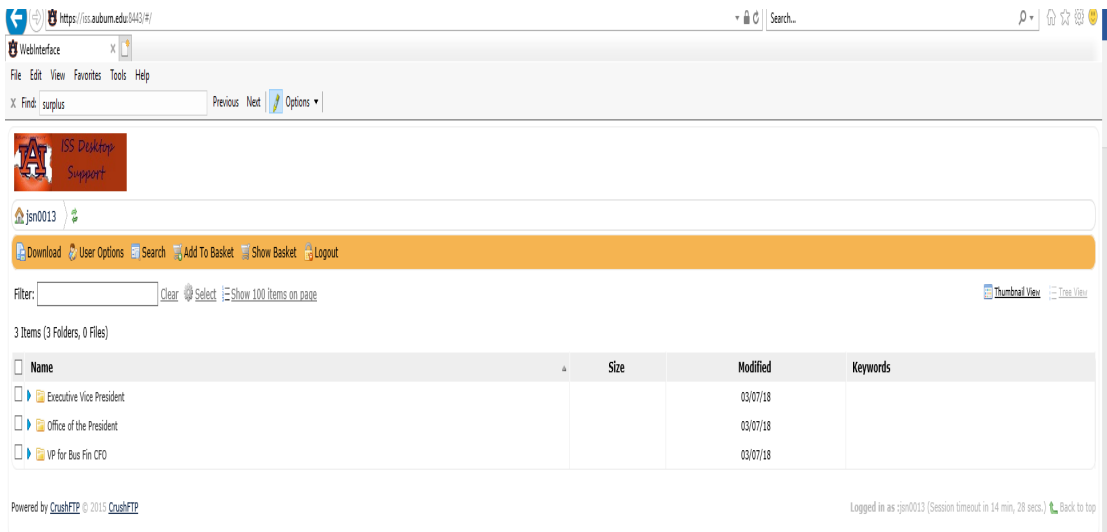


## **Instructions and Tips for Budget Completion FY19**

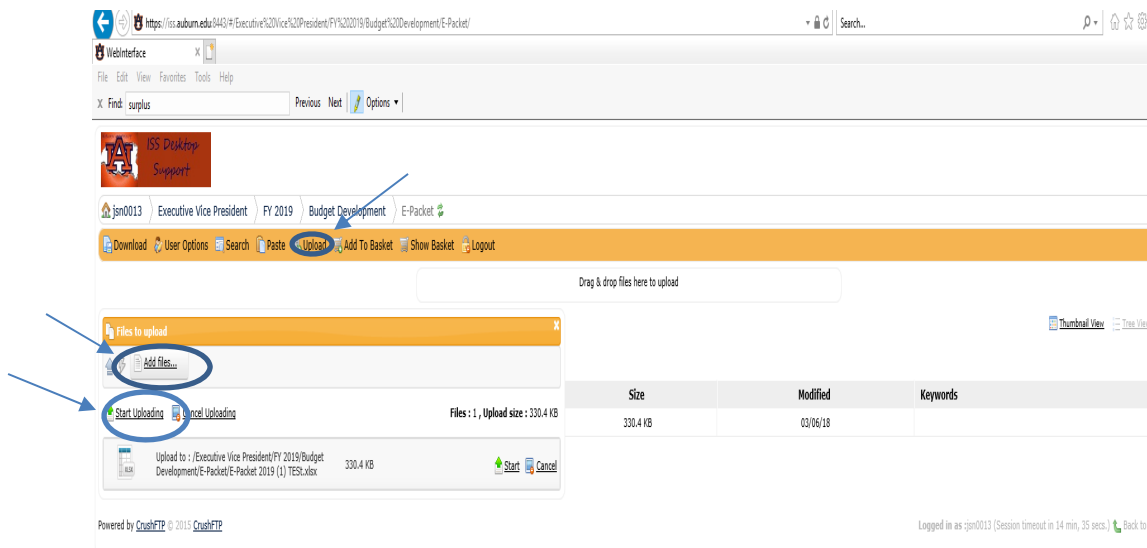
### **I. Salary Recommendation and One-Time Supplement Sheets**

You will access the file through the web login at <https://iss.auburn.edu:8443>.

- Enter your user name and password
- Hit enter and the following screen should appear



- Double click on the file folder to drill down to the Epacket
- The Epacket will be located in the FY19/Budget Development/E-Packet folder
- You will click on the E-Packet 2019.xlsx file to download it to your computer
- Once you have made changes save the file to your computer as E-packet 2019 Final.XLSX
- Upload the file back to the shared drive by clicking on upload button and adding the file and clicking the Start Uploading button. Make sure you are in the same folder that the file was downloaded from before trying to upload the updated file.
- Notify Budget Services once you have uploaded the Epacket



When you receive the e-packet, there will be 5 tabs in the Excel file.

- Instructions and Allocation Tab- provides instructions and links to guidelines and other important information as well as the cap for merit and one-time supplements.
- Salary Recommendation Tab- This will be the tab you use to enter the merit and one-time supplement. The column headers highlighted in **pink** will be the only ones that will be used for data entry (if needed). The merit amount and the one time supplement amount will be entered on the salary recommendation form. You will enter a **dollar amount** for the **merit portion** and a **percentage** for the **one-time supplement**. There may be employees highlighted in **green** on the spreadsheet. These employees are either the head of your unit or your development related personnel. The merit for these positions will be determined by his/her direct supervisor and provided to you. Keep in mind the merit for these positions is included in your total merit and one-time supplement caps
- Labor Distribution Tab-This will be the **labor distribution for the one-time supplement**. Verify that the funding source is correct and that it is an acceptable funding source. Contracts, grants and cost shares are not an acceptable funding source.
- Job Family Promotions Tab- Lists anyone in your area that has a job family promotion. Budget Services will enter the promotion amount on the salary recommendation form. This tab is informational only and if you did not have any employees eligible for a promotion this tab will be blank.
- Faculty Promotions Tab- Lists any faculty that has a promotion. Budget Services will enter the promotion amount on the salary recommendation form. This tab is informational only and if you did not have any faculty eligible for a promotion this tab will be blank.

### **Eligibility**

We have compared the extract from Salary Planner to a data file as of May 31<sup>st</sup> to determine if persons listed on the Salary Recommendation sheet are eligible for merit increases in the new fiscal year. If you see a row highlighted in **red**, that person is not eligible for a merit increase or a one-time supplement.

We have seen instances where a person has a future promotion date, and the new salary was already entered into the system (and was updated in Salary Planner). We have adjusted those to be the base salary as of May 31<sup>st</sup>, and shown the difference between the May 31 salary and promotion salary as an adjustment through the Post 5/31 Adjustment column. These positions need close scrutiny after EPAF's are loaded around October 1<sup>st</sup>.

