AGENDA
SLU Business Manager Meeting
February 18th, 2010
Allied Health Building (Allied Health Multipurpose Room – 3rd Floor, Room 3040)
9:00a.m.-10:30a.m.

1) Announcements – Keith Emge
   • Sign in Sheet
   • January and February What’s New?

2) Web Deposits – Mindy Fenton (20 minutes)

3) Cash Handling Policies – Joann Grant (10 minutes)

4) Performance Management and FY11 Compensation Pool – Ken Fleischmann and Patty Haberberger (30 minutes)

5) FY11 Budget Instructions – Keith Emge (20 minutes)
Business Manager Meeting

Minutes of the Meeting of February 18, 2010

Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, February 18, 2010 in the Allied Health Multipurpose Room (room 3040).

Business & Finance Staff Present:

- Bruce Andres
- Janice Crawford
- Mary Drexel
- Keith Emge
- Mindy Fenton
- Sharon Gajewski
- Joann Grant
- David Heimburger
- Jeff Hovey
- Tim Kavanaugh
- Patty Klingelhofer
- Eric Lewis
- Tom Meadows
- Gary Whitworth
- Bob Woodruff
- Lisa Zoia

Number of Business Managers Present: 77
Number of Guests: 16
Number of Business and Finance Representatives Present: 16

Keith Emge welcomed everyone to the meeting.

**What’s New Review** - Keith Emge reviewed a few key items from the January and February issues of “What’s New”. These items included: updates from the Central Processing Center, concur expense updates, a reminder about the approval/submission process for SSA’s and information on the new on-line deposit process using TouchNet. For more information and greater details read the latest What’s New.

**TouchNet, Mindy Fenton** – Keith Emge introduced Mindy Fenton to review the new on-line deposit system. Mindy provided a power point presentation with step-by-step instructions on how to use the new TouchNet system. A tutorial on the process will be on the Business and Finance website by the first week of March. TouchNet will be accessed through MySlu, click on “Groups” in the upper right-hand corner of your screen. The Treasurer’s office will implement a roll-out schedule for the new deposit system and will contact departments as they are brought on-line.

**General Cash Receipts Policy, Joann Grant** – Joann Grant of the Treasurer’s office reviewed the policies for the handling of cash, checks and credit cards. Please see Joann’s presentation for more details. Joann reminded all employees not to leave cash and checks in their offices but to get them to the Cashier’s office as soon as possible. All credit card information needs to be secured properly so that SLU remains PCI Compliant.

**Performance Management and FY11 Compensation Pool** – Ken Fleishmann, VP of HR, reviewed the FY11 Merit Pool which includes a 2.5% increase. Ken urged the business manager’s to use their funds in the best way to reward those who have performed above and beyond. That may mean that someone who meets expectations doesn’t receive the 2.5 increase. Ken stated that the three reasons employees leave is #1 Supervisor, #2 Career Path and #3 Not Engaged. Ken reminded the manager’s that pay isn’t the number one reason. He suggested
taking great time in the Performance Evaluations, listen to the employees and see how we can improve on our retention.

Total Compensation Package - Marsha McBride spoke to remind the business managers to look at a new piece of information that is available in Self Service Banner that calculates the value of the entire employee compensation package. It should be shared with employees so they can go and look at what they are receiving in terms of all benefits which greatly enhances the employee package at SLU.

Performance Communication Program – Patty Haberberger advised that this year along with the PCP form, the comments page must be included in what is submitted to HR. If an employee does not meet expectations, that needs to be recorded in great detail. If an employee is receiving the 2.5% increase or above, the reasoning for that needs to be documented in great detail. Academic units need to submit their PCP’s by March 15. All other departments need to be submitted to HR by April 1st. If an employee is hired after January 1, 2010 they are not eligible for the merit pool.

Final Announcements – Keith Emge will post the FY11 Budget Instructions on the website so the meeting could adjourn on time.

Minutes respectfully submitted by Mary Drexl.
Overview

• Introduction to TouchNet Web Departmental Deposits
• Process Improvements
• Web Departmental Deposit Overview
• Implementation & Training
Process Improvements

- On-line deposits to reduce paper and manual processing
- Ability to track the status of deposits
- Simplified reconciliation
- Enhanced reporting and recordkeeping capabilities for departmental deposits
Web Departmental Deposits Overview
How do I access Web Deposits?

