



TEXAS TECH UNIVERSITY

Office of the Vice President
for Administration and Finance

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MEMORANDUM

TO: Financial Managers

FROM: Noel Sloan, Vice President for Administration and Finance and Chief Financial Officer

DATE: May 1, 2014

SUBJECT: FY 2015 Operating Budget Policy and Guidelines

The goal of the FY 2015 Operating Budget is a budget that supports the University's strategic priorities.

I am pleased to inform you that a 2% merit program for faculty and staff has been approved by President Nellis for all centrally funded positions. The recommended merit will be effective September 1, 2014 for Fiscal Year 2015 upon approval by the Board of Regents at the August meeting. The criteria and procedures for awarding merits to employees who exhibited meritorious performance during FY 2014 are outlined in the Merit Policy section of this document.

The Budget Prep modules will open to users on May 12, 2014. The final budget requests will be due back to the Budget Office on May 31, 2014 at 5:00 pm. Intermediate deadlines should be determined and communicated by each college and/or division.

Budget Office staff will be providing hands-on "Budget Prep Workshops" beginning May 13, 2014. If you will be a user of the system, please register via the AFISM Training website: <http://webapps.tosm.ttu.edu/itts/sumtotalsystems>.

Faculty & Staff Merit Policy for FY 2015

Eligibility Criteria

- Benefits eligible faculty and staff (i.e., appointed at least as a .5 FTE, excluding benefits eligible working retirees and temporary workers).
- Employed on or before September 1, 2013 and continuously employed.
- Staff must have a current performance evaluation (dated February 2014 or after) with an overall rating of 4.0 or above on file with Human Resources by June 2, 2014.
- Faculty must have a current faculty annual report for year 2013 (dated spring 2014 or after).
- **Merit increases should be based on FY 2014 performance. The Provost or Administration and Finance Office will be reviewing merit amounts awarded to ensure the level of the merit increase is consistent with the faculty annual report or staff performance evaluation.**

Ineligibility Criteria

- Employees who received any increase in compensation after March 1, 2014 (i.e., merit, promotion, reclassification, etc.) except for staff who received an increase after March 1, 2014 on the basis of completing a work related certification or college degree.
- Non-benefits eligible employees.
- Employees who are scheduled to retire or terminate on or before August 31, 2014 are excluded from merit consideration.
- Employees hired after September 1, 2013.
- Staff with a current performance evaluation score less than 4.0.

Other Criteria

- Supplements are excluded from merit calculations.
- The existing criteria and procedures established by each department and/or college are to be considered in determining merit priorities.
- Selection of individuals or allocation of merit funds must not be made based on race, color, religion, sex, age, disability, genetic information, national origin, or veteran status.
- Increases in compensation should be awarded for meritorious performance during FY 2014, guided by existing department and/or college criteria and not across the board adjustments.

Merit Process

- The equity fields in Salary Planner should not be used.
- Faculty and staff merits should be entered into the Merit Percent or Merit Amount fields in the Salary Planner Employee Detail screen.

- Merits awarded in Salary Planner to individuals who are currently eligible but become ineligible for any reason will be removed from Salary Planner and may NOT be reallocated once the budgets have been locked in the Budget Prep System.
- Merit amounts (or percentages) will be applied to the job labor distribution allocations (FOPs) in place when the merit is calculated.
- Merit reports are available in Cognos at the following location:
Budget Prep>Merit.

Merit Pool Funding

- Merit pools were determined by taking 2% of all eligible employees’ base salary. Please use the chart below to determine which merit pools will receive merit and fringe funding centrally, and which will require merits to be absorbed within the Fund’s current budget.

Fund Type	Funding Method
E&G State FOPs (11A, 11B014, 11B021 & 11B133)	Budget increase to cover merit pool defined above will be provided to respective FOP(s).
Designated Funds (16A, 18C000)	Budget increase to cover merit pool defined above plus estimated fringes of 18% will be provided to respective FOP(s).
ALL Other Funds	No additional budget provided centrally.

