Budget

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Budget Office

May 20, 2014

All right, welcome everyone. Thank you so much for coming. We have a lot of great information to share with you today, so we're going to go ahead and just get started. We're going to start off with budget and Bruce Rieks is going to start off with that.

Hi, everybody. First of all, I'd like to thank all of you who are in the midst of budget season and for all of your timeliness on the Self-Support Fund Worksheets and the Salary Worksheets that are floating around out there. Most of those are due next week, so thanks a lot. It makes the process go so much better when you all participate fully.

We have a couple of announcements of changes that we're doing, one is the Budget Adjustment Workflow...actually, I think I might start with the new object code. We added a new object code, 50290, it's called Unit Faculty Temporary and before that, that category of employee has always been included in just plain "Unit Faculty." It involves somewhere between 200 and 300 students in a year. Or...employees. It's about $2-$3 million dollars of expense. Since it kind of steps outside of the core of our regular Unit Faculty, we wanted to track that better to see the flow on that. I think the change will be mostly transparent to you, because of the Personnel Action Forms that come through with people. They've done such a great job in Human Resources of getting that PAF Form so it automatically brings in the coding, account numbers, and everything. So, you shouldn't really...the only time I think it will affect you is if you if you have to do a So that will be active and effective on July 1.

The other thing we've done is the Budget Adjustment Workflow. We've added a Budget Adjustment Workflow process that is integrated with the PAF Process. So, whenever you initiate a Personnel Action Form, there will be an opportunity. Brenda Neff will be reviewing, we have to review those, as part of the PAF process. A lot of times, well, most of time, there is a budget adjustment that's required to either balance that line out, move money around to get everything setup correctly. Since we haven't linked that together, there have been some timeliness problems and it varies across campus. So what will happen is our office will review those and we will establish a notification that will show up in your email. It will ask you, based on this PAF number, and we're going to require that we get a budget adjustment created for that. This should add some consistency across campus and it should actually add some integrity to the budget adjustment system. Eighty percent of our budget is based on lines and budget lines for personnel and we really need to have those all really up-to-date. What has been

happening in the past is Brenda Neff does such a great job of sending out notifications, like an Excel spreadsheet in February, alerting everybody that you need to get these all cleaned up. This should, to a great extent, get those done on a real timely basis, timeframe.

Let's see...I actually have just a couple of quick announcements. One thing that's going to tie into the year-end closing is, if you could please make sure your supplies and services budgets are balanced out. Sometimes you have salary savings that you are using. We'd like you to move any salary savings down to that supplies and services line so those are zeroed out. Again, most people already do that as part of their procedures each year. That is basically all I had.

One thing I was going to add, when Tonya shows the new financial reports, in Business Intelligence...I visited with Melanie Abbas over in IT and I think when you see this the lights will go on that I think we're going to add an extra tab so you'll actually see a related Budget Development report, also. When you see it, it will make more sense, but you there are going to be tabs so that when you go across, you only input information in once and you'll be able to see all of that like you're looking at Fiscal Year 14 actual. I hope to have a budget development report screen that you can click on and see the changes and, hopefully, click on and see all the budget lines without going through the Budget Maintenance. There are so many steps you have to go through, it's kind of awkward right now. I hope to accomplish that.

That's all I have. Are there any questions about those changes? As we go through it, if you hit any bumps, feel free to call us and we'll make sure we get them squared away. That's all I have.