FY2024 Budget Planning Module
Training Guide
Office of Budget and Financial Planning

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What is a Budget?

A budget is the financial plan for the allocation of resources during a particular period of time. Proper budget development and control, provide the ability to ensure that limited financial resources are expended in an effective and efficient manner towards achieving the University’s strategic mission.

The University of Texas at Dallas Budget Development Process

Schools and divisions are responsible for updating budget information for the new fiscal year. In order to produce a balanced budget, the updated expenses must not exceed allocations, or projected revenues and carryover balances for Non-Core funds. Budget updates provided by schools and divisions include:

1. Salary information for personnel changes including pay raises, promotions, approved vacancies, title changes, funding changes and any other salary adjustments.
2. Updates of non-salary expenses for changes in account codes and distribution of funds between cost centers.
3. Development of revenue and expense projections for Non-Core cost centers.

How is this information used?

Information that is submitted in the Budget Development process is used for the following:

1. As a guide for departments, designating initial spending authority and authorized positions.
2. Original budget for the upcoming budget year effective September 1– August 31.
3. Operating Budget for UT System:
   a. Expenditures by NACUBO function, fund group, and object of expense.
   b. Supplemental reports on salaries.
Budget Development Reminders
For the budget development process to be successful, and to comply with all UT Dallas and UT System requirements, there are a few items to remember when completing your budget.

Two Phase Process
Budget development at The University of Texas at Dallas is a two-phase process.

- The first phase involves the review of current funding, balancing to Core allocations, and making necessary changes in revenue and expense budgeted amounts. Validation of current budgeted positions will also be completed.
- During the second phase, merit allocations are awarded to eligible individuals. This phase will open to campus users after the first phase closes.

Revenue Projections
Budgeted revenue estimates are expected to be reasonable and realistic. Please use the Five Year Revenue Trend on the Reporting Console to help with this.

Salaries
Salaries for positions which have been approved and are intended to be filled for the fiscal year being budgeted, should be listed on the department’s budget submission. All vacancies and new positions must be fully funded. Salaries for all active employees must be budgeted during the budget process with the exceptions listed below:

- Employees who have submitted written notification of their intent to resign prior to the start of the fiscal year being budgeted. These positions should be budgeted as vacancies, or the positions can be inactivated if not intended to be filled.
- Research assistants, teaching assistants, graduate assistants, hourly workers, and part-time lecturers should be budgeted as lump sums.

Inactive and Frozen Cost Centers
Cost centers with a zero fund balance and zero activity projected for budget fiscal year should be inactivated or frozen. NOTE: A cost center cannot be inactivated if it has a fund balance that carries forward or if it has outstanding balance sheet or encumbrance balances.

Allowable Expenses

Current Year Information
All current year information is uploaded on 3/1, prior to the opening of the budget planning module.

New Departments and New Cost Centers
Requests for new departments and new cost centers can be made by completing the appropriate form under Gemini for Departments > Forms tile in PeopleSoft.
User Roles
In the Budget Planning Module, there are four levels of users:

Read Only Access
Will have access to the campus group workbook, but will NOT have the ability to add, edit, and/or delete information.

Campus Group User
Will have the ability to access the campus group workbook pages and add, edit, and/or delete information. Examples: Fiscal Officer, Administrative Assistant in charge of budget entry.

Campus Group Administrator
Will have same access to budget information as the Campus Group User but will be responsible for final review of the budget and has the authority to submit the budget to the Campus Group Executive Reviewer. Examples: Department Head such as a Dean or Director.

Campus Group Executive Reviewer
The Executive Reviewer is the division’s final approver for campus group budgets and will have the same access to the budget information as the Campus Groups Users and Administrators. Examples: Provost, Vice Presidents.
THE BUDGET PLANNING MODULE

Opening the Workbook:
1. Select the Navigator menu option
2. Click on Commitment Control Custom > Budget > Budget by Campus Group.

You will be presented with search prompts as illustrated in Figure 2:

✓ TIP Make this page one of your Favorites so it is easy to get to.

Fiscal Year should be set as the year for which you will be budgeting. Search for your Campus Group.

You can do this by starting to type the name, by using the magnifying glass, or clicking on Search to get to the entire list of campus groups available to you.
FUNDS TOTAL – CORE TAB

This is the homepage for the workbook. You will see the information illustrated in Figure 3.

There are seven tabs located at the top of each workbook, as illustrated below. The tabs can also be accessed at the bottom of each workbook page.