We have attempted to include all single-incumbent positions both filled and vacant on the file. It is a possibility that some have been missed or that there are duplications due to timing. If you notice any missing employees or positions, please contact Budget Services.

### **Rounding**




When you are completing the salary recommendation sheet, the dollar amount for the merit should be entered such that the FY18-19 Total Proposed Salary is rounded to the nearest \$10. The FY18-19 Proposed Salary column is formatted to highlight any amount that does not round to the nearest \$10 in **ORANGE**. You will need to adjust the merit amount so that there are no cells highlighted in orange. There is **not** a requirement to round the one-time supplement to a whole number. You also need to be aware of the health insurance brackets when making merit increase decisions to prevent negatively affecting employees. For example, if a person's merit takes them into the next insurance subsidy bracket by a small amount, consider the impact before making the final decision. (I.e. the employee could make less due to increased insurance costs.)

### **New Hires/Terminations**

Any new hires need to be entered in the sheet as they are known. If they are replacing a position listed as vacant, please input the correct first and last name. If the salary differs from the previous incumbent, please adjust the salary through the Post 5/31 Adjustment column. Likewise, if you know someone is not going to be here on October 1<sup>st</sup>, please change the name to Vacant Position and remove the employee ID number, grade, and employee class. Please do not enter a merit for any person who will not be here on October 1<sup>st</sup> or one-time supplement for any person who will not be employed at the time the salary supplement is paid. Throughout the fall, we will continue periodic checks on terminated employees to remove anyone scheduled to receive a one-time supplement.

### **Other**

All salary recommendations need to be submitted to the Provost/Budget Services intact in the format it was originally sent. Do not adjust columns with formulas. The Merit % Increase column (M) and the One-Time % column (V) are formatted to highlight any percentage greater than 6% or equal to 0 in **BLUE**. For cells highlighted in **blue**, appropriate documentation will need to be submitted to Human Resources for any persons receiving a 0% increase or greater than a 6% increase. This applies to both the merit and one-time supplements. Review the cells highlighted in **blue** to determine which employees need additional documentation, as some highlighted cells may be vacant or ineligible employees.

Employee and Position Information															Annual Merit							One Time Salary Supplement	
Position	ID	First Name	Last Name	Description	Supervisor	E- Class	FTE	Leave CAT	Grade	Bud Org	Base Salary	Merit % Increase	Amt Merit	Job Family Promotion	Faculty Promotion	Faculty Market/Equity Adjustment	Post 5/31 Adjustment	FY17-18 Proposed Salary (does not include One Time Salary Supplement)	One-Time %	One-Time Amount			
110110	902412905	Stephen	Barlow	Accountant III	Nathan, Vini	FM	1	MN	32	142001	65,090.00		-	-	-	-		65,090.00		-			
110060	9030302911	Monica	Baziotes	Admin Support Assoc I-Acad	Rogers, Karen L.	FB	1	BW	27	142001	31,000.00		-	-	-	-		31,000.00		-			
110100	902019941	Joel	Beckum	Spec VI, Info Tech	Nathan, Vini	FM	1	MN	36	142001	73,780.00		-	-	-	-		73,780.00		-			
122760	903203723	Christian	Blanco Nunez	Spec I, Art Design - Dept	Bourdeau, Colleen S.	FM	1	MN	29	142001	31,560.00		-	1,578.00	-	-		33,138.00		-			
121110	902151609	Colleen	Bourdeau	Mgr, Comm & Marketing	Nathan, Vini	FM	1	MN	35	142001	62,180.00		-	-	-	-		62,180.00		-			
110420	902182726	Katherine	Buck	Admstr, Student Recruiting	Farrow, Charles B.	FM	1	MN	34	142001	54,600.00		-	-	-	-		54,600.00		-			
110051	902000021	Regina	Conradi	Advisor II, Academic	Griffin, Joyce R.	FM	1	MN	32	142001	46,280.00		-	-	-	-		46,280.00		-			
110010	902076350	Charles	Farrow	Assoc Dean and Assoc Professor	Nathan, Vini	FM	1	MN	0	142001	160,000.00		-	-	-	-		160,000.00		-			
110360	902006943	Magdalena	Garmaz	Associate Professor	Farrow, Charles B.	F9	1	F9	0	142001	105,680.00		-	-	-	-		105,680.00		-			
110020	902006588	Joyce	Griffin	Dir, Student Services	Farrow, Charles B.	FM	1	MN	36	142001	98,920.00		-	-	-	-		98,920.00		-			
121100	902385948	Hunt	Henning	Spec III, Info Tech	Beckum, Joel L.	FM	1	MN	32	142001	47,500.00		-	-	-	-		47,500.00		-			
116830	902029467	Crystal	Jalil	Spec III, Career Services	Farrow, Charles B.	FM	1	MN	33	142001	51,500.00		-	-	-	-		51,500.00		-			
114960	903736320	Kandell	Malocay	Grant Writer III	Rogers, Karen L.	FM	1	MN	32	142001	52,830.00		-	-	-	-		52,830.00		-			
112610	902034624	James	McCoy	Advisor I, Academic	Griffin, Joyce R.	FM	1	MN	31	142001	43,250.00		-	-	-	-		43,250.00		-			
110000	903803513	Vini	Nathan	Dean and McWhorter Professor	Ransel, Kerry A.	FM	1	MN	0	142001	236,340.00		-	-	-	-		236,340.00		-			
110030	903853384	Colleen	Newschwander	Exec Coord-Acad	Nathan, Vini	FM	1	MN	32	142001	49,500.00		-	-	-	-		49,500.00		-			
110880		Vacant	Position	Mgr, Info Tech						142001	-		-	-	-	-		-		-			
121180		Vacant	Position	Communications Editor I-Dept						142001	-		-	-	-	-		-		-			
125600		Vacant	Position	Admin Support Assoc I-Acad						142001	-		-	-	-	-		-		-			
125700		Vacant	Position	Admstr I, Academic Programs						142001	-		-	-	-	-		-		-			
160730		Vacant	Position	Development Officer I						142001	-		-	-	-	-		-		-			
180020		Vacant	Position	Dir, Multicultural Affair CADC						142001	-		-	-	-	-		-		-			
110090	902000317	P	Robinson	R Hugh Daniel Professor	Nathan, Vini	FF	1	MN	0	142001	155,960.00		-	-	-	-		155,960.00		-			
110130	902410094	Karen	Rogers	Assoc Dean Ext Aff & Asso Prof	Barlow, Stephen A.	FM	1	MN	0	142001	162,110.00		-	-	-	-		162,110.00		-			
110040	903386679	Melissa	Watson	Exec Support Asst II	Newschwander, Colleen P.	FB	1	BW	30	142001	36,730.00		-	-	-	-		36,730.00		-			
Total Awarded												-								-			
Total Cap												252,634.00								252,634.00			
Difference												252,634.00								252,634.00			
Instructions and Allocation <u>Salary Recommendation</u> Labor Distribution for One Time   Job Family Promotions   Faculty Promotions   																							

## II. Salary Planner

After Budget Services has received your salary recommendation sheet and received all approvals from the Provost Office and/or Human Resources, we will upload the information and copy the salaries to the positions.

