

Office of Provost
and Senior Vice President

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May 9, 2008

MEMORANDUM

TO: Budget Coordinators

FROM: Sheri P. Austin, Director, University Budgets 

SUBJECT: 2008/2009 Appropriations Budget Allocation

The Salary, OPS and Other Expense Control Totals for the 2008/2009 fiscal year initial load for your unit have been preloaded into the PeopleSoft Budget Prep system (BPS). The 2008/09 budget reduction is also included in the budget control amounts.

We have loaded a split between Salary, OPS and Expense for the 2008/2009 budget reduction. If you would like to distribute the reduction differently please contact the Budget Office so that we can make the appropriate adjustments. Because the BPS is also used to report information to the State of Florida for salary control ending June 30, 2008, we need for you to include the funding for positions that you are eliminating as a result of the 2008/09 budget reduction. We have created a position type "recalled" on the BPS position page to earmark these positions and the associated funding. The total of these recalled positions should equal the total of the Salary 2008/09 budget reduction. Therefore, it is important that you work with us to make the necessary adjustments to the amounts that were loaded for this issue.

We have created the attached pivot table that shows you a summary of how your unit's funding is derived for the 2008/2009 budget. In order to obtain any of the details you can double click on any non-highlighted number and the related transactions will display on a separate spreadsheet. We have also included a detail of all of the transactions that combine to make your 2008-09 allocation. You will easily be able to see allocations made for health insurance increases, life insurance increases, faculty promotions and SPPs and any new funding made during the 2007-2008 fiscal year.

The University Budget website (www.aa.ufl.edu/budget) contains helpful resources such the new Vacant Line Salary Calculator which will help you to determine the amount to input into the BPS salary field that will return the calculated salary plus benefits in BPS. The new Budget Prep System Instructions and the Budget Prep Training PowerPoint are on our website to assist you in navigating through the various inputs needed to complete the budget process.

For units who have state funds for Risk Management, Library Resources, and Financial Aid, we are now required to report these separately in our budget submission to the Florida Board of Governors. We have identified these transactions separately to provide you the input control amounts which you will need to spread using those "Control Types."

If there are chartfield combinations that do not appear in BPS, please notify our office. We will add the combinations into the BPS so that you are able to allocate funds as needed. Chartfield value tables can be accessed in myUFL, a list of current UF Cost Centers may be found via Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.

In order to balance to the 2008/2009 control totals, I suggest the following at a minimum:

Salary Total Control

1. All positions that were active on April 17th within PeopleSoft Position Management were loaded to BPS for your convenience. Any changes that occurred after that date will need to be made in BPS.
2. All employees with an active Job Data record and Payroll Distribution were preloaded into BPS as of April 17th. If you have hired employees after that date, you will need to add them to BPS.
3. Check your personnel to make sure that their Planned Total Salary matches their current rate of pay.
4. Check the budgeted distributions on all positions to make sure that the lines are distributed to the appropriate funding source.
5. Since vacant positions were loaded from PeopleSoft, you can select positions located within your area to add excess salary dollars to balance to your salary control total. Fringe benefits (including retirement, health insurance, FICA, State Life) are pre-selected by the system.
6. All positions that are to be recalled as a result of the 2008/09 budget reduction should be assigned the position type “recalled” on the BPS position page. The total of the budget recall positions should equal the total of the Salary 2008/09 budget reduction.
7. Adjust Fiscal Year Total Salary on vacant lines as necessary to balance to Control Total.

OPS Total Control

1. Distribute to your departments through Budget Control Support/Waiver Used Support Amount.

Other Total Control

1. Distribute to your departments through Budget Control Support/Waiver Used Support Amount.

Special Total Controls

1. Distribute Risk Management, Library Resources, and Financial Aid through Budget Control Support/Waiver Used Support Amount.