Campus Group Totals
This is the amount of Core funds for the campus group. Fund Allocation Total is the sum of Total Allocation plus Total Merit. The Expense Budget Total is the same as the Original Expense Budgets in the Fund Allocation by Campus Group section below it.

Allocations have been entered by the Budget Office and include your original allocations for the current fiscal year, as adjusted by any permanent transfers approved to date, and any changes in the base allocation authorized by executive management. Merit allocations will be released during the merit process and the pools will be based on the University merit policy. Before your workbook can be submitted, the budget must be in balance, i.e., the amount in the Difference column must equal $0.

Fund Allocation by Campus Group
This section gives you an overview of your campus group’s Core allocations by fund and identifies the remaining amounts to be distributed to the Operating Expense Budget. The Original Expense Budget is the operating expense budget and any incremental increases from the current fiscal year plus the current payroll expenses. The amount in the Difference column is Total Allocation minus Original Expense Budget. This shows how much you have not allocated (a positive number) or when you have allocated too much (a negative number).
**NOTE:** The Original Expense Budget cannot exceed the total allocation. You will not be able to submit the workbook until all amounts in the Difference equal $0.

**✓ TIP** Drilldown Feature: To budget your Core cost centers, you have the option to click on an underlined amount in the Original Expense Budget column on the Fund Totals – Core page or the Cost Center Detail page to view all cost centers. A click on any underlined expense will display a list of all the cost centers budgeted within that fund group. You can then use the tabs or the Show All Columns button.

**Notes**
This space should be used to provide additional information that may be helpful in explaining your budget. This is where justifications for revenue budget increases should be submitted and any employees leaving at the end of the year. The Budget Office will also put messages and explanatory information in this area. Many editing functions are available, including Spell Check. You can also hide the editing tools by clicking on the arrow in the lower right corner.

**Signed In/Out Workbook**
You must sign into your workbook before you can add information or make any changes. The authorized user may simply click on the Signed Out – Click to Sign in button to begin working on the budget. A message of Signed In – Click to Sign Out will indicate someone is signed into the workbook. Only one user can be signed in at a time giving him or her ability to add and/or edit information. So, remember to sign out after you are finished with your session. However, any user can view the workbook without being signed in. All staff with access to the campus group workbook will always be able to view the workbook.

**✓ TIP** The Budget Office can help you gain access to your workbook if necessary.

**Activity Log**
Click on the Activity Log to show changes in the submittal status.

**Error Log**
If your workbook contains any errors, the Error Log icon will appear. Click on the Error Log icon to display the errors needed for correction. Once corrected the icon be grayed out. Workbooks containing errors CANNOT be submitted.

**✓ Tips WORKBOOK NAVIGATION**

**Personalize**
This tool allows the user to view only selected information. Users can determine which columns are frozen at the beginning of each row, which items can be hidden, and how the information will be sorted. Each tab can be set to fit the user's needs.
Find

Find can help you quickly locate specific information on a page.

Zoom

Zoom focuses on just the information in the rows and columns on the page.

Sort

Any column can be sorted by clicking on the column header. A little arrow will show you what direction the data is sorted.

Download

Workbook information can be downloaded to Excel. Remember that your spreadsheet will not contain any formulas. HINT: You may want to hide some unwanted columns before the download to make the spreadsheet more manageable.

Show all columns

Show Tabs.

The Cost Center Detail tab has its own set of tabs to assist in navigating and viewing cost center information. You can either use the tabs or select Show all columns to view all budget cost centers by using the slider bars.

Drill Down

You can drill down on any number that is underlined to get details on what makes up that total. For example,
on the Funds Total-Core tab, clicking on the underlined number under Original Expense Budget will bring up all cost centers with that fund code. On the Budget FY – Sal tab in Cost Center Detail, drilling down on an underlined expense total in A&P, Classified, or Faculty will take you to Payroll and a list of all employees in that cost center with that salary type.

**COST CENTER DETAIL TAB**

The Cost Center Detail section of the Budget Planning Module summarizes the budgets for all cost centers within a particular school or division (as illustrated in Figure 4). Cost centers are classified as either Core or Non-Core based on their funding source. Cost centers that receive centrally-funded allocations are considered Core. All other cost centers are considered Non-Core.