### Accessing Salary Planner

In accessing the information in Salary Planner, you always need to click on the Edit Scenario link. After that, you always need to select the Extract ID for the fiscal year for the budget we will be developing, in this case FY2019. The scenario will automatically populate as the same as the Extract ID. Under Filter Criteria, always leave the Position Attributes radio button selected, and hit Select.

The next screen is your actual filter information. You can view each of your units individually or as a whole by using the org hierarchy levels. You will always need to look at all employee classes. Disregard the Bargaining Unit and Faculty Rank filters. Depending on which button you hit at the bottom, you may want to uncheck the Include Pooled Positions and Include Vacant Positions boxes. If you are looking at List by Employee, you would uncheck them, but more than likely would leave them if you are looking at List by Position.

Search

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

## Position Filters

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

**FY2015, FY2015**

**Organizations:**

- 1 - AU Main Campus
- 10 - Office of the President
- 100 - Office of the President

**Include Subordinate Organizations:** ☒

**Employee Class:**

- F9 - FT 9-Month Faculty
- FB - FT Biweekly
- FF - FT 12-Month Faculty

**Bargaining Unit:**

- None

**Faculty Rank:**

- None
- 00 - No Faculty Rank
- 10 - Professor

**Include Pooled Positions:** ☒

**Include Vacant Positions:** ☒

**Number of Records per Page:**

### List by Employee

On the employee side of Salary Planner, no changes to any individual's merit increase should be made after we have uploaded the salary recommendation information into the system. If you have an issue with something that has been uploaded, please contact Budget Services. Please do not save any employee's salary record either. The only editing that may potentially need to take place on the employee side is adjustment of the job labor distribution (how the person's salary will be paid). In order to do that, you would need to click on the person's name.

[Jump to Bottom](#)

**113100 Budget Services, Unlocked**

		Employee Totals		Department Totals							
ID and Name	Position, Suffix and Title	Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded from Totals
902023084 Elmore, Bryan J.	157020 - 00 Dir, Budget Services										No
902041529 Jackson, Vickie L.	164910 - 00 Accountant III, Central										No
903638811 Newberry, Jamie S.	157050 - 00 Accountant II, Central										No
Total:						183,000.00	.00	.00	183,000.00		

**Totals**

Organization	Base Salary	Change Percent	Change Amount	Proposed Salary
113100 - Budget Services	183,000.00	.00	.00	183,000.00

## Job Labor Distribution

After clicking on the person's name, you scroll to the right to the Distribution link circled in red below.

pe

**ID:** Bryan J Elmore 902023084

**Organization:** 113100 - Budget Services

**Job Jobs**

Organization	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Fiscal Year Salary Change Percent	Fiscal Year Salary Change Amount	FY Sal Chg with Promo Percent	FY Sal Chg with Promo Amount	Proposed Salary	Links	Exclude from Totals
113100 - Budget Services									<a href="#">Job Detail</a> <a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Position Detail</a>	<input type="checkbox"/>

You will then make necessary changes by clicking on the blue link in the middle section under the proposed section of the Job Labor Distribution Screen. You should review the account code to make sure it matches what is on the position side. The program code should also reflect the functional category for the position as well as the percentage of time spent. You may have multiple distribution lines with the same Fund, Org and Account but with a different program code for a single position.

## Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

### Distribution

Name and ID: Bryan J Elmore 902023084

Position-Suffix and Title: 157020-00 Dir, Budget Services

EPAF Transaction #:

### Current

COA Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
A		101001	113100	60005	7000				100.00		
Total									100.00		

### Proposed

COA Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
A		101001	113100	60005	7000				100.00		
Total									100.00		

[Add a new record](#)

### Proposed Position Distribution

COA Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
A		101001	113100	60005	7000				100.00	
Total									100.00	

[Copy Position Distribution to Job](#) [Copy Job Distribution to Position](#)

[Employee Detail](#) | [Job Detail](#)

If you have made the change and want it to be reflected on the position side, you may click the Copy Job Distribution to Position button, and it will do so. Likewise, if you want the budget distribution (Proposed Position Distribution) to match the way the person is paid, you may click the Copy Position Distribution to Job button. Keep in mind there should never be a zero percent amount for any funding line. If there is, click into the 0% and remove the FOAP record. All labor distributions should add up to 100%.

## List by Position

If you started over at the Position Filters screen and clicked List by Position, you would see the position numbers listed in order, separated by bud org, instead of employee names in alphabetical order. This is the portion of Salary Planner that affects the budget development process (Stripes). You should not be changing any increase amounts on the List by Position side other than possibly vacant positions (to align budgets for new hires not in the system or anticipated changes prior to 10/1). You may also need to update a position amount for someone that may be going into the position at a different rate than the prior incumbent (similar to the new hire adjustment discussion in the Salary Recommendation section). Be sure to save any change you may make to the position before leaving the screen.

Below are several positions that you may or may not need to budget. All of these positions do not apply to every area. If you find you do not have one loaded that you need to budget, contact Budget Services.

### Prefix

OC

OT

SD

VH

SS

PF

### Definition

Out of Class

Overtime

Shift Differential

Vehicle Allowance

Salary Supplement- (One Time)

Professorships



In this view, the amount under the Proposed Budget column is what feeds Stripes. The Estimated Fiscal Year Budget represents the proposed salary for the individual if you were looking at the List by Employee view.

Enter a Mass Change and select Mass Apply, or modify an individual position and select Save. Rounding applies to Mass Changes and individual position changes.