There are six Query Studio reports that are available. The navigation to these reports is:

Enterprise Reporting > Access Reporting > Financial Information > Budget > Budget Preparation. The reports with a description are as follows:

1. **Budget Control versus Budget Used** – This report should be used to balance to your control numbers. The information you input appears under the “Budget Used” section, which is the information that we will use to load into PeopleSoft.
2. **Budgeted Lines** – This report should be used to verify that you have input all of your employees and have distributed them to the appropriate funds. This information will be used for our Salary File submission to the Florida Board of Governors and will be used by the Legislature to provide state funding for any adjustments made for salary increases, health insurance, retirement, and/or life insurance. We will also use this information to allocate within the university funds that we receive for those adjustments in addition to the promotion/salary performance plan increases.
3. **New Positions** – This report provides you a list of positions and the funding that has allocated from “new funds” to your unit.

4. **Unassigned Report** – This report compares current job data in PeopleSoft to the BPS and reports any current employee in job data that do not appear in the BPS.
5. **Undistributed Report** – This report provides a list of employees within your unit who have a job within BPS who have not been distributed.
6. **Vacant Lines** – This report provides you a list of all vacant lines that were loaded into the BPS from PeopleSoft.

Deadline for completion: end of day, June 9, 2008

If you have any questions about these Control Totals or the budget process, please feel free to contact Susan Morris at smorris4@ufl.edu or Julie Wang at wangj@ufl.edu or at 392-2402.

Budget Prep System Instructions

Application

Budget Prep is under my.ufl.edu>Budgeting.

In fiscal year 2008-09, we created a reporting table which separates some of the college level hierarchy. This breakdown is as follows:

Old College Level Dept Code	New College Level Dept Code	Department Codes	Name
03000000	03020000	0302xxxx	Office of Admissions
	03000000	all 03 except 0302xxxx	Office of Registrar
13000000	13050000	1305xxxx	Digital Worlds
	13500000	1350xxxx	Center for the Performing Arts
	13520000	1352xxxx	University Auditorium
	13000000	all 13 except 1305xxxx,1350xxxx, and 1352xxxx	Fine Arts
14000000	14200000	142xxxxx	IT-Academic Technology
	14300000	143xxxxx	IT-Computing Network Services
	14400000	144xxxxx	IT-Data Infrastructure
	14500000	145xxxxx	IT-High Performance Computing
	14600000	146xxxxx	IT-Student Records System
27000000	27060000	2706xxxx	HSC Library
	27280000	2728xxxx	McKnight Brain Institute
	27000000	all 27 except 2706xxxx and 2728xxxx	Office of Health Affairs
CENTERS	57130000	5713xxxx	Whitney Labs
	57140000	5714xxxx	Center-Latin Amer Studies
	57200000	5720xxxx	Florida Sea Grant
	57720000	5772xxxx	Institute-Child Health Policy
	57760000	5776xxxx	FLA CNTR-Library Automation
	Harn	57800000	HN-Harn Museum

*: Meaning of xxxx: for example 1305xxxx means all department codes beginning with 1305.

Review Departmental Budget Used

The steps to review a department's budget used amount by DeptID, Fund, and Program:

1. Navigate to Budgeting>UF Budget Preparation>UF Budget Control Preparation
2. Type in the DeptID. You can enter the whole DeptID or the first few digits
3. Click the "Search" button
4. Select department, fund code and program code

Allocation of Support Budget (Non-Salary)

The steps to allocate support budget to departments within your reporting unit:

1. Navigate to Budgeting>UF Budget Preparation>UF Budget Control-Support/Waiver
2. Type in the first to digits of the DeptID that represents your college/unit. [e.g, Engineering (19), Fine Arts (13)]. If you are one of the areas within the previous table, you can enter the "new college level DeptID Code" to return departmental information for your area.
3. Click the "Search" button
4. Click department code on the search results page
5. Click the down arrow on the "Control Type" and select OPS, Other Support, Financial Aid, Library Resources, and/or Risk Management to allocate your support budget
6. Enter the department's allocation in the "XX Used Amt" column which is separated fund code and program code. Chose the appropriate fund code and program code for this allocation.
7. Click the "Save" button