Click on Groups.
Click on Group Title
Select "Links" in Group Tools, then select Web Deposits.
Web Deposits Log In Screen

Commerce Management System
[CASHIERING]

Username: sluuser
Password: *******
Login
Creating a New Deposit

New Deposit

Enter number of credits: 1
Enter number of debits: 1

Continue
Entering a Web Deposit

Create Web Departmental Deposit

Your deposit has been validated.

Enter Credit Information

<table>
<thead>
<tr>
<th>Index Lookup</th>
<th>Detail Code</th>
<th>Amount</th>
<th>Description</th>
<th>Coas</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>QXXX</td>
<td>$100.00</td>
<td>Various</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Row

Enter Debit Information

<table>
<thead>
<tr>
<th>Tender Type</th>
<th>Amount</th>
<th>Description</th>
<th>Coas</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Rucl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$100.00</td>
<td>02-18-10 SU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cash Options:
- Select One
- Cash
- PreAuth MC/Visa
- Paper Check
- PreAuth AmEx
- PreAuth Discover
- Other

Validate

Make Deposit
Validation of Successful Deposit

Deposit Successful

Deposit 257 has been successfully submitted for approval. Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit. To view a printable deposit ticket click below

Show Printable Deposit Ticket

<table>
<thead>
<tr>
<th>Report for Deposit #257</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User:</strong> SLU User</td>
</tr>
<tr>
<td><strong>Status:</strong> Pending</td>
</tr>
<tr>
<td><strong>Date:</strong> 02/04/2010</td>
</tr>
<tr>
<td><strong>Time:</strong> 13:56:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detail Code/Tender</th>
<th>Description</th>
<th>G/L Fields</th>
<th>Credit Amt</th>
<th>Debit Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>QXXX</td>
<td>Smith-Registration</td>
<td>X-XXXXX DXX X00000</td>
<td>CB1</td>
<td>100.00</td>
</tr>
<tr>
<td>CK1</td>
<td>02/04/10 SU</td>
<td>X-XXXXX DXX X00000</td>
<td>PA1</td>
<td>100.00</td>
</tr>
</tbody>
</table>
**What is submitted to the Cashier’s Office?**

**Web Deposits Receipt**

<table>
<thead>
<tr>
<th>Deposit ID:</th>
<th>259</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>02/04/2010 14:35:09</td>
</tr>
<tr>
<td>Status:</td>
<td>Pending</td>
</tr>
<tr>
<td>User:</td>
<td>SLU User</td>
</tr>
<tr>
<td>Receipt Date:</td>
<td>Feb 4, 2010 2:35:55 PM CST</td>
</tr>
</tbody>
</table>
Viewing the Status of a Web Deposit

 Deposits Summary

Deposit History

<table>
<thead>
<tr>
<th>Date</th>
<th>Deposit ID</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04/2010</td>
<td>256</td>
<td>100.00</td>
<td>Submitted</td>
</tr>
<tr>
<td>02/04/2010</td>
<td>257</td>
<td>100.00</td>
<td>Pending</td>
</tr>
<tr>
<td>02/04/2010</td>
<td>258</td>
<td>100.00</td>
<td>Submitted</td>
</tr>
<tr>
<td>02/04/2010</td>
<td>259</td>
<td>100.00</td>
<td>Changed and Submitted</td>
</tr>
<tr>
<td>02/04/2010</td>
<td>261</td>
<td>100.00</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Creating a Web Deposit Report

**Web Departmental Deposit Report**

**Select Search Criteria**

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Saint Louis University</td>
</tr>
<tr>
<td>Office</td>
<td>SLU/Testing</td>
</tr>
<tr>
<td>Approval User</td>
<td>All</td>
</tr>
<tr>
<td>Entity User</td>
<td>SLUUser1, SLUUser2</td>
</tr>
<tr>
<td>Deposit Status</td>
<td>Changed and Pending</td>
</tr>
<tr>
<td>Date Range</td>
<td>YTD, Today, Yesterday, Month</td>
</tr>
<tr>
<td>From</td>
<td>February, 1, 2019</td>
</tr>
<tr>
<td>To</td>
<td>February, 1, 2019</td>
</tr>
<tr>
<td>Specific Value</td>
<td>TCS Receipt Number, TFG Reference Number,</td>
</tr>
<tr>
<td></td>
<td>Web Deposit ID</td>
</tr>
<tr>
<td>GA Field</td>
<td>GA#</td>
</tr>
</tbody>
</table>

**View Report**
Implementation and Training

- Departmental communication on roll-out dates
- Training
  - Manual posted on Business and Finance website
  - Tutorials to follow manual
  - Training sessions will be held upon request
Web Deposit Contact Information

Mindy Fenton 977-2466
JoAnn Grant 977-2399
What is Cash Handling?