**Mass Change**  
Rounding:   
Percent:   
Amount:

[Jump to Bottom](#)

**113100 - Budget Services, Unlocked**

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	Links	Extract Status	Exclude from Totals
157020 Dir, Budget Services	.00	.00	1	1		.00	.00				<a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Employee</a>		<input type="checkbox"/>
157050 Accountant II, Central	.00	.00	1	1		.00	.00				<a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Employee</a>		<input type="checkbox"/>
157100 Asst Dir, Budget Services	.00	.00	1	1		.00	.00				<a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Employee</a>		<input type="checkbox"/>
164910 Accountant III, Central	.00	.00	1	1		.00	.00				<a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Employee</a>		<input type="checkbox"/>
ST4250 Budget Services ST	.00	.00	.49	.49		.00	.00				<a href="#">Distribution</a> <a href="#">Comments</a> <a href="#">Employee</a>		<input type="checkbox"/>
<b>Total:</b>			4.49	4.49	190,282.80	.00	.00	190,282.80		183,000.00			

### **Position Labor Distribution**

Just like the employee side, you can also adjust labor distributions from the position side. To do so, click on the link noted in the red circle in the screen shot above. The middle section is the Proposed Position Distribution; make changes to the distribution by clicking on the link in blue. Just like the employee side, you can also copy it over to the job labor distribution if you want to pay the person the way you are actually budgeting them. As previously stated, you should review the account code to make sure the labor distribution matches the position distribution. The program code should also reflect the functional category for the position as well as the percentage of time spent. You may have multiple distribution lines with the same Fund, Org and Account but with a different program code for a single position.

# Position Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position 157020 Dir, Budget Services.

### Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
A		101001	113100	60005	7000					100.00	95,000.00
Total										100.00	95,000.00

### Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
A		101001	113100	60005	7000					100.00	95,000.00
Total										100.00	95,000.00

Add a new record

## Proposed Job Distribution

### Current Incumbent

Name and ID: Bryan J Elmore 902023084

Position-Suffix and Title: 157020-00 Dir, Budget Services

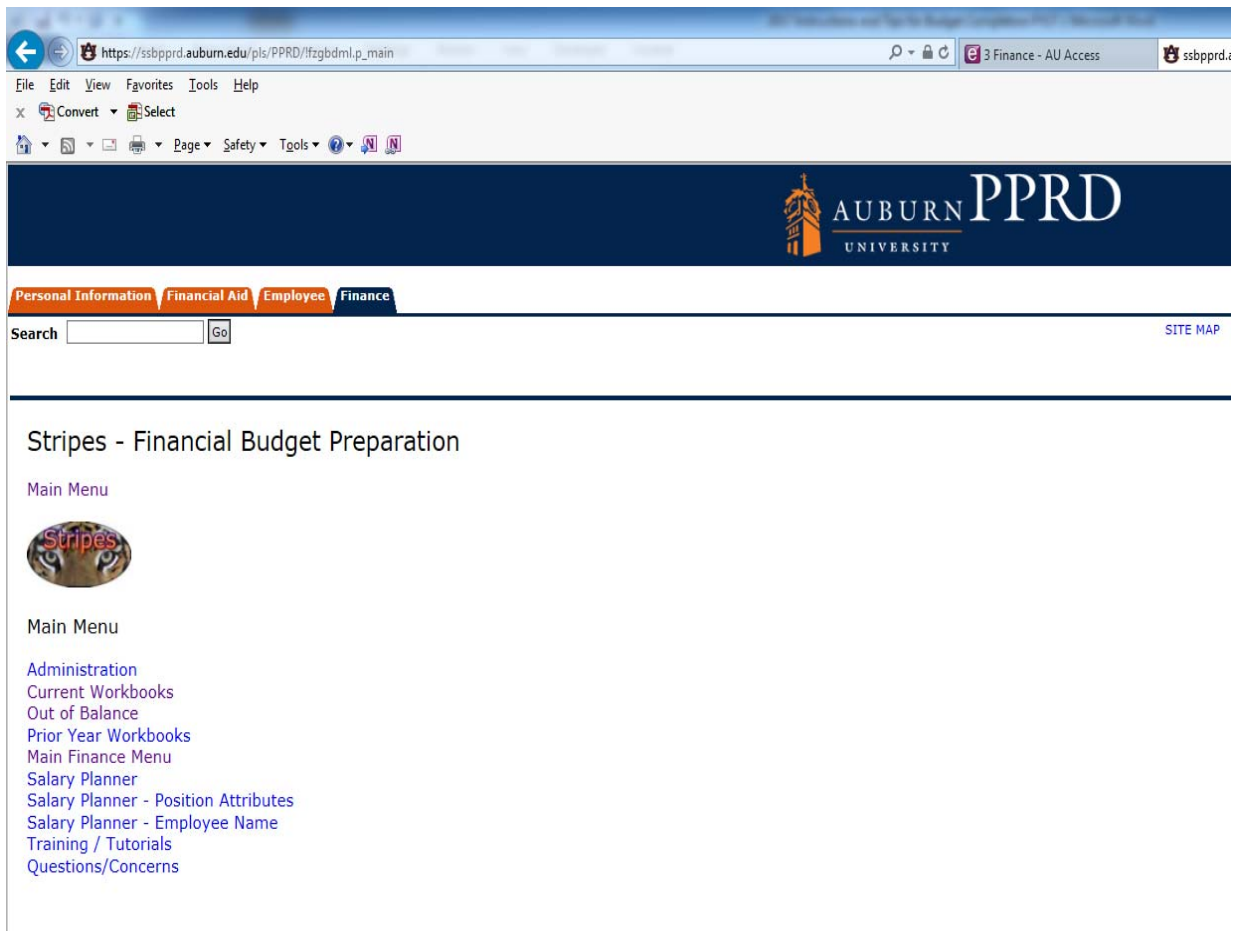
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override End Date
A		101001	113100	60005	7000					100.00	95,000.00	
Total										100.00	95,000.00	

Copy Position Distribution to Jobs    Update Budget



### III. Stripes

Once you have made any adjustments needed to Salary Planner for labor distributions or position amounts, you are now ready to begin working in the Stripes budget development tool. When clicking on the link for Stripes and the Workbooks link, you will be taken to the screen below.



Current Workbooks will take you to the screen below where all of the bud orgs are listed for your college/unit. An example of the screen is shown on the next page.

Out of Balance will take you to a screen list of all the orgs that are not in balance between the Total Budget and the HR Position Budget. This screen only updates periodically, so if you are out of balance and make a correction, this screen is not a real time update.

Salary Planner, Salary Planner-Position Attributes, Salary Planner-Employee Name-these are direct links to Salary Planner.

Training /Tutorials- Not active at this time

Questions/Concerns- You can enter questions and we will get back with you.

# Stripes - Financial Budget Preparation

[Main Menu](#)

[Workbooks for different year](#)

eStripes Admin

**Home >> Office of the President**

College		Department		Orgs	
100	<a href="#">Office of the President</a>	100000	<a href="#">President's Office</a>	100000	President's Office
				100001	President's Salary Reserve
				100003	Admin & Professional Assembly
				100006	Committee For Persons With Disb
				100007	Office of Intercollegiate Athletics
				100099	President Offc Admin Allocations
				102000	Senior Advisor
				170659	Higher Education Legislation Office
		100008	<a href="#">General Counsel</a>	100008	General Counsel
		100101	<a href="#">Trustees</a>	100101	Trustees
		100200	<a href="#">Governmental Affairs</a>	100200	Governmental Affairs
		101001	<a href="#">Office of Audit-Compliance-Privacy</a>	101001	Office of Audit-Compliance-Privacy

## Organization Summary

Click on the department that you would like to review.

