

2008-09



BUDGET PROCESS

UtahState
UNIVERSITY

RETURNING USERS



Office of Budget & Planning

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Budget Process Timeline

- March
 - Colleges/divisions verify current salaries and permanent E&G budgets
 - College/division budget process training
 - Campus units practice Salary Planner input in test instance
 - Central administration finalizes new year budget allocations
- March – week 4
 - Snapshot of current salary data taken and setup of Salary Planner in ZPROD
- April – week 1
 - Budget materials are distributed to colleges/divisions
 - Salary Planner is activated in ZPROD
- April – weeks 1-3
 - Campus units input into Salary Planner, finalize salary increases and reconcile state dollars
- April – week 3
 - Budget materials are due back to Budget & Planning



Budget Process Timeline

- April – week 4 and May
 - Budget & Planning reconciles and verifies campus units budget materials
 - Budget & Planning sends final salary increases to college/divisions for their verification
- June – weeks 1-2
 - Budget & Planning does final adjustments and prepares budget reports
- June – week 2
 - Campus units receive final new year budget salary reports
- June – week 3
 - After June SA payroll deadlines, Budget & Planning does upload of Salary Planner data in ZPROD
- June – week 4
 - Departments can begin submitting new year EPAF's for salaried employees



Budget Materials

- What is distributed

- University budget/salary guidelines
- Initial Budget Worksheet(s)
- Roster of current employees assigned to the department
- List of positions that will be vacant longer than two years
- Excel Budget File containing Budget Worksheet(s), Salary Coordination, Unfunded Salary Plan and other budget assistance worksheets

- What should be returned

- Budget Worksheet with any needed changes signed by department head/director and dean/vice president
- Completed Salary Coordination
- Unfunded Salary Plan if central unfunded index is used
- Any written notifications needed



Budget Process Steps: Department Budgets

- Review hard copy of roster of employees
- Make preliminary salary increase decisions
- Login to Salary Planner
- Enter salary increases for employees/jobs
- Copy employee/job increases to positions
- Update open positions
- Update position labor distribution and copy to employees/jobs
- Download position labor distribution to Excel and copy into Budget File
- Reconcile/verify state \$
- Update budget worksheet, salary coordination and unfunded plan in Excel
- Print and send completed budget worksheet, salary coordination and unfunded plan to Dean/VP



Budget Process Steps: Dean/VP

- Verify departmental salary increases
- Verify departmental state \$
- Lock departments (if needed)
- Send completed budget worksheets, salary coordinations and unfunded plans to Budget & Planning