• Any legal tender accepted as payment for goods or services
• The management of cash transactions
• Includes receipt, verification, recording, safekeeping and depositing of cash
What’s Included in Cash Handling?

• Coin
• Currency
• Checks/Travelers
• Checks
• Money Orders
• Credit Card Transactions
Policies and Procedures

- Cash/Check Handling
  - Internal controls and security
  - Verification of cash/checks
  - Timeliness of deposits
  - Deposit Documentation
  - Unapplied funds
  - Large cash/currency deposits
  - Counterfeit currency
Policies and Procedures (cont.)

• Credit Card Transactions
  - Deposit documentation/support
  - Acceptance
  - Secure storage/destruction
Safekeeping and Transporting Cash

• All cash should be secured at all times and kept in locked storage
• All cash should be submitted to the Cashier’s for deposit on a daily basis
• Do not send cash deposits to the Cashier’s Office through interoffice mail
• Use locking bags to secure large deposits
Management Responsibilities

- Follow all University cash handling policies and procedures
- Establish an effective internal control system
- Ensure that all staff are properly trained to handle receipts of cash, checks and credit cards
- Understand and review department’s cash handling process focusing on timeliness, accuracy and segregation of duties
Cashier’s Office Contacts

JoAnn Grant 977-2399
Ann Roberts 977-3470
Nancy Norton 977-3466
The following guidelines have been established to assist in developing compensation increase recommendations for staff not covered by a collective bargaining agreement.

**Staff Performance Communication Program (PCP)**

Supervisors are responsible for conducting timely and thoughtful performance communication discussions with each employee. The supervisor is required to submit both pages of the PCP Discussion Form, including the page containing the supervisor and employee comments to Human Resources (HR). The comments page should explain why the employee meets or does not meet expectations by including a qualitative summary assessing the employee’s performance. For employees who meet expectations, it is important to identify whether their performance was exceptional or exceeded expectations since their last performance evaluation. These comments should directly support and justify the proposed merit increase for an employee.

In cases where an employee does not meet minimum expectations, it is required that a Performance Improvement Plan (PIP) form be completed and related documentation retained in the employee’s personnel file in HR. **The signed performance communication form and supervisor comments are due in HR by April 1, 2010.** A new PCP will need to be submitted if the most recent PCP review period occurred prior to 1/1/2010.

**General Compensation Pool Information**

- The annual compensation pool is developed through the University budget process, and shall not be exceeded. The compensation pool included in the FY11 Academic and Related Budget totals $5 million which approximates 2.5% of current position budgets. Additionally, each employee’s annual salary must be rounded to the nearest $100.00 increment.
- Vacant position compensation pool dollars should be applied to vacant positions funded below the market average (pay grade mid-point), to the extent that the position is under funded for successful recruitment. Remaining vacant position dollars may be used to fund other filled positions subject to approval by the unit Vice President, HR and Business and Finance.
- Saint Louis University does not provide a cost of living increase. With the exception of market and position reclassification adjustments, all increases are performance-based and should be consistent with an employee’s PCP.

**Types of Compensation Increases**

The compensation pool for FY11 shall be used to provide for the following types of compensation increases:

- Performance-based increase added to base compensation.
- Lump sum payment. A performance based increase not added to base compensation because the employee is currently paid at the maximum of the pay grade for their position.
For FY11 there is no cap on the amount of lump sum payment to employees who are paid at the top of the maximum of their pay grade.

• Promotional adjustments.
• Market adjustments.
• Position reclassification.

It is essential to specify the type(s) of increases for each employee and include this information in Salary Planner.

HR will not process requests for market analysis or position review in connection with the FY11 compensation pool that is received after the date of distribution of these compensation guidelines.