Workbook	HR Wage Information	Org Sum	Workbook Comment	Fringe Info
101001- <a href="#">Workbooks - Click here for list</a>				

There are five tabs across the top, Workbook, HR Wage Information, Org Sum, Workbook Comment and Fringe Info.

Workbook- Click on the blue workbooks to see the individual Fund/Orgs that roll up to the bud org. There may be Fund/Orgs listed that you do not budget. Review all Fund/Orgs and zero out the ones you do not budget and enter in budget data for those you do budget. If you need new Fund/Orgs added, you will need to contact the Budget Office.

HR Wage Information-Positions associated with that bug org along with the funding source.

Org Sum-This is the org summary for the bud org you are reviewing. This is different from the Org Summary for your total unit which is located at the bottom of the above screen. There is an All, Unrestricted, Restricted and Auxiliary Tab (if applicable). Revenues must always match expenses on the Restricted Tabs. On Unrestricted org summaries the revenues and expenses do not have to match but they do have to balance in the overall Unrestricted Org Summary for the College/Area.

Workbook Comment- Place any comments here that are pertinent your budget.

Fringe Info- Shows fringe by account and position

## **Workbook changes for 2019:**

The 2019 budget will be budgeted at the 4 digit account code roll-up. This will provide a more detailed look at the budget and allow for more in depth analysis of revenues and expenses. The layout of Stripes has been changed to include all four digit account code rollups that were used in 2018. The 2019 budget will be loaded into Banner at the four digit account code roll-up and budget transfers will have to be entered with the four digit account code in 2019.

In order to help with budgeting, a breakdown of expenses in this same format for the last three years and year to date through 2018 will be provided for all orgs that roll up to your area.

Stripes will be preloaded with the 2017-2018 Original; however, these numbers will only be at the three digit account roll-up and will be placed in the first line of each expense type. For example, all salaries will be loaded to 6020-Professional Non-Fac Sal FT. For the 2018-2019 budget you will need to enter the salaries into the proper categories. The HR Position Budget will be loaded into the four digit pools so you will simply enter the amounts from the HR Positon Budget into the 2018-2019 Budget Entry column.

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
6000 - Admin/Professional Salaries	0		0	0
6010 - Faculty Salaries Full Time	0		0	192,860.00
6010 - Faculty Salaries Part Time	0		0	0
6020 - Professional Non-Fac Sal FT	1,721,294.00		0	2,918,852.24
6025 - Professional Non-Fac Sal PT	0		0	0
6030 - Administrative Support Salary	0		0	0
6040 - Technician Salary	0		0	0
6050 - Graduate Assistants Salary	0		0	0
6060 - Other Personnel Salaries	0		0	0
6070 - Vacant Salary Resv	0		0	143,343.96
6080 - Additional Pay				
600 - Salary Pool	1,721,294.00		0	3,255,056.20
6100 - Staff Full Time	82,635.00		0	0
6105 - Staff Part Time	0		0	45,985.00
6110 - Non Work-Study Student Wages	0		0	61,336.61
6120 - Work-Study Student Wages	0		0	0
6130 - Additional and Overtime Pay	0		0	0
610 - Wage Pool	82,635.00		0	107,321.61
6200 - Employees Retirement	0		0	0
6210 - Civil Service Retirement	0		0	0
6290 - Tuition Waiver Empl Benefit	0		0	0
6299 - Fringe Additional	0		0	0
6299 - Fringe	788,084.00		1,178,761.62	0
620 - Benefit Pool	788,084.00		1,178,761.62	0
7000 - Utilities	1,400,000.00		0	0
7005 - Communications	0		0	0
7010 - Rentals & Operating Leases	0		0	0
7015 - Repairs & Maintenance Services	0		0	0
7020 - Repairs & Maintenance Supplies	0		0	0
7025 - Travel-Individuals	0		0	0
7030 - Travel-Groups	0		0	0
7035 - Entertainment	0		0	0
7040 - Taxable Reimbursements	0		0	0
7045 - Competitive Awards	0		0	0
7050 - Reportable Service Expenses	0		0	0
7055 - Temporary Employee Svcs (TES)	0		0	0
7060 - Game Expenses	0		0	0
7065 - Memberships & Dues	0		0	0
7070 - Advertising Costs	0		0	0
7075 - Subcontracts	0		0	0
7077 - Services-Internal Charges Only	0		0	0
7078 - Printing Costs	0		0	0
7079 - Foreign Subcontracts	0		0	0
7080 - Other Administrative Costs	0		0	0
7085 - Other General Expenses	0		0	0
7090 - Supply Purchases	0		0	0
7095 - Purchases for Resale	0		0	0
7100 - Non-Capital Equipment	0		0	0
7105 - Medical Supplies	0		0	0
7110 - Animal Costs	0		0	0
7115 - Computer Expenses	0		0	0
700 - Total Operating	1,400,000.00		0	0
7300 - Tuition Related Fees	0		0	0
7310 - Other Student Fees	0		0	0
7320 - General Fund Waiver Accounts	0		0	0
730 - Total Student Aid	0		0	0
7400 - Equipmt & Improv Cap Assets AU	0		0	0
7450 - Equipmt & Improv Cap Asset AUM	0		0	0
7500 - Plant Fund Expenses	0		0	0
740 - Total Capital	0		0	0
7600 - Indirect Cost Recovery Expense	0		0	0
7700 - Inter-Departmental Credit	0		0	0
7710 - Mission Enhancement Participat	0		0	0
7720 - Mission Enhancement Adjustment	0		0	0
7730 - Central Support Allocation	0		0	0
7800 - Budgeted Reserve	0		0	0
780 - Total Other	0		0	0
8004 - Bond Transfer-Mandatory	0		0	0
800 - Total Transfers	0		0	0
Totals	3,992,013.00		1,178,761.62	3,362,377.81
Anticipated Revenue Budget Request 19				
5000 - State Appropriations				
5100 - Tuition				
5200 - Governmental Appropriations				
5300 - Contracts/Grants				
5400 - Gifts and Private Support				
5500 - Investments				
5600 - Sales and Service				
5700 - Other Revenues				
Totals	0			

**Unrestricted Budgeting-** The following steps are for the unrestricted portion of your budget. There will be a separate section that addresses Restricted Fund/Orgs.

**Revenue-**

The revenue section is located at the bottom of the screen.

**State Appropriations** will be preloaded by Budget Services.

**Tuition** will be preloaded for the tuition allocations. Any additional tuition that is direct will have to be added to the tuition amount that is preloaded.