Salary and Personnel Guidelines

Faculty

- Faculty promotions approved by the Board of Regents will be entered by the HR Compensation Office prior to the new fiscal year. Individuals promoted from Assistant to Associate Professor will receive a \$5,000 annual increase, from Associate Professor to Professor a \$7,000 increase, and promotions to Horn Professorship, an \$8,000 increase. These promotions are funded centrally by the President. The Provost Office will provide a list of faculty members receiving promotions – funding will then be added to the appropriate FOPs by the Budget Office.
- Review all faculty salaries for appropriate effort percentages between instruction and research. For the institution’s goals around Total Research Expenditures, an accurate reflection of research effort must be budgeted under program 200. For example, a faculty member that spends 60% of time on research and 40% on instruction should be programmed 60% 200 and 40% 100. These percentages must be determined in the department and college through a considered review of effort associated with each faculty member.

Non-Faculty

- **Pay Plan Adjustments** – There are no pay plan adjustments for FY 2015.

- **Staff Promotions** – Promotions will not be facilitated through Budget Prep. Promotions are to be made in accordance with OP 70.11, which requires that vacant staff positions be properly posted and filled through a competitive selection process. Exceptions require the President's approval.

New Positions, Reclassifications, Equity Increases and Permanent Future Changes

- New Position requests, Reclassifications, and Equity Increases will follow the same approval and procedural guidelines used during the year.
- HR activity submitted in FY 2014 that impacts FY 2015 will be updated in Salary Planner with an offsetting adjustment to the appropriate budget pool as necessary. This will occur until August 31, 2014 to ensure budgets remain in line with salary activity.

Non-Exempt Employees

Please consider the following when estimating salary budget amounts:

- All non-exempt employees will be paid overtime when either hours worked exceeds 40 hours in a work week, or the combination of eligible leave and/or holiday pay plus hours worked exceeds 40 hours in a work week.
- When over 40 hours in a week are worked, the amount of time over 40 hours will be paid at 1 ½ times the regular hourly rate.
- When the combination of eligible leave, holiday pay, and hours worked exceeds 40 hours in a work week, but hours worked does not exceed 40 hours, the amount of time worked over 40 hours will be paid at the regular hourly rate.
- Full time hourly employee estimated annual cost is calculated by multiplying the hourly rate by 2080 hours. Employment for less than full time should be prorated based of the FTE of the employee.

Vacant Positions

- All vacant positions budgeted at a salary less than the minimum pay grade will be closed (including those budgeted at 0.00).

Current Restricted and Matching Funds

- Current restricted FOPs which will be active in FY 2015 can be added to employee/position labor distributions in Salary Planner, but should not be budgeted in Budget Development.
- All current restricted FOPs which will become inactive prior to FY 2015 must be removed from all labor distributions in Salary Planner.

Temporary College level FOPs for use in Salary Planner for anticipated Sponsored Project (Grant) funding

- As in prior years, temporary FOPs will be made available to Colleges during the upcoming Budget Prep process. The purpose of the Temporary College FOPs is to allow colleges to budget salaries for anticipated Sponsored Project

funding. The use of the FOPs should be limited to the intended purpose and should not be used as a matter of convenience. Additionally, it is recommended that the Temporary College FOPs be used only when the college does not have other funding sources.

- If a Temporary College FOP was utilized in the prior year, that FOP will be available again this Fiscal Year. However, a “backup” or default FOP will need to be provided to FST before the FOP will be reactivated. Please send an email to fst@ttu.edu providing the temporary FOP and the “backup” FOP information. A reply will be sent once the temporary FOP has been reactivated.
- To establish a new Temporary College FOP, please request a new fund via the New Fund System at <http://newfund.texastech.edu>. The request should include the following:
 - Fund Class – 28A;
 - Fund Title – Temporary Salary FOP [*College Name*];
 - Default FOP (cannot be a sponsored project FOP) – should be provided in the “Source of Funds” section of *Fund Request Form*; and
 - Only one FOP may be established for each college.
- Temporary College FOPs may only be used for salaries associated with anticipated Sponsored Project funding and not as a matter of convenience.
- Salaries should be moved via Labor Redistribution or Future Labor Change form as soon as anticipated funding is available.
- All salaries must be moved off of the Temporary College FOP prior to November 1st of the current Fiscal Year.
- Payroll charges may be automatically transferred to the default FOP if these criteria are not met.

Other Expenditure Guidelines

Requests for New FOPs

- Upon proper approval for new initiatives or for realigning existing FOPs, complete and submit the appropriate Finance Forms, a Fund Request Form and/or a FOP Combination Form. Immediately upon approval and entry into the system by Financial Services and Tax, the FOP will be available for entry into Budget Prep (key in the new FOP number into Budget Development and Salary Planner, access/security will automatically follow the ORGN as assigned in TeamAPP).

