

Quick Steps for Budget Prep

Salary Planner Quick Steps

Step 1: Sign-in to Salary Planner to review your list of employees in your Org(s).

On the A&F Work Tools Tab in RaiderLink, click the Budget Prep link (Budget Office Channel), and on the Budget Prep Menu click on Salary Planner Menu.

From this Salary Planner screen, click on **Edit Scenario** and choose the following for the appropriate FY.

- **Chart T for FY20xx: Extract ID = TTU FY20xx Extract and Scenario = TxxSAL** then click the **Position Attributes** as the Filter Criteria and then click **SELECT**.
- **Chart S for FY20xx: Extract ID = TTUSA FY20xx and Scenario = SxxSAL** then click the **Position Attributes** as the Filter Criteria and then click **SELECT**.

On the **Position Filters** screen, Click **ALL** if that is appropriate or make a selection for Organizations/Employee Class and then click **List by Employee**.

Step 2: Review a list of employees for correct annual salaries, FTE and labor distribution. Be sure to review the faculty allocation between the instruction (100) and research (200) program codes to ensure they are split appropriately based on effort. Dean titles should be allocated to academic support (400).

The following report will list employees by FOPs including pooled and vacant positions. The report is located in:

Team Content > TTU Budget > Budget Prep > 3. Salary Planner > 1. To begin Salary Planner Process > HR298 – Position Roster by FOAP (w/Pooled Job Details)

Check salaries and FTE for each employee.

- If an employee is listed and will not be an active employee on 9/1 of the future FY, submit an end job or termination ePAF to remove from Salary Planner.
- If an ePAF has been submitted to change FTE or the annual salary for an employee, and the change is not reflected in Salary Planner, please contact the Budget Office for corrections.

For Approved Merit - Click the R#, Name to go to the Employee Detail screen.

- If Merit Pool is available, enter a Merit Percent in the Merit Percent field to compute the Change Amount; or enter the Merit amount directly into the Merit Amount field and the Change Percent is computed. Save your entries.
- Click the **Distribution** link to verify the FOAP(s).
 1. Verify the proposed labor distribution is correct. If correct and a **Single Position**, make sure the Proposed labor matches the Proposed Position Distribution.
 2. If the Proposed labor does not match the Proposed Position Distribution, then you will need to copy the job distribution to the position distribution; however, do **not enter temporary FOPs or grants ending this fiscal year for position labor distribution**.
 3. If the labor distribution **does not** contain any of the fund types listed above, please click **[Copy Job Distribution to Position]** button.
 4. If the proposed labor distribution is not correct, then change the percent or add a new FOAP and make sure the total labor percent is 100%. Save your entries. **Do not enter temporary FOPs or grants ending this fiscal year for position labor distribution**.
 5. If the labor distribution **does not** contain any of the fund types listed above, please click **[Copy Job Distribution to Position]** button.
- When all employees listed have been reviewed for the correct annual salary and FTE, jump to the bottom of the screen, and select **List by Position**. Continue with **Step 3** below.

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Step 3: On the List by Position screen, update Pooled Positions and Vacant Positions.

- For **Single** Positions, if the Proposed Budget amount does not match Estimated FY Budget which is based on the incumbent, enter the change amount +/- in the change amount column to adjust the Proposed Budget to match the Estimated FY Budget amount. *An ePAF must be submitted to change the FTE of a single position.*
- Click on **Distribution** to view the FOAP(s) for single positions. Click on the percent in the proposed distribution to edit or remove the FOAP.
- For **Pooled** Positions, enter change % or amount on the List by Position screen to adjust. The Proposed Budget should be based on an annual estimate reflective of the true estimated cost. The budget does not have to match the incumbent's annualized salary listed in the Estimated FY Budget column. Save your entries.
- If an adjustment is needed to the FTE of the pooled position, please email ambud@ttu.edu to request an FTE change.
- Click on **Distribution** to view the FOAP(s) for pooled positions. Click on the percent in the proposed distribution to edit or remove the FOAP. The Distribution link will show a list of incumbents on the pooled position. You may use the college temporary FOP if the position is funded by grants or other undetermined sources.
- For **Vacant** Positions, enter change % or amount on the List by Position screen to adjust. Vacant positions should be budgeted for at least the minimum pay grade. **If the vacant position is not budgeted at the minimum pay grade, the position will be cancelled.**
- Click on **Distribution** to view the FOAP(s) for vacant positions. Click on the percent in the proposed distribution to edit or remove the FOAP.

Step 4: Review edit reports through Cognos.