![Figure 4](image)

Core cost centers are centrally-allocated and funded from:
- Statutory appropriations
- Tuition (Statutory – Designated)
- Mandatory designated fees

The budgets for those cost centers marked as Core in the Fund column roll up to the funds totals in the Fund Allocation by Campus Group above and to the Original Expense Budget on the Fund Totals – Core tab. Non-Core cost centers are generally funded from:
- Revenue
- Endowment Income
- Gifts
- Prior year balances
- Transfers from specific sources (i.e. President’s EEF funds, Indirect Cost Recovery)

All cost centers with prior year activity should appear in this section. If a cost center is missing that you want to budget, please add it by using the Add Cost Center to Campus Group area. You can only enter active cost centers which are a part of your campus group.

**Add Cost Center to Campus Group**

If you find that a cost center is missing from your workbook in the Cost Center Detail tab, you can add the active cost center to your budget workbook. Enter the cost center number in the search tool to add it.
**TIP** Fields in a white box can be edited (for example, Faculty Lump Sum or Hourly Wages on the Payroll tab as illustrated in Figure 5). Other fields (for example, Longevity and Benefits, Figure 5) are totals calculated from other information. Underlined fields (for example, the Classified field, Figure 5) allow you to drill down to the detail that make up this total.

![Figure 5](image)

**TIP** You must sign into a workbook before you can edit any fields.

The Cost Center Detail tab includes a section with sub-tabs to help you navigate and look at only specific information. You can also use the Show all columns button to view all workbook columns on one tab. The sub-tabs are illustrated and described below.

**Total**
All budgeted items from the Budget FY – Sal, Budget FY – Op, and Budget FY – Rev, as well as from the Beginning Balance and Net Transfers tabs, are totaled on the Total sub-tab (Figure 6) to arrive at the Projected FY Ending Balance.

![Figure 6](image)

The Projected FY Ending Balance should be $0 for all Core cost centers. Non-Core cost centers should have balances greater than or equal to $0. A negative year ending balance cannot be budgeted.

Projected FY Ending Balance = Projected Beginning Bal + Budget FY Revenue – Budget FY Expense +/- Net Transfers

**Budget FY – Rev**
Any revenue that is expected to be received in the upcoming budget year should be entered in the appropriate
account code column of the Budget FY-Revenue sub-tab for Non-Core cost centers (Figure 7). The Budget Office will enter Endowment Interest and Indirect Cost Recovery as directed by Development and Research. Gift revenue does not need to be budgeted.

Budgeted revenue estimates are expected to be reasonable and realistic. Use the Five Year Revenue Trend on the Reporting Console to estimate the cost center’s revenue.

Budget FY – Sal
This tab (Figure 8) summarizes information from the Payroll and Supplements tabs.

A&P, Faculty, and Classified salary amounts roll up to this tab from the information on the Payroll tab, and the Supplements amounts come from the information on the Supplements tab. Cost center budgets for A&P Lump Sum, Faculty Lump Sum, Lecturers, Graduate Assistants, Teaching Assistants, Research Assistants, Classified Lump Sum, and Hourly Wages (for students and temporary workers) should be entered as lump sums in the appropriate editable fields on this sub-tab.

**TIP Using the Drilldown feature.** In this section you can access additional detail by clicking on any amount that is underlined. For example, if you click on an amount in the A&P Staff A5011, the application will display those employees on the Payroll tab whose salaries make up that amount. Clicking Return will take you back to the Cost Center Detail page for that cost center.

**TIP** Be sure to save any changes you made before hitting Return.

The fields that can be populated or edited here are:

- **A&P Lump Sum**: This is used for future A&P employees or promotions.
- **Faculty Lump Sum**: This is used future faculty employees or promotions.
- **Lecturers**: Budgets for Lecturers I, II, and III. These are part-time employees without a position number. Enter the lump sum amount here.
- **Graduate Assistants**: Those with Job Code S00071.
- **Teaching Assistants**: Those with Job Code S00061.
- **Research Assistants**: Those with Job Code S00634.
- **Classified Lump Sum**: This is used for future Classified employees or promotions.
- **Hourly Wages**: Budgeted amount to pay student employees with S or W job codes, excluding RAs, TAs, and GAs.
- **A&P Staff, Faculty, Classified**: The salary totals are pulled from the Payroll tab.
- **Total Supplements**: This is pulled from the Supplements tab.
- **Longevity, Hazard Pay, and Benefits** are also summarized from the Payroll tab. Amounts are shown on all cost centers with salaries.
Budget FY – Op
This tab (Figure 9) should be used to enter budgets for non-payroll items, such as travel, M&O, and library materials expenses. Scholarship expenses should be budgeted separately from M&O expenses.

