

**2009-10**

**BUDGET PROCESS**

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**UtahState**  
UNIVERSITY

**NEW USERS**



# Office of Budget & Planning

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- Whitney Pugh, Executive Director  
(x.7-1177)
- Joe Vande Merwe, Associate Director  
(x.7-1176)
- Tracy Sorensen, Associate Director  
(x.7-1174)
- Taya Flores, Fiscal Analyst  
(x.7-1175)



# Purpose of Budget Process

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- Set up new year salary information and establish new year salary budgets
  - Employee base salary amounts to be paid
  - Budgeted salary reserves
  - Budgeted labor distributions
- Balance allocated state funds



# Budget Process Timeline

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- 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

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- 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

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- 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

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- 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

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



# Salary Planner: Background Information

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- Web-based tool available through Self-Service Banner (SSB)
- Initial data is “snapshot” of main Banner data
  - Snapshot will be taken during last week of March
- Data is independent of main database until central upload by Budget & Planning
- Base salary positions and salary reserves only
  - Changes to pooled position jobs (summer months, hourly, extra compensation) done through EPAF process
- Users must be granted security by Budget & Planning



# Salary Planner: Security

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- Access to Salary Planner has been established for specific users by Budget & Planning
- Users with department level access can update that department until it is locked by the college/division or Budget & Planning
- Users with college/division level access can update and lock all of the departments within that college/division



# Salary Planner: Navigation Hints

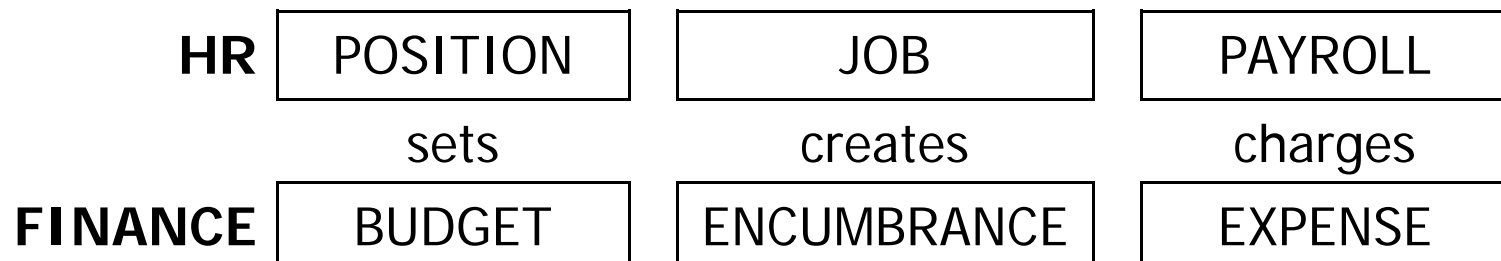
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- **SAVE OFTEN**
  - Always save any changes before navigating to a new screen
- Do not use the ENTER key
  - Use the TAB key to navigate between cells
- Do not use the browser BACK button
  - Use the navigation links at the bottom of each page



# Organization of Banner HR Data

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- Objects are related but independent
- In Salary Planner, position and job are separate records and can be different – but should always be equal in the budget process



# Labor Distribution (LD)

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- Initial Salary Planner Data
  - Initial position and job LD in Salary Planner are based on the current position LD which is usually from last year's budget
- Effective Dates
  - LD effective dates cannot be set up during the budget process
  - Indexes used in the budget process will be set up with a July 1 effective date
  - If specific effective dates are needed, they will need to be done after the Salary Planner upload through the EPAF process