**Other Revenue Categories** will need to be loaded if you anticipate activity in the various categories. It is important to load the revenue budget into the category where actual activity is booked. A review of the prior year's activity should help with the proper budget category to use in 2019.

Revenue totals must tie to the revenue estimate you submitted for the MEF Participation fund calculation or to what has been approved as a part of the central unit budget development process.

Be sure to hit save after you have completed this section. The save button is located at the bottom of the screen.

Anticipated Revenue Budget Request 19		
5000 - State Appropriations		
5100 - Tuition		
5200 - Governmental Appropriations		
5300 - Contracts/Grants		
5400 - Gifts and Private Support		
5500 - Investments		
5600 - Sales and Service		
5700 - Other Revenues		
Totals		0

### Salary, Wages and Fringe Benefits-

This information will feed from Salary Planner. The first thing to do when completing your salary and wage budget development in Stripes is to go through each of your budget fund/orgs and enter the HR Position Budget column (circled in **blue**) amount into the 2018-2019 Budget Entry column (circled in **red**) for all of the position grouping rows circled in **blue**. Allocations for employee tuition waivers will be entered in by Budget Services. All other fringe should calculate systematically.

Be sure to hit save after you have completed this section. The save button is located at the bottom of the screen. The 2018-2019 Total Budget column (circled in **green**) should populate once you hit save.

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
6000 - Admin/Professional Salaries	0		0	0
6010 - Faculty Salaries Full Time	0		0	192,860.00
6010 - Faculty Salaries Part Time	0		0	0
6020 - Professional Non-Fac Sal FT	1,721,294.00		0	2,918,852.24
6025 - Professional Non-Fac Sal PT	0		0	0
6030 - Administrative Support Salary	0		0	0
6040 - Technician Salary	0		0	0
6050 - Graduate Assistants Salary	0		0	0
6060 - Other Personnel Salaries	0		0	0
6070 - Vacant Salary Resv	0		0	143,343.96
6080 - Additional Pay				
600 - Salary Pool	1,721,294.00		0	3,255,056.20
6100 - Staff Full Time	82,635.00		0	0
6105 - Staff Part Time	0		0	45,985.00
6110 - Non Work-Study Student Wages	0		0	61,336.61
6120 - Work-Study Student Wages	0		0	0
6130 - Additional and Overtime Pay	0		0	0
610 - Wage Pool	82,635.00		0	107,321.61
6200 - Employees Retirement	0		0	0
6210 - Civil Service Retirement	0		0	0
6290 - Tuition Waiver Empl Benefit	0		0	0
6299 - Fringe Additional	0		0	0
6299 - Fringe	788,084.00		1,178,761.62	0
620 - Benefit Pool	788,084.00		1,178,761.62	0



**Operating Expenses-** This section has expanded from the previous years and is made up of 27 expense categories. A copy of the account hierarchy can be found in E-Print. The account hierarchy will list the 5 digit accounts that roll up to the four digit categories. You will enter the budget amount in the 2018-2019 Budget Entry column (highlighted in blue).

Be sure to hit save after you have completed this section. The save button is located at the bottom of the screen.

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
7000 - Utilities	1,400,000.00		0	0
7005 - Communications	0		0	0
7010 - Rentals & Operating Leases	0		0	0
7015 - Repairs & Maintenance Services	0		0	0
7020 - Repairs & Maintenance Supplies	0		0	0
7025 - Travel-Individuals	0		0	0
7030 - Travel-Groups	0		0	0
7035 - Entertainment	0		0	0
7040 - Taxable Reimbursements	0		0	0
7045 - Competitive Awards	0		0	0
7050 - Reportable Service Expenses	0		0	0
7055 - Temporary Employee Svcs (TES)	0		0	0
7060 - Game Expenses	0		0	0
7065 - Memberships & Dues	0		0	0
7070 - Advertising Costs	0		0	0
7075 - Subcontracts	0		0	0
7077 - Services-Internal Charges Only	0		0	0
7078 - Printing Costs	0		0	0
7079 - Foreign Subcontracts	0		0	0
7080 - Other Administrative Costs	0		0	0
7085 - Other General Expenses	0		0	0
7090 - Supply Purchases	0		0	0
7095 - Purchases for Resale	0		0	0
7100 - Non-Capital Equipment	0		0	0
7105 - Medical Supplies	0		0	0
7110 - Animal Costs	0		0	0
7115 - Computer Expenses	0		0	0
700 - Total Operating	1,400,000.00		0	0

**Student Aid-**Allocated Student Aid will be entered by Budget Services.

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
7300 - Tuition Related Fees	0		0	0
7310 - Other Student Fees	0		0	0
7320 - General Fund Waiver Accounts	0		0	0
730 - Total Student Aid	0		0	0

**Capital-** Enter any anticipated capital expenditures in the 2018-2019 Budget Entry Column (highlighted in blue).

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
7400 - Equipmt & Improv Cap Assets AU	0		0	0
7450 - Equipmt & Improv Cap Asset AUM	0		0	0
7500 - Plant Fund Expenses	0		0	0
740 - Total Capital	0		0	0

**Other Budgeted Items-** Enter any anticipated Inter-Departmental Credit or Indirect Cost Recovery budget amounts in the 2018-2019 Budget Entry column (highlighted in blue).

The MEF Participation, MEF Adjustment and Central Support Allocations lines (circled in blue and highlighted in blue) are locked and only Budget Services can adjust these lines. The MEF Participation and the Central Support Allocation amounts will be entered based on data provided prior to the detailed budget development. The MEF Adjustment will be left blank for now and will be adjusted based on the outcome of discussions with the Deans. All allocated revenue/expense will be entered into the Admin Allocations org each college/unit.

The Budget Reserve (circled in green) line will be used to make revenues and expenses equal for the college/unit as a whole. These adjustments should be made in the Admin Allocation org in each college/unit.

**Transfers-** The transfer line (circled in orange) will be used to budget debt service (where applicable). These adjustments should also be made in the Admin Allocation org in each college/unit.

	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
7600 - Indirect Cost Recovery Expense	0		0	0
7700 - Inter-Departmental Credit	0		0	0
7710 - Mission Enhancement Participat	0		0	0
7720 - Mission Enhancement Adjustment	0		0	0
7730 - Central Support Allocation	0		0	0
7800 - Budgeted Reserve	0		0	0
780 - Total Other	0		0	0
8004 - Bond Transfer-Mandatory	0		0	0
800 - Total Transfers	0		0	0

Be sure to hit save after you have completed this section. The save button is located at the bottom of the screen.