New

Review College Budget Control

To review your college Budget Control, Budget Used and Budget Difference:

1. Navigate to Budgeting>UF Budget Preparation>UF Budget Control-College
2. Type in the first two digits of your college/unit DeptID.
3. Type in the Fund Code (e.g., 101, 102, or 103)
4. For IFAS only, type in the Program Code.
5. Click the "Search" button

6. Click the search results you which to review.
7. Check your totals

Add a Person to Budget Prep

The budget prep payroll information was loaded using the active Job Data as of April 17th. Because of this entry date, there may be new hires that need to be entered into the system for the upcoming fiscal year. If a new hire is not included in the budget prep payroll, you will need to add that person to the system. The employee must be active in the UF Directory in order to be added into this system.

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Person
2. Select the “Add a New Value” tab
3. Enter the valid UFID
4. Click the “Add” button
5. Benefits/Taxes Information – Person page must be populated with the person’s information. Make sure that you select the appropriate information for Retirement Code, State Health Participation, State Life, State Health Coverage. Select “Yes” for OAR FICA and Medicare FICA. Enter or select proper value for AEF Sal Amt, VA Amount, Senior management Benefits, AEF Benefits and AEF Health Benefits, if appropriate
6. Click the “Save” button

Please note if these options are unknown, select option with higher cost to ensure funding coverage.

You can modify a person’s information if she/he is new. For an existing employee, his/her information is read-only. If corrections need to be made, please contact the University Budget Office and we will make the necessary corrections.

Assign Job to a Person

After adding the person to Budget Prep, you will need to assign a job to this person. You can do this either through the UF Bdgt Allocations - Person page or through the UF Bdgt Allocations - Position page.

Through UF Bdgt Allocations – Person page:

1. You should already be on this page after adding the person to budget prep. If not, navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Person
2. On the “Job Information” page, enter the appropriate position number
3. Click the “Amounts” tab, enter the employee’s Job FTE, Benefit FTE and annual rate of pay into “This fiscal yr total sal”
4. Click the “Save” button

Through UF Bdgt Allocations – Position page:

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Position
2. Select the option “Position Number” from the “Search by” dropdown box
3. Enter the appropriate position number
4. Click the “Search” button
5. In the “Job Information” tab, enter the EmplID and Employee Record
6. Click the “Amounts” tab, enter the employee’s Job FTE, Benefit FTE and annual rate of pay into “This fiscal yr total sal”
7. Click “Save” button

Please note, when assigning a job to a person through the Position page, make sure not to save until you enter both the Job Information and the Amounts information. If you happen to save the amount before you enter an EmplID, the EmplID field will be grayed-out. You will be required to delete the job line, save the change, enter both Job information and Salary amount, and then save all changes.

When you need to assign an already-distributed vacant line to an employee, you will need to delete the distribution first from the Distribution page, save the change, delete the job from the Position page, and save the change. An empty editable job line will appear for you to add the person. The salary amount will be reset to zero. At this point, you can enter the EmplID and salary information.

Distribute a Person/Position

After assigning a job/position to a person, you will need to distribute this position/job to a funding source. Distribution information should reflect the department ID to which appropriation funds will be loaded into PeopleSoft Commitment Control. If you need to change a distribution for a position/person (i.e. split with grant), you will also need to follow these steps:

1. If you are on the UF Bdgt Allocations – Person page or on the UF Bdgt Allocations – Position page, click the “Distributions” button on the “Job

Information“ tab. You can also navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Distrib page. You can either enter the UFID or position number

2. On the “Earnings Distribution” tab, enter the department code, fund code, program code and percent
3. Click the “+” or “-“ sign on the right hand side to add or delete a distribution line
4. If you have a different distribution for Benefit or Tax, repeat step 2 and 3 on the “Benefit Dist.” tab and the “Tax Dist.” tab
5. Click the “Save” button

If you need to distribute all your vacant lines, you can do an Advanced Search to find all positions you need to work on. Choose the first position, enter distribution information, save the data, and then click “Next in List” to retrieve the next record.