Edit reports are located: *Team Content > TTU Budget > Budget Prep > 3. Salary Planner > 3. Edits to check for Salary Planner errors*

HR312 – Job Labor = Zero – Shows any job labor distribution that is 0% on a FOP. In Salary Planner, remove or make a change to the FOP(s) percentage in the employee labor distribution for items on this report.

HR313 – Posn Budg > 0.00 and Proposed = 0.00 – List of vacant positions that have been zeroed out – if no comment on zeroed out positions, the positions will be cancelled.

HR315 – Proposed Position Salary is Negative – Correct negative position salary in Salary Planner.

HR316 – Proposed Job Salary is negative – Correct negative job salary in Salary Planner.

HR317 – Position Labor = Zero – Shows any position labor distribution that is 0% on a FOP, remove or change in Salary Planner to the position labor for items on this report.

HR319 – Position Budget <> Employee Salary Single Posn – Compares position budget to employee salary for single positions – correct either the position budget amount in Salary Planner.

HR324 – PLBD <> 100% - Lists all position labor distributions which do not total 100% - all position funding must equal 100%.

HR325 – JLBD <> 100% - Lists all job labor distributions which do not total 100% - all employee funding must equal 100%.

HR326– Terminated Fund/Orgn Report – Lists of position/job labor with a terminated fund/org which will need correcting in Salary Planner.

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HR284 - Salary Increase - Shows where a salary has been increased in Salary Planner based on position organization. Increases are only allowed in the merit column if an approved merit pool is available. All other increases will be removed.

HR289 - Salary Increase by FOAP - Displays any salary increases by FOP. Increases are only allowed in the merit column if an approved merit pool is available. All other increases will be removed.

Merit reports are found in: *Team Content > TTU Budget > Budget Prep > 5. Merit*

HR285 - Merit Eligible Report - List of eligible employees based on position type, FTE and as of May 1 Does not factor evaluation score.

HR286 - Merit Ineligible Report - List of ineligible employees based on position type, FTE and as of May 1 Does not factor evaluation score. BENCAT-Employee is not benefit eligible: FTE Position is associated with a supplement: HIREDATE hired after ###: Job CHNG reclass, promotion or sal inc after ###

HR287 - Merit Pools -

HR271 - Ineligible Merit and Equity Recipient - list merits awarded to employees or supplement positions that are ineligible for merit

HR290 - Merit Awarded by Pool – Compares the total merits awarded to the merit pool for faculty and staff

Key Things to Remember:

- Do not enter temporary FOPs or grants ending this fiscal year for Position Labor Distribution. As long as the FOPs are valid on 9/1 of the future FY, they can remain on the Job Labor Distribution; however, Labor Redistribution forms will need to be submitted to the Budget Office to remove these types of FOPs that will be ending in next FY.
- SPAR Temp FOPs can be entered on the Position Labor Distribution for appointments that are paid from Grant FOPs.
- Submit end job or termination ePAFs for appointments showing up in Salary Planner that are ending in the current FY.
- Per Financial Aid, all federal work study appointments will need to end by 8/15 of the current FY and all state and local work study appointments will need to end by 8/31 of the current FY. There should be no incumbents on 'W' positions in salary planner.

Please remember to enter comments for changes in Salary Planner (excluding merit entries).

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Budget Development Quick Steps

These steps are only necessary for Budget Book funds. All non-Budget Book funds will be removed from the system. Budget Book funds are funds not used as a match to a sponsored program that begin with 11A, 11B, 12A, 16A, 16B, 16D, 16E, 16F, 16G, 16H, 16K, 17A, 17C, 18A, 18B (excluding 18B002), 18C, 18D, 18V 31A.

Step 1: Log into Budget Development to review your FOPs.

On the A&F Work Tools Tab in RaiderLink, click the Budget Prep link (Budget Office Channel), and on the Budget Prep Menu click on "Budget Development Quick Update".

Type the chart of accounts you will be working with (T for TTU or S for TTUSA). Type in Budget ID (T20xx/S20xx) and Budget Phase (TxxDPT/SxxDPT) for the appropriate FY. Select the "List FOP" button for a list of FOP's you have access to review.

Select the FOP you would like to review and press the "Submit" button at the bottom of the screen.