Determining Salary Increases

The following should be considered in making recommendations for staff compensation increases:

 o Overall performance: Evaluation of performance since the employee’s last performance evaluation including, but not limited to, contributions to the accomplishments of the unit and the University, achievement of individual or unit goals, customer service, promotion of the SLU mission, and other performance standards and factors included in the PCP.
 o The employee’s salary in relation to the position pay grade of staff salary schedule.
 o Whether the employee is in a position critical to your unit’s operations.
 o Due to the fact that there was no merit pool in FY10, it is important to focus on performance and retention when determining the amount of the recommended compensation increase or lump sum payment for your employees.

• It is expected that managers will differentiate between employees who meet minimum expectations and those that are exceptional and high performing when allocating the salary pool. Again, this information should be included in Salary Planner.
• Written justifications must be included in the PCP form and accompany all salary recommendation.
• The “comments” section in Salary Planner must contain a brief comment that supports any recommended compensation increase.
• Eligible staff hired between July 1, 2009 and December 31, 2009 may receive a performance based increase pro-rated on months in the position.
• Staff hired January 1, 2010 or later are not eligible for a merit increase.
• If the employee does not fully meet expectations or is on a PIP, the employee will not be eligible for FY11 increase.
• Increases recommended for staff paid through accounts other than the University’s general fund should be consistent with these compensation guidelines.

Human Resources Review

• HR Consultants will schedule meetings with unit managers to assist with PCPs, PIPs, and recommended compensation increases for consistency with the above compensation guidelines.
• The signed performance communication form and supervisor comments are due in HR by April 1, 2010.

Management Review

• Recommended staff salary increases will be reviewed and approved by the appropriate Vice President or Academic Vice President.
• Salary Planner screens will be closed on April 19, 2010. The Academic units are asked to have their changes input by March 15, 2010.

Employee Notification

Annual notices to employees reflecting their FY11 salary may not be issued until authorized by the President.

The following information addresses Salary Planner and Finance Budget Development general information, miscellaneous personnel information, report improvements, training, schedule of test budget rolls, and budget base compilation.

Salary Planner and Finance Budget Development screens

The Salary Planner and Finance Budget Development screens will be loaded on or before February 19, 2010. Financial Planning & Budget will close the screens on April 19, 2010. Academic units’ screens will close on March 15, 2010.

Your budgets submitted via Salary Planner and Finance Budget Development must balance to your attached FY11 Budget Base. All information that you enter in Salary Planner and Finance Budget Development will be effective July 1, 2010.

Salary Planner will automatically update nightly this year, so that any new positions created in Internet Native Banner will appear the following day. This holds true for new hires and terminations. Just as last year, all personnel account code amounts will feed from Salary Planner to Finance Budget Development every half hour.

Personnel Information

As in prior years, annual salaries should be rounded to the nearest $100 increment. Below are some examples that illustrate the rounding process:

* Each employee’s annual salary must be rounded to the nearest $100 increment by applying standard mathematical rounding principles so that if an employee’s salary ends in less than $50, it should be rounded down to the nearest hundred. Likewise, if the employee’s salary ends in $50 or more, it should be rounded up to the nearest hundred.

* Example 1: If John Doe’s current annual salary is $44,300 and he receives a 3.7% merit increase, his new annual salary will be $45,939 rounded down to the nearest hundred which equals $45,900.
* Example 2: If John Doe’s current annual salary is $44,300 and he receives a 4.5% merit increase, his new annual salary will be $46,294 rounded up to the nearest hundred which equals $46,300.

* Example 3: If John Doe’s current annual salary is $44,300 and he receives a 3.5% merit increase, his new annual salary will be $45,850 rounded up to the nearest hundred which equals $45,900.

* Example 4: If John Doe was hired on January 15, 2008 and his starting salary was $44,223. Although he is not eligible for a merit increase, his salary should be rounded up to the nearest hundred which equals $44,300 to correct the initial rounding error.

The number of working days for hourly employees will remain the same for FY11, 261 days or 2,088 hours.

Financial Planning & Budget will provide your Human Resources Consultant access to the staff salary report (PWB0006). The Human Resources Consultants may further assist you in developing your staff salary recommendations. All Salary Planner comments should be consistent with, and relate, to your Performance Communication evaluations.
Sometimes, working with a current system, Internet Native Banner, and a separate yet related planning system, Salary Planner and Finance Budget Development, simultaneously can be confusing, especially if your division is restructuring, or has anomalous personnel changes. During the next few months, if you receive information/direction that seems inconsistent with these instructions, please let us know, by submitting an email to budget@slu.edu including the other areas involved as recipients of your email, so that we can work together to create the appropriate solution.