**TIP** Expenses should be accurately budgeted and classified.

CC Info
This tab (Figure 10) provides general information about all cost centers assigned to the campus group and includes fund and department. The fields on this sub-tab are not editable. If you find an error, please contact the Budget Office.

Payroll Tab
Use the Payroll tab to adjust employee assignments or to add an employee and/or vacant position to your campus group.

The Payroll tab is divided into five sub-tabs: Budget Data, Job Data, Benefits, Salary Adjustments and Details.

**TIP** For information on salary or position changes, please refer to the University of Texas at Dallas Compensation Standards & Practices document accessible from the following URL: [http://www.utdallas.edu/hr/compensation/standards/](http://www.utdallas.edu/hr/compensation/standards/).

Only budgeted employees and positions should appear on the Payroll tab. Budgeted employees include permanent A&P, Classified, and Faculty positions. Budgeted faculty positions include: Professor, Associate Professor, and Assistant Professor; Professor of Practice, Associate Professor in Practice, and Assistant Professor
of Practice; Professor of Instruction, Associate Professor of Instruction, and Assistant Professor of Instruction; Professor Research Professor; Endowed Professor and Endowed Chair; and Professor with Distinguished Title.

Budgets for Lecturers I, II, and III, Graduate Assistants (GAs), Teaching Assistants (TAs), Research Assistants (RAs), student workers, and temporary employees should be budgeted as a lump sum on the Budget FY – Sal sub-tab of the Cost Center Detail tab (Figure 8).

If an active employee is missing from the Payroll tab, follow the steps in the Adding New/Vacant Positions section below.

✓ **TIP** The use of navigation tools like Find, Sort, and Personalize may be helpful when working in the Payroll tab.

**Editable Fields:** Information in a rectangle field can be edited. You can also click on the icon in the Edit column (Figure 12) to reveal the edit position information template. Allowable edits include: position number, total FTE, pay rate, job dates, cost centers, distribution percentage, and funding dates.

**Edit/Edit All**

**Edit:** Select this option (Figure 13) to add/edit a single position.

![Figure 12](image12.png)

After clicking Edit, the following form (Figure 13) will be displayed. You will be able to make changes in the editable fields.

![Figure 13](image13.png)
**Edit All:** You can edit multiple positions by accessing the Edit All button (Figure 14):

![Figure 14](image)

Select Edit Multiple Positions

Then click on the forward and backwards arrows

![View 100](image)

Or click on View 100/View All (if less than 100)

![View 100](image)

You will then be able to scroll down to see all budgeted positions.

**Note:** If Edit All and then View All options are selected, the form illustrated in Figure 15 will appear for each individual position.

![Figure 15](image)
**Note:** You cannot change the salary on the Edit/Edit All screens. Any salary changes must be made in the Budget FY Salary Adjustment column on the Payroll Salary Adjustments sub-tab (please see the Salary Adjustments section and Figure 31).

**Budget Data**

**Inactive/Vacant:** This column (Figure 16) is used to change the status of a position to inactive or vacant. Select your option by clicking on the drop down.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Edit</th>
<th>Inactive/Vacant</th>
<th>Split Funding</th>
<th>Budget FY Distribution %</th>
<th>*Budget FY Cost Center</th>
<th>Budget FY Cost Center Description</th>
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<td></td>
<td>Inactive</td>
<td></td>
<td></td>
<td>41130011</td>
<td>Designated Salaries</td>
</tr>
</tbody>
</table>

**Inactive:** Select this option if the employee will not be employed by the University in any capacity and you no longer need the position for the upcoming year. You must also submit a termination ePAR.

When you elect to inactivate a position, you will receive a warning (Figure 17). When inactivating a position, please ensure that you want to change this position to Inactive. Once changed and saved, the change is permanent and the funds for the position will be available for use elsewhere. If you save the inactivation election in error, you will have to re-enter the position data. **Positions will be inactive effective 9/1 and they cannot be reactivated. Please be sure no active job postings are tied to these positions.**

**Vacant:** Select this option if the employee will not be in this position in the future but you want to retain the position and the budget for the upcoming fiscal year.
When electing to make a position vacant, you will be prompted with a warning (Figure 18). Please ensure that you want to change this position to Vacant. Once changed and saved, the change is permanent, and the employee is released from the position number. Funds will remain budgeted for the vacant position. If you saved the vacant election in error, you would have to re-enter the employee ID number and all related information.