If any 6-digit account codes are listed on the worksheet, you will need to do the following:

- Click on 'Return to Budget Development Menu' found at the top of the worksheet screen.
- Then from the Budget Prep Menu, click on 'Update Budget Development'.
- From the Budget Development Worksheet, click 'Create Query'.
- On the next screen, verify that 'Adopted Budget' and 'Permanent Budget Adjustments' have been checked.
- On next screen, enter Chart of Accounts, Budget ID, Phase, Fund, Org Code and/or Program.
- Then under the 'Check to Include:' be sure **only** the items below are selected.
 1. Revenue Accounts
 2. Labor accounts
 3. Expenses
 4. Transfers
- **Do not select 'Deleted Items'** - Funds must be budgeted in the 3-digit account pools.
- Then click 'Submit' to review the budget.

Step 2: Making budget pool adjustments

Account pools 6A1, 6A2 or 6A4 automatically populate from Salary Planner. To adjust the salary pools you have to change position labor distribution in Salary Planner.

Adjust operational budget pools by typing the amount you would like to add or subtract in the change value field and select calculate. Review the amount in the new budget field and select "Post" if the amount is reflected properly. Selecting Post will update the Proposed Budget column.

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Refer to the checklist to ensure all required allocations have been completed.

Budget Development Checklist

	<p>Add longevity estimates to the 6A5 code from Cognos report HR302 or HR269. Please keep in mind this estimate will change if any modifications are made to Salary Planner. Discrepancies between this report and the proposed budget in Budget Development will require justification via the “comments” feature. To add a comment, select the 6A5 account code and a comment box will appear. Enter a brief explanation of the difference and select save.</p>
	<p>Add fringe estimates to the 6B4 code. This estimate should reflect projected fringe costs for the year based on projected salaries. Reports HR336 and HR269 are available for reference when calculating estimates. You may add a comment in budget development to explain variances if needed, select the 6B4 account code and a comment box will appear. Enter a brief explanation of the difference and select save.</p>
	<p>Add position overload estimates to 6Z0 from report Overloads Report for Budget Prep. This report is located in TTU Budget- Budget Prep-4. Budget Development –1. Budget Development. Discrepancies between this report and the proposed budget in Budget Development will require justification via the “comments” feature. To add a comment, select the 6Z0 account code and a comment box will appear. Enter a brief explanation of the difference and select save.</p>
	<p>Use of 5Z8 requires comment (Budgets from Prior year fund balance). This pool may only be used in special circumstances and require approval of the Chief Budget Officer, Crista McCune, as the prior year fund balance cannot be determined until fiscal year-end.</p>
	<p>Add comments for revenue adjustments any revenue adjustment resulting in an increase in the Proposed Budget will require justification via the “comments” feature. To add a comment, select the appropriate revenue account code that reflects the budget increase, and a comment box will appear. Enter a brief explanation of the increase and select save.</p>
	<p>Add exemption estimates to pool 7P2 in the local FOPs where TA, RA and GPTI are paid (exception 16A262 and 16A569) Refer to the Budget Instructions memo for estimates or refer to the Tuition & Fee Estimate Grid at the following link. http://www.depts.ttu.edu/studentbusinessservices/ttudeptresources/assistantship.php</p>
	<p>Budget for annual fees such as Mail Stop Fee 7C0 and Communications Fee 7D0.</p>
	<p>Review Cognos Edit Reports (listed below)</p>
	<p>Ensure Targets are met!! Review Cognos report FI217</p>

Step 3: Balancing your budget.

Review the Budget Development Summary Totals at the bottom of the page. Compare the Proposed Budget column to Cognos report **FI217 - TTU/TTUSA Target Report** to determine if any adjustments are needed. The Proposed Budget column will be your final budget submissions for next FY.

Report **FI218 – TTU/TTUSA Target Calculation** details the calculation used to determine the FOP target.

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Step 4: Review edit reports through Cognos.

The Edit reports are located: *Team Content > TTU Budget > Budget Prep > >*

4. Budget Development > 2. Edits to check in Budget Development for errors

HR305 – Budget Not in Whole Dollars – Displays budgets entered into Budget Development, not in whole dollars.

HR306 – Budgets with Negative Account Codes – Negative budgets that need corrections.

HR307 – Not a Budget Account Code – List of budgets not entered using 3-digit account codes.

HR308 – Salary Budget no Longevity Budget – If FOP listed, run the Longevity Estimate Report and budget amount on report in Budget Development.

HR309 – Salary Budget no Fringe Budget - If FOP listed, run the Fringe Estimate report and budget amount on report in Budget Development.

HR302 – Longevity Estimate VS Budget Development – Compares the Longevity Estimate and the proposed budget. Difference requires a comment on the 6A5 budget pool in Budget Development.

FI217 – TTU/TTUSA Target Report – Compares the budget target and the current budget being requested in Budget Development and displays where targets have not been met. Budget in excess of the target amount must be removed.