**Reports**

Similar to last year, PWB0006 & PWB0010 remain the official Staff and Faculty Salary reports. Shortly, however, you will notice that the Salary reports content will be expanded to include all employee assignments including Supplemental Pay, secondary, and other overload assignments.

To assist departments with special circumstances, Financial Planning & Budget will be running various audit reports frequently throughout the budget cycle. The reports will identify pay rates below minimum wage, annual salaries that are not rounded, and position budgets entered for inactive and erroneous org/fund strings. Resolving these issues during the budget cycle will decrease the anticipated July Budget Roll timeline.

**Training**

The Salary Planner and Finance Budget Development Tutorials are still located on the Financial Planning and Budget website: [http://www.slu.edu/x30198.xml](http://www.slu.edu/x30198.xml)

Please review both tutorials prior to entering FY11 information into Salary Planner and Finance Budget Development. If you need individual training, you are welcome to schedule individual Salary Planner working sessions with Bruce Andres (7-7073), David Heimburger (7-3920), or Keith Emge (7-2228) in Financial Planning & Budget. If you choose to do so, please review the tutorials first and bring a list of specific issues/problems you are having. The more detail you can provide us, the better able we are to help resolve your problems.

**Budget Bases**

Your attached budget bases were compiled based upon your permanently revised budget as of month-end January, 1/31/2010. Please remember to address all FY11 items listed on your Budget Base prior to submitting your budget.

As always, if you have any questions, please do not hesitate to contact Financial Planning & Budget, Bruce Andres (7-7073), Keith Emge (7-2228) or David Heimburger (7-3920).

**FY11 Salary Planner and Finance Budget Development Checklist**

1. Upon receipt review Budget Base for errors/omissions.
3. Enter Salary Planner through Self Service Banner, Budget Management Tab (see Tutorial for specific Salary Planner instructions).
4. Enter all salary/job distribution changes if applicable.
5. Review Job Detail screen for all employees.

6. Enter all position increases.

7. Enter all position distribution changes if applicable.

8. Review List by Position screen to ensure:
   a. All full-time position budgets are equal to or greater than the corresponding full-time employee’s salary,
   b. All pooled position budgets (including Overtime and Supplemental Pay positions) are sufficient to fund anticipated FY11 part-time employee or student hours worked for all employees in the pooled position
   c. Vacant position budgets are equivalent to the anticipated annual salary of the new employee

9. Enter Finance Budget Development through Banner Self Service, Budget Management Tab (see tutorial for specific Finance Budget Development instructions)

10. Enter line item/account code budgets for FY11
    a. Remember to use the correct Org/Fund combination, otherwise you will create fictitious budgets
    b. Please do not budget INACTIVE funds

11. After saving your work in Finance Budget Development, go to the Web FOCUS dashboard to run your salary and balancing reports

12. Remember there is a 30 minute delay from when you enter your Salary Planner information until Finance Budget Development is updated to reflect those changes. If you run your balancing reports too soon, the changes made in Salary Planner will not appear in your reports. All changes made to Finance Budget Development are immediate and without delay.

13. Select the Salary Planner domain in the Web FOCUS dashboard

14. Run PWB0006 for staff and PWB0010 for faculty.

15. Run PWB0005 to confirm that all of your position budgets and salary increases are correct:
    a. The Org/Fund/Account totals should match your Finance Budget Development report totals by FOAPAL
    b. PWB0005 is available only in Excel, but is easy to sort by position number, employee name, etc.

16. Select the Finance Budget Development Domain in the Web FOCUS dashboard

17. Run FBR011 to confirm that your total matches your FY11 Budget Base total

18. Review your FY11 Budget Base again to confirm that you have addressed every item included for FY11

19. Save all of your final balanced reports
FY11 Departmental Budget Packets

The FY11 Budget Packets that you will receive include the following items:

- FY11 Fringe Benefit Schedule
- FY11 Budget Instructions
- Business Manager Checklist
- FY11 Budget Base
FY11 Budget Instructions

1. Balancing to the FY11 Budget Base

2. Time frame for Salary Planner and Finance Budget Development

3. Line-item budgeting by account code
FY11 Budget Instructions: Finance Budget Development

Budget Management

Salary Planner
eSeePCON
New Position Control Tool
Finance Budget Development
UMG Budgeting Tools
This function allows you to review, update and save budget allocation by fund.