**Funding Changes**

**Budget FY Distribution %:** Total distribution for a position cannot exceed 100%. If a distribution greater than 100% is entered, the error (Figure 19) will be recorded in the error log. The distribution percentage must be corrected to submit the budget workbook.

![Figure 19](image)

**Budget FY Cost Center:** Use the Budget FY Cost Center column (Figure 20) to change the cost center for an existing employee. A drop-down menu is available for your use by clicking on the magnifying glass. Only those cost centers in your campus group will be available for selection.

![Figure 20](image)

**Adding/Deleting an Additional Funding Source within Your Campus Group**

If an employee or position salary is to be split among two or more campus groups for the upcoming budget year, use the Edit button for the appropriate row within the Payroll tab to access the detail screen similar to that illustrated in Figure 21.
Next, click on the button to add another row and make the necessary funding changes. As illustrated in Figure 22, funding for Position 17809 was split between two cost centers.

✓ TIP Be sure to save before you click return.

To delete a funding source from a position funded by multiple sources within your campus group, click Edit, make your changes to the information in the line for the funding you are keeping, and then delete the other line.

Split Funding

If the letter ‘Y’ appears in the Split Funding column, then the funding for this position is shared between two campus groups (as illustrated in Figure 23).

Click on the ‘Y’ and the split funding information for the employee will appear (Figure 24).
Payroll-related changes for split-funded positions among multiple campus groups will require coordination among the budget preparers for all campus groups to assure that funding as well as FTE and distribution are correct for that employee. Regardless of how many campus groups support the funding for a position, the position’s FTE cannot exceed 1.00.

Another scenario if the letter ‘Y’ appears in the Split Funding column, is when the funding for this position is in one campus group but split by multiple cost centers (as illustrated in Figure 25).

Click on the Split Funding ‘Y’ and the split funding information for the employee will appear (Figure 26).

The last scenario if the letter ‘Y’ appears in the Split Funding column is when the employee has multiple positions in multiple campus groups (as illustrated in Figure 27).
Click on the Split Funding 'Y' and the funding information for the employee will appear (Figure 28).

![Split Funding Information](image)

**Figure 28**

**Job Data**

**FTE:** This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. If the calculated FTE for an employee is greater than 1.00, a warning message as illustrated in Figure 29 will be displayed. The user will need to click “OK” and correct the FTE for the employee noted. The workbook cannot be submitted until the error is corrected.

![FTE cannot be greater than 1 for EmplID 403000 (20701,13)](image)

**Figure 29**

**Benefits**

**Benefits, Longevity, and Hazardous Pay:** For all current employees, total benefits cost, longevity and hazard pay information is provided. (as illustrated in Figure 30). This information cannot be updated on the Payroll tab.

If a position is vacated, the benefits will automatically be calculated. Longevity and Hazard Pay will default to $0. If you need more detailed information concerning these items, please contact the Budget Office. Longevity and Hazard Pay are based on the amount the current employee will be eligible to receive in the upcoming fiscal year.

![Benefits, Longevity, and Hazardous Pay](image)

**Figure 30**

**Salary Adjustments**

**Current FY Salary Adjustment:** If you need to make an adjustment to the salary, make the change in the Budget FY Salary Adjustment column (see Figure 31). You will need to enter a positive or negative number that, when combined with the current salary, will equal the desired salary for the current budget year. This field is NOT to be used for any merit adjustments.

![Salary Adjustments](image)

**Figure 31**
MERIT

The merit portion of the workbook is located on the Payroll tab (Figure 32).

Figure 32

The merit process will take place in the second phase of budget development. A campus group’s merit pool is based on the budgeted salaries of eligible positions as balanced and submitted during the first phase. The calculated pool amount excludes vacant positions. As defined in Texas Education Code Section 51.962, an employee must have been employed by the institution for at least six consecutive months immediately preceding the effective date of the increase to be eligible for a merit increase, and at least six months must have elapsed since the employee’s last merit salary increase. For questions on merit eligibility, please refer to the University of Texas at Dallas Compensation Standards & Practices guide available at the following URL: https://hr.utdallas.edu/employees/employment-and-compensation/.

Merit is allocated by Core and Non-Core funds. Allocations can be exceeded by using M&O, as long as the cost center and/or fund remain in balance.

