.

SALARY COORDINATION   ↓

Total salary budgeted on this index [A+B]
A. Budgeted WITHIN department [from SP download tab]
B. Authorized for use by other depts [from list below]

DEPT	EMPLOYEE NAME	POS #	$
	NEW POS - asst professor	777777	50,000

2023-24 BUDGET   **APPROVALS & NOTES**

Department: **Test Department**
College / Division: **Test College**

COMPLETED BY:
Name:
Date:

NOTES:
new position 777777 asst professor salary of 50,000 - see sal coord

CLOSING POSITIONS
- Zero out the position in the **List by Position** by entering -100% in the **Change Percent** column.
- On the **Approvals & Notes** tab in the Excel budget file, please notate any positions that are being closed.
- For a position to continue, it must have a budget – positions without a budget will be closed.

Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit:	Estimated Fiscal Year Budget
700001 Faculty - Academic Year	100.00	100.00	1.00	1.0000	36,000.00	-100.00	-36,000.00	0.00		0.00

2023-24 BUDGET   **APPROVALS & NOTES**

Department: **Test Department**
College / Division: **Test College**

COMPLETED BY: **NOTES:**
Name: [   ]   closing position 700001
Date:

Duration of Vacant Positions

- Positions can only be vacant for the following time spans:
  FACULTY / EXECUTIVE: 2 years   STAFF: 1 year
- As part of the budget process, each department will have a tab in the Excel budget file showing all of their current vacant positions
- Positions open longer than the allowed vacancy period will need to be closed unless an active search is in progress