Finance Budget Development

Create Budget Worksheet
Maintain Organization Lock
FY11 Budget Instructions: Finance Budget Development

Budget Development Worksheet

1. To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

Create a New Worksheet Query: Create Query

Retrieve Existing Worksheet Query

Saved Query: None

Retrieve Query

Budget Development Worksheet

1. Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

- Adopted Budget
- Permanent Budget Adjustments
- Temporary Adopted
- Temporary Adjustments

Continue
FY11 Budget Instructions: Finance Budget Development

Budget Development Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (All) or (None), source for Financial Manager (All) or (None), and account types to include in the worksheet.

- Chart of Accounts: 1
- Budget ID: 11
- Budget Phase: 
  - EBASE: 0
  - Budget: 
- Budget Duration Code: All
- Display Fin Mgr from: None

Check to Include:
- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Save Query as: 
- Shared
- Submit
## FY11 Budget Instructions:
### Finance Budget Development

### Worksheet

<table>
<thead>
<tr>
<th>Status</th>
<th>Type/Code</th>
<th>Title</th>
<th>Adopted Budget</th>
<th>Permanent Adjustments</th>
<th>Temporary Adjustments</th>
<th>Base Budget</th>
<th>Budget Duration Code</th>
<th>Proposed Budget</th>
<th>Change Value</th>
<th>Percent Change</th>
<th>New Budget</th>
<th>Delete Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200,000.00</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Salaries and Wages</td>
<td>647000.00 FT Staff Salaries</td>
<td>200,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Fringe Benefit Allocation</td>
<td>660000.00 Fringe Benefit Allocation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>General Expense</td>
<td>751000 Office Supplies</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>771010</td>
<td>Telephone Charges</td>
<td>771010 Telephone Charges</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>771012</td>
<td>Long Distance</td>
<td>771012 Long Distance</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>771013</td>
<td>Add/Move/Changes</td>
<td>771013 Add/Move/Changes</td>
<td>300.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>300.00</td>
<td>0.00</td>
<td>0.00</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>771110</td>
<td>Mail Room</td>
<td>771110 Mail Room</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>780410</td>
<td>Parking Charges</td>
<td>780410 Parking Charges</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Account/Program Code Lookup

<table>
<thead>
<tr>
<th>New Line</th>
<th>Program Account</th>
<th>Budget Duration Code</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permanent Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Permanent Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Permanent Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Permanent Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Permanent Budget</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- New rows may be added within the parameters used to create the worksheet.
- Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions, or Post to recalculate and save changes.
- Select Requery to return to values last posted.

**Download Options:**
- Download All Worksheet Columns
- Download Selected Worksheet Columns
FY11 Budget Instructions:

Personnel issues to remember:

1. The rounding requirement still applies for FY11

2. Supplemental Pay positions

3. Entering Job Comments
FY11 Budget Instructions: Salary Planner - Scenarios

Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

Extract ID: Budget FY11
Scenario: BUDGET FY11

Filter Criteria

By Position Attributes:  
By Employee Name:  

Select
FY11 Budget Instructions: Salary Planner – Position Filters

Position Filters

Enter filter criteria and select desired button. Use Ctrl or Shift key to select multiple.

Budget FY11, BUDGET FY11
Organizations:
- All
- D002 - Telephone Services
- D004 - Student Financial Services

Include Subordinate Organizations: ✓

Employee Class:
- All
- 01 - FT 9/10 Monthly Faculty
- 02 - Post Doc Fellow/Asst

Bargaining Unit:
- All
- None

Faculty Rank:
- All
- None

Include Pooled Positions: ✓

Include Vacant Positions: ✓

Number of Records per Page: 25

List By Employee  Summary Totals  List By Position
## FY11 Budget Instructions:

### Salary Planner – List by Employee

**Mass Change**
- **Rounding:** None
- **Hourly or Salary:** Both

<table>
<thead>
<tr>
<th>Reason</th>
<th>Percent</th>
<th>Amount</th>
<th>Include in Change Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Change</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other Pay Change</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Jump to Bottom**

### Locked, Updateable

<table>
<thead>
<tr>
<th>ID and Name</th>
<th>Position, Title</th>
<th>Appointment Percent</th>
<th>Salary</th>
<th>Base Appointment Percent</th>
<th>Proposed Appointment Percent</th>
<th>Base Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
<th>Extract Status</th>
<th>Excluded from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Specialist</td>
<td>Support Specialist</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>No</td>
</tr>
</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Base Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Base Salary</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Budget FY11 – BUDGET FY11