Current Restricted and Matching Funds

- Budget Development does not include current restricted or matching FOPs. Budget Development requests associated with Current Restricted and Matching FOPs will be removed.

Longevity (Code 6A5)

- For each two years of service, employees receive longevity pay of \$20 per month after the first 2 years of service. Incremental increases begin after 4 years of service. Please refer to OP 70.25 for further guidelines and the incremental payment schedule.
- Budget longevity cost within the FOP in budget pool code 6A5.
- A longevity estimate report is available in the Budget Prep folder of Cognos.

Cell Phone Allowance (6A9)

- Funds should be set aside in code 6A9 for cell phone allowances. A list of overload jobs (including cell phone allowances) can be viewed in the Human Resources folder of Cognos Reports. All other overloads should be budgeted in 6Z0.

Fringe Benefits (Code 6B4)

- Fringe benefits must be budgeted for local & auxiliary FOPs in code 6B4 with the exception of 16A199, 16A201, 16A262 and 16A427 which will be centrally funded.
- A fringe benefit estimate report is available in the Budget Prep folder of Cognos.

Contingency (Code 6Z0)

- Funds should be set aside in code 6Z0 for any jobs submitted as overloads, with the exception of cell phone allowances which should be budgeted in 6A9. A list of overload jobs can be viewed in the Human Resources folder of Cognos Reports. The Budget Office will reallocate to the correct budget pools based on the type of overload.

Materials and Supplies (Code 7C0)

- Funds should be set aside for the annual mail stop fee in code 7C0.

Communications and Utilities (Code 7D0)

- Funds should be set aside in 7D0 to facilitate the annual communications fee. The rate did not change as compared to FY2014 and will be communicated to financial managers in May.
- A **\$3.40 per square foot** rate is to be used in estimating utility requirements for auxiliary units. This needs to be budgeted in the budget pool code 7D0.

TA/RA/GPTI Exemptions (Code 7P2)

- Departments appointing Teaching Assistants, Research Assistants or Graduate Part-Time Instructors on local or grant FOPs must fund the TA/RA/GPTI waiver from that FOP. Budget an estimated exemption amount of \$2,654 per student per term in budget pool code 7P2 on the local FOPs that you intend to pay the students. This amount is based on nine semester credit hours. Split appointments may be divided proportionately. If a restricted account does not allow expenditures for student waivers, please budget the waiver expenditures in the local FOP that it will be charged to. **Please note: Graduate Assistants appointed with a GA title will not receive a fee waiver.**

Unallocated Expenses (Code 7Z6)

- To cover unanticipated, non-salary expenses, funds are budgeted in code 7Z6.

Revenue and Transfer Guidelines

Revenue Estimates

- Conservative estimates should be used in projecting revenue. Managers need to check the FOP's total revenue that was generated in FY 2013 and current projected FY 2014 in order to project for FY 2015. If no revenue was generated in the last two years, please remove this revenue source and related expenses from your FOP in Budget Development.
- The Budget Development module includes a comment feature to be completed for any FY 2015 revenue estimate that exceeds the base revenue budget.

Carry Forwards (5Z8)

- Carry forward of prior year fund balance may only be used in special circumstances and require approval of the Managing Director of Budget as the prior year fund balance cannot be determined until fiscal year-end.

Transfers

- If the source of revenue is a transfer from another fund, the FOAP for the transfer in and the transfer out must be entered in the Budget Prep Transfer System.
- Only permanent transfers are allowed on budget book FOPs, whether they are mandatory or non-mandatory transfers, and should be listed in the Budget Transfer System.
- Debt Service and Administrative Service Charge transfers have been entered by the Budget Office.

Service Departments

- *Service FOPs should review carefully the rates they charge* the departments so that all costs are recouped for the services rendered without accumulating excess fund balance.

Contact Information

If you have any questions concerning these guidelines, or if you need help in entering data in the Budget Prep modules, please refer to the Budget Contacts listed in the Budget Office website at <http://www.depts.ttu.edu/budget/> or phone the Budget Office at 742-3228.

cc: President M. Duane Nellis
Dr. Lawrence Schovanec
Mr. Kirby Hocutt
Dr. Juan Munoz
Dr. Robert Duncan
Dr. Rob Stewart
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