### **Balancing Revenues & Expenses**

For individual Fund/Orgs, it is not necessary that the revenues and expenses equal nor is it necessary that they equal for the Bud Org. Once you have made your adjustments for all fund/orgs within a bud org, you should then click on the Org Summary located at the top of the screen. This will bring up an organizational summary for All/Unrestricted/Restricted/Auxiliary (if they exist). You can review to make sure the Total

Budget and HR Position Budget are in balance for the Bud Org for the Unrestricted Fund/Orgs. You can click the back button to go back to the screen to review an individual Fund/Org if you need to make an adjustment.

<a href="#">Back</a> <a href="#">Fund Type</a> <a href="#">All</a> <a href="#">Unrestricted</a> <a href="#">Restricted</a>				
	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position Budget
7700 - Inter-Departmental Credit	0		0	0
7710 - Mission Enhancement Participat	0		0	0
7720 - Mission Enhancement Adjustment	0		0	0
7730 - Central Support Allocation	0		0	0
7800 - Budgeted Reserve	0		0	0
780 - Total Other	0		0	0
8004 - Bond Transfer-Mandatory	0		0	0
800 - Total Transfers	0		0	0
<b>Totals</b>	3,992,013.00		589,380.81	3,362,377.81
<b>Anticipated Revenue Budget Request 19</b>				
5000 - State Appropriations	400,000.00			
5100 - Tuition				
5200 - Governmental Appropriations				
5300 - Contracts/Grants				
5400 - Gifts and Private Support				
5500 - Investments				
5600 - Sales and Service				
5700 - Other Revenues				
<b>Totals</b>	400,000.00			

Revenues and Expenses do not have to balance on the individual Bud Orgs for the unrestricted budget. However, they must balance at the overall college/unit level.

## Restricted Budgeting Contract/Grant & Gift/Endowment Revenue

After you have completed the unrestricted budget portion of budget development, you should continue on with all of your restricted fund/org combinations. Like with the unrestricted budget, your first goal should be to get your HR Position Budget and Total Budget columns in agreement. After finalizing any other adjustments needed, you will then proceed to anticipated revenue section. The total budget for any restricted fund/org combinations must match the total revenues for the fund/org combination.

Back	Fund Type	All	Unrestricted	Restricted				
					2017-2018 Original Budget	2018-2019 Budget Entry	2108-2019 Total Budget	2018-2019 HR Position Budget
	7600 - Indirect Cost Recovery Expense				0		0	0
	7700 - Inter-Departmental Credit				0		0	0
	7710 - Mission Enhancement Participat				0		0	0
	7720 - Mission Enhancement Adjustment				0		0	0
	7730 - Central Support Allocation				0		0	0
	7800 - Budgeted Reserve				0		0	0
	780 - Total Other				0		0	0
	8004 - Bond Transfer-Mandatory				0		0	0
	800 - Total Transfers				0		0	0
	<b>Totals</b>				3,992,013.00		553,633.90	1,853,929.00
	<b>Anticipated Revenue Budget Request 19</b>							
	5200 - State Appropriations							
	5100 - Tuition							
	5000 - Governmental Appropriations				553,633.60			
	5300 - Contracts/Grants							
	5400 - Gifts and Private Support							
	5500 - Investments							
	5700 - Sales and Service							
	5600 - Other Revenues							
	<b>Totals</b>				533,633.90			

Revenues and Expenses **MUST** balance on the individual Bud Orgs for the restricted budgets as well as the overall college/unit.

## **Budgeting Contract/Grant & Gift/Endowment Revenue**

We want the dummy fund 260001 (with the admin bud org for your area) to represent the contract/grant revenues and expenditures you expect your entire unit to generate in the upcoming year. What this means is that you need to budget your employees on this FOP if there is anticipation that at least a portion of their salary will be paid from contracts/grants over the course of the year. When budgeting this fund/org for your area, we would expect the revenue to be Contracts/Grants in the anticipated revenue box at the bottom of the fund/org tab. Likewise, there will be a dummy fund 260002 (with the admin bud org for your area) to represent the expected restricted gift and/or endowment revenues and expenditures for the upcoming fiscal year. If you anticipate one of these sources of revenue to fund any of your personnel costs during the year, you need to budget accordingly. Be sure to enter the amounts for both expected gifts and endowment revenues. In both cases of the contracts/grants and gifts/endowments, the numbers for revenue and expenditures should agree and be rounded to the nearest thousand, while being educated analytical estimates of activity.

## **Final Balancing to Zero**

After all of the budgeted fund/orgs are in agreement, you should then click on the Organization Summary link circled in **red** below. This will be your final review to ensure all position budget lines are in agreement with the HR Position budgets and that the total revenue equals the total expenses for both unrestricted and restricted funds.

### Financial Budget Preparation



---

[Home >> Assoc VP for Bus-Fin & Controller](#)

ELMORBJ

[Change Fiscal Year](#)  
[Salary Planner](#)  
[Main Finance Menu](#)

College	Department	Orgs
113 Assoc VP for Bus-Fin & Controller	111050 Property Services	111050 Property Services
	113000 Assoc VP for Bus & Fin & Controller	113000 Assoc VP for Bus & Fin & Controller
		113001 Management Information Support
	113100 Budget Services	113100 Budget Services
	113201 Student Financial Services	113201 Student Financial Services
	113400 Contracts & Grants Accounting	113400 Contracts & Grants Accounting
	113451 Financial Reporting Admin	113451 Financial Reporting Admin
	113500 Information Systems Support	113500 Information Systems Support
		113501 Information Systems Sup Operations
	113550 Payroll & Employee Benefits	113550 Payroll & Employee Benefits
	113600 Procurement and Payment Services	113600 Procurement and Payment Services
		113601 Purchasing Card Revenue Share
	113700 Management Accounting	113700 Management Accounting
	113800 Cash Management Admin	113800 Cash Management Admin

[Organization Summary](#)

You are looking to make sure that the HR Position Budget and Total Budget columns are in agreement (circled in **blue**) for all of the budgeted fund/orgs for the entire unit. There are three tabs: All, Unrestricted and Restricted. There may be an Auxiliary tab if applicable to your area.