Find a Vacant Position

To find a vacant line to distribute your funds or assign a job/person to that line you will need to:

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Position
2. Select “Search by” value and enter search value. You also can do an advanced search. Click “Advanced Search” link, you can enter any combination of the search criteria. You can search by position type which contains “Current”, “New” and “Recalled”. The vacant position indicator allows you to search by either Vacant or any position
3. Click the “Search” button after making your search criteria
4. Find the proper vacant position number you need

If you want to search all vacant lines under your department or a college, you can do an Advanced Search, type in the department code, select “Vacant” in the Vacant Position Indicator dropdown box, then click “Search” button. Similarly, you can search all Current/New/Recalled positions for a department or college. You can also use the reports within Enterprise Reporting.

Delete a Person

If a person has left your unit, you will need to delete that job information in order to release those salary dollars. The steps you will need to follow are:

1. Delete the distribution

2. Delete the job associated with that person

To Delete the Distribution:

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Distrib
2. Enter the UFID or Position Number. Or Search using the Advanced Search
3. Click each “-“signs on the “Earnings Distribution” tab to remove all of the distribution lines
4. Click the “Save” button

To Delete Position/Job from UF Bdgt Allocations – Person page:

1. If you are on Distribution page, click the “UF Budget Allocations – Person” link at the top. Or navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Person. Search to get to that person’s page
2. Click each “-“signs on the “Earnings Distribution” tab to remove all of the distribution lines
3. Click the “Save” button

Edit a Position

To modify information on a position (i.e. change salary admin plan or change salary amount on vacant lines or change position type from current to recall) you will need to:

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Position
2. Search on the position number you need to work on
3. On the Budget Allocations – Position page, update the appropriate fields
4. Click the “Save” button.

Work on Recalled Position for the 2008-09 Budget Reduction

For the fiscal year 2008-09 budget reduction, we created a new position type “Recalled”. You need to update the positions that will be eliminated in the 2008-09 budget reduction to “Recalled” status. To do so, follow these steps:

1. Navigate to Budgeting>UF Budget Preparation>UF Bdgt Allocations – Position
2. Search the position you need to work on
3. On the Budget Allocations – Position page, select “Recalled” from Position Type
4. Click the “Save” button
5. If you want to change a Recalled position to Current, follow step 1 to 4 above. In step 3, select “Current”

Please note, keep the dollars and distribution for the recalled positions and make sure the total of the recalled positions ties to your 2008-09 salary total budget reduction.

Reports

All reports can be found by navigating to Enterprise Reporting>Public Folders>Financial Information>Budget>Budget Preparation.

Budget Control vs Budget Used Report

This report lists the budget control amount, budget used amount for each control type and the difference between budget control and budget used amount for each control type. You can search on department, fund and program code.

To get your college total, you can run either this report or check in the application using UF Budget Control – College page.

Budget Lines Report

This report list all positions including regular positions, vacant distributed positions, duplicate positions, new positions and summer positions. It contains both job data and financial data. You can search on home department, earnings department and earnings fund. In fiscal year 2009, we add a new feature to allow you to search by position type.

To check you recalled total on salary dollars, you can run this report by selecting Recalled in the position type checkboxes and selecting all departments under your college.

New Positions Report

This report lists all new positions for a specific fiscal year. You can search on home department, earnings department and earnings fund.

Vacant Line Report

This report lists all vacant lines for a specific fiscal year. You can search on home department, earnings department and earnings fund.

Unassigned Report

This report lists person who are in PeopleSoft HR and UF Directory, but not in Budget Prep, and person who are in Budget Prep, but do not have positions assigned. You need to run this report to see if you have new hires after the Budget Prep DataLoad date. You need to add them to Budget Prep, assign positions/jobs and distribute them.

Undistributed Report

This report lists person who are in Budget Prep system and who have assigned positions, but no distribution. It also lists positions that have no distribution. You need to distribute the positions if needed.