FY 2017 Budget Building Overview

University of Vermont
Dept. of Financial Analysis & Budgeting
Agenda

• PeopleSoft System Overview

• Three Types of Budgeting Activities
  ▫ Employee Budgeting
  ▫ Position Budgeting
  ▫ Line Item Budgeting GF & I/E

• UVM Reports Suggested & Required

• Where to get help

• Questions

• Appendix
PeopleSoft System Overview

Extract, Transform, Load (ETL)

PeopleSoft Financials
- PeopleSoft Financials Database
- Staging Tables

PeopleSoft Enterprise Performance Management (EPM)
- Line Item Budgeting
  - Budgets for Financials
- Employee Budgeting
  - Employee New Year Salary
  - Employee New Year FTE
  - Employee Distributions
- Position Budgeting
  - Position New Year Salary
  - Position New Year FTE
  - Positions Distributions – Funding Commitments

PeopleSoft HCM
- PeopleSoft HCM Database
- Staging Tables

Data Export:
- Salaries and Distributions

Data Export: Stages Tables

ETL
Three Types of Budgeting Activities

Employee Budgeting
*Emphasizes people, salaries and distributions*

Position Budgeting
*Emphasizes positions, salaries and distributions*

Line item Budgeting
*Allows to enter budgets by chart string in General Fund and Income/Expense*

Utilize PeopleSoft Mini Manuals

- Employee and Position Budgeting
- Line Item Budgeting
- Step-by-Step EPM Instructions and FAQ’s
Budgeting Activity: Employee Budgeting

Employee Budgeting Activity

- Review & update new fiscal year salaries and distributions
- Run salary distribution & percent increase reports to verify
- Items to note
  - If an employee will be terminated by 7/01/2016, you will need to remove the employee from EPM to suspend their pay. Entering $0 will not stop them from getting paid.
  - Employees paid through KRONOS - default salary distributions
    - KRONOS: 58100-01-00001-100-000100-000-0000-0123-0000
## Budgeting Activity: Employee Budgeting

### Utilize Action/Reason Codes

- As part of entering employee budgeting information, utilize the below action/reason codes to help explain areas that do not follow the salary increase guidelines.
- These codes will show on the Percent Increase Report.

<table>
<thead>
<tr>
<th>Action/Reason</th>
<th>Exception Codes and Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVM Exclptn</td>
<td><em>(EXCLUDED from the calculation of the unit % increase)</em></td>
</tr>
<tr>
<td>A</td>
<td>Change in Term or FTE</td>
</tr>
<tr>
<td>C</td>
<td>Reclassification/Promotion/Offcycle Increase</td>
</tr>
<tr>
<td>D</td>
<td>Dean/Director Salary</td>
</tr>
<tr>
<td>H</td>
<td>Recent Hire (after 3/31/yyyy - individual may or may not get an increase)</td>
</tr>
<tr>
<td>J</td>
<td>Shift differential</td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
</tr>
<tr>
<td>S</td>
<td>Sabbatical/Leave of Absence</td>
</tr>
<tr>
<td>E</td>
<td><em>(INCLUDED in the calculation of the unit % increase)</em></td>
</tr>
<tr>
<td></td>
<td>Exceptions to salary guidelines requested</td>
</tr>
</tbody>
</table>
Budgeting Activity: Position Budgeting

- Position Budgeting Activity
  - Budget in WHOLE dollars
  - Consider long-term budget plan for a position

- If you are utilizing PAM Loader
  - Run Budget Roster Report
  - Save the CSV output as .xls(x) file. Make sure leading zeros are preserved for position numbers, job codes, etc. Use the .xls(x) output to enter updated position information, including position salaries that are NOT equal to employee salaries, FTEs, funding sources, etc.
  - Submit an Excel file with the updates to FAB by May 23rd or earlier

- If you are NOT utilizing PAM Loader
  - Add effective-dated row of 7/01/16
  - Verify position FTE (system default is 1.0)

- Run Budget Roster report to verify
Budgeting Activity: Line Item Budgeting

General Fund & Income/Expense

- Budget in WHOLE dollars; the database rounds to the nearest whole amount
- Budget submission must match target budget total
- Budget revenue as a credit (minus sign)
- Reflect final University guidelines (FY 2017 benefit rates, salary guidelines, etc.)
- Run budget recap and benefits budget verification report to verify

<table>
<thead>
<tr>
<th>EPM Activity Groups</th>
<th>Units within EPM Activity Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD1 (100/150)</td>
<td>CALS; CDE; Extension; Libraries</td>
</tr>
<tr>
<td>ACAD2 (100/150)</td>
<td>All other academic colleges (includes Honors)</td>
</tr>
<tr>
<td>ADMIN (100/150)</td>
<td>General University; UVM Foundation; V Provost Student Affairs; VP University Relations &amp; Admin</td>
</tr>
<tr>
<td>COM (100/150)</td>
<td>College of Medicine</td>
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<tr>
<td>SC1 (100/150)</td>
<td>ABSC; AFS; CPM; Chief Info Officer; Office of Sustainability; Human Resources; VP Finance</td>
</tr>
<tr>
<td>SC2 (100/150)</td>
<td>President’s Office; Fleming Museum; Military Studies; OIE; Office of Audit, Compliance; Senior VP &amp; Provost; VP Enrollment Mgt; VP HR, Diversity &amp; Multicultural Affairs; VP Legal Affairs &amp; General Counsel; VP Research Admin</td>
</tr>
</tbody>
</table>
New Budget Account Codes for FY17

Other Compensation
Formerly all budgeting for other compensation used E5700. New accounts were made to group the expense accounts by the particular benefit rate that applies to each expense account.