<table>
<thead>
<tr>
<th>Organization</th>
<th>Include Subordinate Organizations</th>
<th>Employee Classes</th>
<th>Bargaining Units</th>
<th>Faculty Rank</th>
<th>Include Pooled Positions</th>
<th>Include Vacant Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Yes</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Records 1 - 1 of 1
### FY11 Budget Instructions: Salary Planner – Job Detail

<table>
<thead>
<tr>
<th>Reason</th>
<th>Percent</th>
<th>Amount</th>
<th>Include in Change Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Change</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Other Pay Change</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Mass Change**

**Rounding:** 
- [ ] None

**Reason**
- [ ] Salary Change
- [ ] Other Pay Change

**Amount**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Percent</th>
<th>Amount</th>
<th>Include in Change Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Change</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Other Pay Change</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Apply**

* - indicates a required field.

**Job Detail for Position and Suffix**

<table>
<thead>
<tr>
<th>Model</th>
<th>Proposed</th>
<th>Base</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14,367.816</td>
<td>14,367.816</td>
<td>14,367.816</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Jul 01, 2010</td>
<td>Jul 12, 2009</td>
<td>Jul 12, 2009</td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>14,367.816</td>
<td>14,367.816</td>
<td>14,367.816</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>30,000.00</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>Total Change Percent</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Change Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment Percent</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>FTE</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hours per Day</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Hours per Pay</td>
<td>80.00</td>
<td>80.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Salary Group</td>
<td>2011</td>
<td>2010</td>
<td>2010</td>
</tr>
<tr>
<td>Table</td>
<td>UH</td>
<td>UH</td>
<td>UH</td>
</tr>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Budget Factor</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Factor</td>
<td>26.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays</td>
<td>26.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned Salary</td>
<td>1,149.43</td>
<td>1,149.43</td>
<td>1,149.43</td>
</tr>
<tr>
<td>Estimated Fiscal Year Budget</td>
<td>30,000.00</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>Exclude from Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Status</td>
<td>Changed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FY11 Budget Instructions:
### Salary Planner – Job Labor Distribution

### Distribution

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Position-Suffix and Title: Support Specialist</th>
</tr>
</thead>
</table>

### Current

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Percent</th>
<th>Amount</th>
<th>Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1xxxx</td>
<td>D xxx</td>
<td>6xxxx</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### Proposed

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Percent</th>
<th>Amount</th>
<th>Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1xxxx</td>
<td>D xxx</td>
<td>6xxxx</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### Proposed Position Distribution

<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1xxxx</td>
<td>D xxx</td>
<td>6xxxx</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>30,000.00</td>
</tr>
</tbody>
</table>

- Copy Position Distribution to Job
- Copy Job Distribution to Position

Employee Detail | Job Detail
List By Employees | List By Position | Summary Totals
FY11 Budget Instructions:
Salary Planner – Job Comments

Job Comments

Name and ID: 
Position-Suffix and Title: Support Specialist
Last Updated by: 
Last Updated on: Feb 12, 2010
Comments:

Save  Reset

Employee Detail | Job Detail
FY11 Budget Instructions: Salary Planner – List by Position

<table>
<thead>
<tr>
<th>Position and Title</th>
<th>Base Appointment Percent</th>
<th>Proposed Appointment Percent</th>
<th>Base FTE</th>
<th>Proposed FTE</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
<th>Bargaining Unit</th>
<th>Estimated Fiscal Year Budget</th>
<th>Links</th>
<th>Exclude from Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Pay</td>
<td>.00</td>
<td>.00</td>
<td>1</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>Distribution Comments Employee</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>.00</td>
<td>.00</td>
<td>1</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>Distribution Comments Employee</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Specialist</td>
<td>.00</td>
<td>.00</td>
<td>1</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>Distribution Comments Employee</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Worker</td>
<td>.00</td>
<td>.00</td>
<td>1</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>Distribution Comments Employee</td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Base Appointment Percent</th>
<th>Proposed Appointment Percent</th>
<th>Base FTE</th>
<th>Proposed FTE</th>
<th>Base Budget</th>
<th>Change Percent</th>
<th>Change Amount</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget FY11 - BUDGET FY11**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Include Subordinate Organizations</th>
<th>Include Bargaining Units</th>
<th>Include Faculty Rank</th>
<th>Include Pooled Positions</th>
<th>Include Vacant Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Yes</td>
<td>All</td>
<td>All</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
FY11 Budget Instructions:

1. Online Help

2. Updating Salary Planner and Finance Budget Development
Financial Planning and Budget

Contact Information

David Heimburger    7-3920
Bruce Andres        7-7073
Eric Lewis          7-2891
Keith Emge          7-2228
Notes for FY11 Budget Instructions Presentation

Slide 4:

1. The budgets that you will submit to Financial Planning and Budget will have to balance to the Budget Bases that you will receive.

2. All information entered into Salary Planner and Finance Budget Development will be effective July 1, 2010.

3. The Line-item budgeting by account code remain in effect for FY11.

Slide 5:

1. If there is anyone looking for access to Finance Budget Development and Salary Planner in Self-Service Banner they can go to our website . . . We have a link to the Human Resources Access Request Forms.

2. To begin work in Finance Budget Development, go to the Budget Management tab in Self-Service, click on Finance Budget Development and then click the Create Budget Worksheet selection.

Slide 4:

1. Either you can create a new query, or if you have saved an existing query you may access it here. Make sure that you select the Permanent Budget Adjustments and click Continue

Slide 5:

1. Here, you will keep the COA as 1, the Budget Base ID as 11, the Budget Phase as EBASE, the Program as 0, and then remember to enter in the fund and organization associated with that fund.

Slide 6:

1. Usually, the worksheet parameters that you have entered would show up at the top of this screen, however, I have cut this down to size for viewing purposes.

2. The next section will display the line-item budgeting by account code where you will enter in your changes for the General Expenses.
3. Then, you will see the account code lookup which will allow you to add a particular account and proposed budget to the line items. This is normally followed by the expense totals at the bottom which will match the changes you have made.

Slide 7:

1. If a new employee has been hired throughout the year at a non-rounded salary, please INCREASE their salary to the nearest hundred dollar increment.

2. The Supplemental Positions will be included again this year, and if you wish to change the compensation for these you will enter it into Salary Planner.

3. Please, remember that you must enter in comments for employees in Salary Planner.

Slide 8:

1. The Extract ID that you will choose is Budget FY11, and the Scenario will then automatically populate as BUDGET FY11.

Slide 9:

1. You will set up your filters here, and can select multiple classes at a time or just select all of them at once. If you know that the area you will be changing has more than 25 employees, please select 100 as the number of records per page. Let’s go ahead and take a look at a sample List by Employee screen.

Slide 10:

1. This is a sample List by Employee screen. When you are on this screen, you can click the person’s name and it will bring you to the Employee Detail Screen. It is on this screen, that you will want to enter in the percentage increase or change amount for the employee’s salary. The only difference that the Employee Detail Screen has is the ability to link to Job Detail screen, which we will talk about next.

Slide 11:

1. This screen will show you the details on the employee’s job (including title, salary, hourly rate, FTE, and hours per pay). There have been some additions made to this screen, and these
changes – factors, pays, and assigned salary – will be displayed when you open up the Budget FY11 extract.

Slide 12:

1. If you are going to change the labor distribution on an employee’s job record you may do it on this screen of Salary Planner.

Slide 13:

1. Please enter in job comments for all employees on this screen. This is required of all employees.

Slide 14:

1. It is on the List by Position screen that you will want to go to after you enter in new salary increases because you will have to make sure that the Proposed Budget is equal to the Estimated Fiscal Year Budget that you have just altered due to the salary increase that you have given an employee. So, even though the Estimated Fiscal Year Budget will reflect the job side you will want to make sure that there is enough funding to cover it, and this is why we will check to see if the Proposed Budget is equal to or greater than the Estimated Fiscal Year Budget.

Slide 15:

1. We suggest that you go to the Business and Finance website to view the Finance Budget Development and Salary Planner tutorials prior to altering General Expenses and salaries. Besides the new information that we presented on the Job Detail screen, the tutorials are up-to-date. Should you need further assistance, feel free to contact us.

2. Please remember: Salary Planner updates automatically nightly and any new positions that are created in Internet-Native Banner will show up the following day. Also, any changes in Salary Planner will take approximately 30 minutes to update in Finance Budget Development.