**Allocated Merit:** This is the amount of your merit pool (Figure 32).

**Unassigned Merit:** This is the amount of the pool still available for distribution (Figure 32).

Merit can be added as a dollar amount (ex. $500) in the Merit column, or a specific percent increase in Merit Increase Percent column. Enter merit adjustments in either column. Vacancies are not eligible for merit awards, and are automatically checked as Not Eligible for Merit. You can also mark any other positions that are not eligible for merit. Amounts can still be added for pay plan, exceptional merit, increases related to promotions, or market and equity adjustments.

If an employee’s salary is split between two or more cost centers, please ensure that the merit percentages in each Campus Group are the same. Employees will have a ‘Y’ in the Split Funding column of the Budget Data mini tab if the salary is split between cost centers within the campus group. Clicking on this will allow you to see the merit for all cost centers. Coordination between departments will be needed if an employee’s salary is split with another department. These employees will have a ‘Y’ in the Split Funding column will show the merit awarded by each group. Total merit for that employee should equal the increase from Department A plus the increase from Department B; the total annual rate at 100% will be the same for both departments. Employees who have a ‘Y’ in the Split Funding column will have two different salaries for each position. Their merit % needs to be the same for both positions.

**Budget FY Salary Grade:** Any necessary adjustments due to changes in the Pay Plan can be added in this column.
**Budget FY Reclass/Promotion:** Any approved HR reclasses and promotions will go here. Most likely the budget office will be entering these.

**Budget FY Market/Equity:** Any approved HR market and equity adjustments will go here. Most likely the budget office will be entering these.

**Budget FY Other:** Do not use unless directed.

**Details**

**Comments:** A place for explanatory comments is available for each line of the Payroll tab.

**Funding Department:** View only column to show an employee’s funding department. This column will update automatically if a cost center is used from a different department.

**Adding New/Vacant Positions:**

Follow the steps in this section when budgeting for new positions, vacancies, or when adding additional funding lines for an existing employee.

**NO** positions can be added to your budget unless they have been approved and assigned a position number. Requests for new staff positions, replacements for existing positions, and reclassifications should be made through the Office of Human Resources using an Electronic Position/Update Request(ePUR). Requests for new faculty positions are made through the Provost office.

You can add positions by clicking on add position (Figure 33):

![Figure 33](image-url)
**Note:** When you click on the add position button, the form illustrated in Figure 34 will be displayed:

![Figure 34](image)

Follow the guidelines below when entering information in this form. Several of the fields include drop down menus (identified by the magnifying glass next to the field) to help in your selections.

**All fields marked with an asterisk (*) require information, except UTD ID for vacant positions.**

**Position Number:** Enter the assigned Position Number or select from the drop-down menu by clicking on the magnifying glass. All full-time must have a position number in order to be included in the budget. If you’re entering a vacant position, enter or select the position number and then click on the ADD VACANCY button. The following fields automatically be entered: UTD ID, FTE, Job Code, Job Start/End date, Funding Start/End date, Distribution %, Medical Election and Medical Cost at 100%.

**UTD ID:** Must enter if the employee is currently employed with the University. If the entered position is vacant, click ADD VACANCY to autofill.

**Employee Record:** Please verify with job data that this is the correct job record.

**FTE:** This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. Enter a number between 0.01 and 1.00. The FTE **cannot** exceed 1.00. If the FTE exceed 1.00 you will receive a warning message (see Figure 28).

**Job Code:** Verify the job code is correct, Click the magnifying glass to find a different job code.

**Job Start and End Dates:** All jobs should start 09/01 of the budget year. The end date will be 05/31 for nine-month employees, and 08/31 for twelve-month employees.

**Current FY Pay Rate:** Enter current fiscal year pay rate of the employee/position. If the position is new, enter the budgeted pay rate.

**Cost Center:** Enter the funding Cost Center for your campus group or select from the list of cost centers available by clicking the magnifying glass.

**Funding Start and End Dates:** Enter the date that the funding for the position will begin and end in the upcoming budget year.
**Distribution %:** Enter a number between 0.001 and 100. This is the cost center’s allocation share for the employee. The distribution **cannot** exceed 100%. If the distribution exceeds 100% you will receive a message in the error log (See Figure 19).