1. E5701 Other Comp Med Ben Rate
2. E5702 Other Comp PT Ben Rate
3. E5703 Other Comp No Ben Rate

Summer Tuition
New accounts to break out Summer Grad from other summer tuition revenue.
1. E4033 Tuition Rev - Summer In State Non-Grad
2. E4034 Tuition Rev - Summer Out of State Non-Grad
3. E4037 Tuition Rev - Summer In State Grad
4. E4038 Tuition Rev - Summer Out of State Grad
Budgeting Activity: Line Item – Income/Expense

FY 2017 Income Expense Budget Guidelines

- Rate calculations and equipment depreciation schedule (in excel) submitted electronically to your FAB Analyst by April 29th
- Budget must be consistent with the rate calculation
- Significant change to an activity requires an updated MOU

Please note, two new changes taking place for FY17

- Non-grant charging activities with budgets less than $100k, no longer submit rates to FAB for approval.
- Each unit will complete an MOU & Rate Certification Form.
Budgeting Activity: Line Item – Income/Expense

- All I/E activities budgets MUST be loaded into EPM to net to zero (revenue less expense)

- To assist with the balancing of the budget, please reference the budget guidelines. Use the following account codes when appropriate:
  - E4649 Prior Year Carry Forward – Use of net assets
  - E4870 Subsidy – Contribution from non-IE source
  - E4890 Central IE Support FAB Only
  - E8090 Central IE Reimbursement – Indirect from CCs
  - E8100 Equipment Transfer – Use for equip depreciation
  - E8649 Addition to Fund Balance – Contribution to net assets
UVM Reports: Suggested Diagnostic Reports

Reports can be found in PS EPM under the path UVM Reports\Budget Planning Diagnostics.

Diagnostics to select:

- Missing/Inactive Combo Codes
- Missing Chart Field Values
- Distributions vs. Budgets Created
- Distributions to Expired/Closed Projects
- Less than 100% Distribution

Run Diagnostic Reports before submitting to FAB.
UVM Reports: Required Green Reports

Run Required (GREEN) Reports
  • Percent Increase Report
  • Salary Distribution Report
  • Budget Roster Report
  • Budget Recap Report

After running and reconciling GREEN Reports, submit your planning centers in EPM (EMPLBD and Line Item).

Save GREEN Reports to the following directory:
  • S:\fab_budget\FY 2017\unit or target name\Green Reports
Need Help?

- [PeopleSoft mini manuals](http://www.uvm.edu/~ofabweb)
- FY 2017 Budget Building Materials link on FAB’s website: [http://www.uvm.edu/~ofabweb](http://www.uvm.edu/~ofabweb)
- Department/unit business manager – first point of contact
- If unable to resolve a technical issue – log a Footprint
- If you need security access – log a Footprint
- If you have any questions – contact FAB analyst
Key Budget Dates

FY 2017 Key Budget Dates

• March 31\textsuperscript{st} I/E Targets to units
• April 4\textsuperscript{th} EPM goes live
• April 29\textsuperscript{th} I/E Rate Calculations to FAB
• May 2\textsuperscript{nd} (week of) General Fund Targets to units
• May 23\textsuperscript{rd} Utilizing PAM Loader, submit to FAB
• May 27\textsuperscript{th} Budget/salaries submitted via EPM

Verification of PAM Loader updates
  ▫ Run Budget Roster Report After May 27
  ▫ Discrepancies could be updated manually

Due to required system maintenance, EPM will not be accessible Thursday April 14\textsuperscript{th} and Thursday May 12\textsuperscript{th} from 5pm to 11pm.
# EPM Open Lab Times

*Held in Billings Library, Room 165

**Held in Grossman School of Business, Computer Lab Room 102

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<tbody>
<tr>
<td>*April 18(^{th}), 1:00-3:00pm</td>
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<td>**April 25(^{th}), 8:30-10:30</td>
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<tr>
<td>**May 9(^{th}), 8:30-10:30</td>
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<tr>
<td>*May 17(^{th}), 1:00-3:00pm</td>
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<tr>
<td>*May 5(^{th}), 1:00-3:00pm</td>
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Questions?
Appendix: Employee Budgeting Activity

Navigation: Planning and Budgeting> Activity Preparation> My Planning Workspace
Appendix: Position Budgeting Activity

EPM PAM module is used to enter position budget and FTE information. It also records the funding commitment(s) that support the position.

If you are NOT utilizing PAM Loader you need manually enter position budgets by accessing PAM:

1. Log in to PeopleSoft through the EPM Login [www.uvm.edu/~erp/portal/].
2. Navigation: Planning and Budgeting> Activity Preparation> My Planning Workspace
Appendix: Position Budgeting ~ Utilizing PAM Loader

Run a BUDGET ROSTER REPORT (BRR) as of 07/01/20XX

![Image of Roster Report]

Alternatively you could: Run a ROSTER REPORT (RR) as of Current date and submit position data for new fiscal year.
Appendix: Position Budgeting ~ Utilizing PAM Loader

Save the CSV output of the BRR as an EXCEL - .XLS(X) file, enter position salaries that are not equal employee salaries, **SUBMIT** the excel file with updates to FAB.