<u>Back Fund Type All Unrestricted Restricted</u>				
	2017-2018 Original Budget	2018-2019 Budget Entry	2018-2019 Total Budget	2018-2019 HR Position
6010 - Faculty Salaries Full Time	0	192,860.00	192,860.00	192,860.00
6012 - Faculty Salaries Part Time	0	0	0	0
6020 - Professional Non-Fac Sal FT	1,721,294.00	2,918,852.24	2,918,852.24	2,918,852.24
6025 - Professional Non-Fac Sal PT	0	0	0	0
6030 - Administrative Support Salary	0	0	0	0
6040 - Technician Salary	0	0	0	0
6050 - Graduate Assistants Salary	0	0	0	0
6060 - Other Personnel Salaries	0	0	0	0
6070 - Vacant Salary Resv	0	143,343.96	143,343.96	143,343.96
600 - Salary Pool	1,721,294.00	3,255,056.20	3,255,056.20	3,255,056.20
6100 - Staff Full Time	82,635.00		0	0
6105 - Staff Part Time	0	45,985.00	45,985.00	45,985.00
6110 - Non Work-Study Student Wages	0	61,336.61	61,336.61	61,336.61
6120 - Work-Study Student Wages	0	0	0	0
6130 - Additional and Overtime Pay	0	0	0	0
610 - Wage Pool	82,635.00	107,321.61	107,321.61	107,321.61
6200 - Employees Retirement	0		0	0
6210 - Civil Service Retirement	0		0	0
6290 - Tuition Waiver Empl Benefit	0		0	0
6299 - Fringe Additional	0		0	0
6299 - Fringe	788,084.00	589,380.81	589,380.81	0
620 - Benefit Pool	788,084.00	589,380.81	589,380.81	0

In the above example, all positions in the 2018-2019 Total Budget equal the 2018-2019 HR Position Budget.

### **Position Row Agreement Errors**

There is an Out of Balance link on the Main Menu that will show all of the fund/org that not in agreement between the HR Position Budget and Total Budget columns. Below is an example of the Out of Balance page. In each case, you see the position groupings on the left that are out of agreement, the fund and org, and the two column totals showing the difference. Clicking on any of the links in blue will take you directly to the affected fund/org tab to allow you to make adjustments. The error link is not updated in real time. It generally updates every hour, so a change will not be immediately visible on the error tab.

## Financial Budget Preparation



## Financial Budget Preparation

### Out of Balance Budgets - Entire View

Home

Category	Fund	Fund Desc	Org	Org Desc	Finance Total	HR Total	Difference
ET Staff	101001	AU Unrestricted Base Budget	100901	Aquatics Center Athletics	90,225.56	125,321.56	35,096.00
ET Admin Professional	101001	AU Unrestricted Base Budget	101001	Internal Auditing	586,980.00	634,480.00	47,500.00
ET Admin Professional	101001	AU Unrestricted Base Budget	101021	Instal Research and Assessment	564,298.98	615,398.98	51,100.00
PT Staff	101002	AU Unrestricted Other	101081	Temporary Employment Services-SC	600,001.00	600,008.00	7.00
ET Staff	101001	AU Unrestricted Base Budget	102005	Paint Shop	530,390.00	584,894.00	54,504.00
ET Staff	101001	AU Unrestricted Base Budget	102007	Custodial Services	1,252,466.80	1,273,819.80	21,353.00
ET Staff	101001	AU Unrestricted Base Budget	102018	Landscape Service	1,106,067.32	1,222,699.32	116,632.00
ET Staff	101001	AU Unrestricted Base Budget	102022	Service Support	128,262.00	192,792.00	64,530.00
ET Staff	101001	AU Unrestricted Base Budget	102025	Access Control Center	286,232.00	315,718.00	29,486.00
ET Staff	101001	AU Unrestricted Base Budget	102026	Asbestos Unit	256,173.36	307,091.36	50,918.00
ET Staff	101001	AU Unrestricted Base Budget	102029	Electric Shop	324,071.00	389,066.00	64,995.00
ET Staff	101001	AU Unrestricted Base Budget	102034	Mechanical Shop	1,225,125.00	1,410,640.00	185,515.00
ET Staff	101001	AU Unrestricted Base Budget	102035	Plumbing Shop	334,142.00	399,869.00	65,727.00
ET Staff	101001	AU Unrestricted Base Budget	102036	Preventive Maintenance	607,341.00	672,335.00	64,994.00
ET Staff	101001	AU Unrestricted Base Budget	102041	Street Signs	58,657.00	86,408.00	27,751.00
ET Admin Professional	101001	AU Unrestricted Base Budget	103001	Vice President for Alumni Affairs	899,117.81	931,617.81	32,500.00

Once you have completed the balancing of the positions, you will need to review the revenues and expenses for both the restricted and unrestricted portions of your budget. Remember on the restricted funds, the total expenses must equal the total revenue for each fund/org. For the unrestricted side, this is not the case but they must equal in total. For situations where the unrestricted revenues and expenditures are not equal, the next steps are dependent on the type of area you are as defined by the model:

- Academic/Auxiliary/Divisional Units (as defined by the Strategic Budget Model)
  - Expenses > Revenue
    - Change your expenses by reducing the amounts for one of the operating expense items or you could reduce vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.
    - Make a negative entry in the budget reserve row (under the admin org or multiple orgs)
    - Adjust unrestricted revenue projections higher (for Auxiliary or Divisional units only)
    - Academic units will be further reviewed for potential to move negative budget reserves into the MEF Adjustment row.
  - Revenues > Expenses
    - Make a positive entry in the budget reserve row (under the admin org or multiple orgs)
- Central Units (as defined by the Strategic Budget Model)
  - Expenses > Revenue
    - Change your expenses by reducing the amounts for one of the operating expense items or you could reduce vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.
  - Revenues > Expenses
    - Change your expenses by increasing the amounts for one of the operating expense items or you could increase vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.



In the example below, this college/school had more revenue than they had expense so they entered a positive amount (circled in **red**) in the budget reserve line on the admin fund/org. This entry will bring the expense and revenue into balance.

Back Fund Type All Unrestricted Restricted				
	2017-2018 Original Budget	2018-2019 Budget Entry	2108-2019 Total Budget	2018-2019 HR Position Budget
7600 - Indirect Cost Recovery Expense	0		-	0
7700 - Inter-Departmental Credit	0		-	0
7710 - Mission Enhancement Participat	1,750,000.00	1,805,107.00	1,805,107.00	0
7720 - Mission Enhancement Adjustment	-		-	0
7730 - Central Support Allocation	3,000,000.00	3,354,926.00	3,354,926.00	0
7800 - Budgeted Reserve	0	265,889.10	265,889.10	0
780 - Total Other	0		-	0
8004 - Bond Transfer-Mandatory	0		-	0
800 - Total Transfers	0		-	0
Totals	8,742,013.00	10,850,000.00	10,850,000.00	2,268,929.00
Anticipated Revenue Budget Request 19				
5200 - State Appropriations	3,000,000.00			
5100 - Tuition	1,500,000.00			
5000 - Governmental Appropriations	500,000.00			
5300 - Contracts/Grants				
5400 - Gifts and Private Support	600,000.00			
5500 - Investments	50,000.00			
5700 - Sales and Service	4,000,000.00			
5600 - Other Revenues	1,200,000.00			
Totals	10,850,000.00			