**Account Code:** This will automatically populate based on the Job Code selected.
- 51011  Administrative and Professional Salaries
- 51021  Faculty Salaries
- 51041  Classified Salaries

**Medical Elections:** If a position is filled, the medical election will automatically pull in from their benefits information. If the position is vacant, it will put in a default medical election, Employee Only.

**Medical Cost at 100%:** This will automatically populate based on the Medical Election selected.

Once all the payroll information is entered, click on the Save button. After saving the information, click on the Return button, go to the **Cost Center Detail** tab, and click on the **Recalculate Rollups** (Figure 35).

**Salary Roster**

The Salary Roster is a report that generates the total salary by employee within your campus group. Even if the employee is split funded it will be included in the total salary.

Click on Commitment Control custom > Budget > Budget Reports

Create a new run control ID or select one already created, as illustrated in Figure 37:
You will be presented with the following prompt. Click Run as Illustrated in Figure 38:

Then select Salary Roster Report and click OK (Figure 39). Figure 38 will appear again and then you’ll need to click on Process Monitor. After clicking on Process Monitor and it will take you to Figure 40.
Click the refresh button and once the process Run Status says **Success** and the Distribution Status says **Posted** click on Details.

Click on View Log/Trace (Figure 41).
Click on UTDBP035.xls (Figure 42).

**TRANSFERS TAB**

![Figure 43]

All amounts in the **From Amount** must be entered as a negative number. Amounts for the **Target Cost Center** will automatically populate once the Transfer From amount is entered. These amounts are then populated in the Total sub-tab in the Cost Center Detail tab.

Only cost centers which belong to the campus group may be used. The cost center may be selected from the drop down list or may be entered manually.

When a fund transfer is needed to or from a cost center outside of your campus group, please contact the Budget Office for assistance.

**BEGINNING BALANCE TAB**

![Figure 44]

The Beginning Balance Worksheet (as illustrated in Figure 44) is provided to cover employee salaries or budget large uses of prior year balances. These should be limited to critical items, unique opportunities, or projects funded from prior year income committed for that purpose. Generally, balance usage should be reserved for nonrecurring activities. If you have any cost centers that need a beginning balance, you can contact the Budget Office or you can leave them alone and the Budget Office will adjust them during our final review.
SUPPLEMENTS TAB
This section is for **Salary Supplements** only. The Supplements tab (illustrated in Figure 45) contains information for any supplemental payroll items for employees in your campus group and reflects current year expenses. Please verify this data and make any necessary changes. The distribution for any supplements that are split between cost centers must equal 100%. If you need to add a salary supplement, click on the + button to add a line, and provide the appropriate information. If an employee is no longer receiving a supplement amount, delete the supplement by clicking the − button. The totals for this tab roll up to Budget FY – Sal sub-tab on the Cost Center Detail tab.

![Figure 45](image)

FILE ATTACHMENTS TAB
The File Attachments Tab (Figure 46) can be used to include supporting documents for the campus group budget. Explanatory emails, documents, etc. which will confirm or clarify budget information can be uploaded here. Reference to any attachments can be put on the Notes section of Fund Totals - Core tab.

Some examples of attachments the Budget Office will add:
- IDC List for any campus groups that receive indirect cost funds. This information is provided by the Office of Research and is estimated of money that will be available for these Non-Core cost centers.
- Endowment Report: This report contains preliminary estimates of long-term funds accessible in the budget year. The Office of Development and Alumni Relations is the source for this report. Only those departments with Endowment income will have this attachment and revenue.

SUBMITTING THE WORKBOOK
Once all of the work on the budget is complete, the Core allocations must be balanced and the Error Log must be cleared. Then it must be reviewed by the Campus Group Administrator (the appropriate dean, director, or vice president). If the administrator has designated another staff member to submit the workbook on their behalf, an email needs to be sent to the Budget Office, attesting that the administrator has reviewed the budget information and approves it.
To submit a workbook, The Campus Group Administrator (or designee) should click the area “Submit to Executive Reviewer” on the Funds Total – Core page (see Figure 47). The Executive Reviewer will then be notified by email that their approval is needed. The workbook will then be locked for editing by the campus group users. Once the Executive Reviewer approves the budget for the campus group, it comes to the Budget Office for review. Campus Users and Admin will no longer be able to edit their budget.

If the Core funds are not in balance, you will get an error message indicating which fund(s) exceed the allocations (illustrated in Figure 48).

Click Ok and fix the allocation for the fund(s) noted. Once corrected, you may submit the workbook.