BUDGET PREPARATION & MAINTENANCE SYSTEM
EXPERIENCED USER REFRESHER
FY 2014 WORKING BUDGET

Office of the Vice President
Administration & Finance
Many colleges and divisions have designated ‘super users’ whose role is to assist others within their college or division with working budget questions, including those related to BPM. Please contact your college or divisional business officer if you are unsure of who your designated ‘super user’ is.
OVERVIEW

FY 2014 WORKING BUDGET SCHEDULE

BPM TECHNICAL REQUIREMENTS

SET SALARY & POSITION BUDGET
  • Set by Account - Single Funded
    ◦ Non-Exempt
    ◦ Faculty
  • Set Salary by Employee—Multiple Funding Sources
    ◦ Reallocate and Set with Budgetable Accounts
    ◦ Set with Non-Budgetable Accounts
      ◦ Set Salary by Employee
      ◦ Adjustment of Position Budget and BPM FTE
  • Employee Terminating Prior to July 1
    ◦ Reset to Current Base

REPORTS USED IN REVIEW CHECKLIST

FRINGE BENEFIT CALCULATOR
OVERVIEW
FY 2014 — POSITION BUDGETING AND SALARY SETTING IN BPM

For FY 2014, there are two mid-year salary actions; i.e., a 3% Cost-of-Living Increase (COLA) effective January 1, 2014 and a 2.5% (on average) merit increase effective April 1, 2014.

Set Salary at the Annualized Amount:
- For all regular status employees, COLA will be pre-loaded onto the set-salary screen at the annualized 3% amount. This field will be blocked from user edit.
- For non-exempts, merit will be pre-loaded onto the set salary screen at the annualized 2.5% amount and will be blocked from user edit. If the nonexempt person is not eligible for merit, users may back out the merit in the field “mandatory merit adjustment”.
- For faculty and exempts, merit will be left blank at BPM open and will available for users to manually input the applicable merit. Users should input merit at the annualized amount.
- The “set salary” flag will be set at “No” when BPM is opened to the users. After users have finished setting salaries, users will be able to run a report “Salary Not Set by Employee-All Positions”, which will identify employees for which salary setting is not yet complete.
- Payroll Conversion:
  - **July 1st**: Only funding changes effective July 1st for salaries already in PHR will be processed. For example, if a position’s July 1st 2013 salary is $50,000 in PHR and the funding was changed in BPM from one account to two accounts, PHR will take the salary already in PHR ($50,000) and change the funding to two accounts.
  - **Later in FY14**: COLA will be added to eligible employees using the same process used in FY 2013. Merit will be loaded into PHR from the BPM file to update the employee’s appointment later in FY14. Users will need to review and update the PHR actions to verify accuracy and completeness.

Set Position Budget at the Amount Expected to Pay in FY 2014:
- The position budget for FY 2014 should reflect only ½ of the COLA and ¼ of the merit, not the annualized amount. Users may manually update the budgets or do so through the set salary screen. When the box “make new budget amount” is checked on the ‘set salary screen’, BPM will compute the new budget as follows: Salary from the set salary screen less ½ of the COLA and ¼ of the merit.
- For FY 2014, the COLA/Merit budget allocation provided to each college for state-supported positions will not be at the ‘annualized’ amount. The allocation will reflect that only ½ of the 3% COLA and only ¼ of the merit are applicable to FY 2014.

Reallocate Salary and Position Budgets:
- We strongly advise using "reallocate current adjusted base" prior to setting salary and NOT "reallocation of proposed base". BPM is basing the position budget on 'proposed salary' less 1/2 of the COLA and 3/4 of the merit. If the reallocation is done after salary setting by reallocating 'proposed base budget' and the 'make budget' box is clicked, BPM assumes the COLA and merit should still be subtracted using the normal formula and does not know that only a portion of the COLA and merit are still in the salary. This could result in budgets that are not reflective of what is actually expected to be spent on the account in FY 2014 or even in negative position budgets. If you use “reallocation of proposed base”, we recommend unclicking the “make budget” box and set the position budget manually.

REMINDER: When setting salaries or budgets on a position that is funded by accounts that cross departments or colleges, users MUST coordinate with the other department/college BEFORE making any changes that impact the accounts of the other department/college.
FY 2014 WORKING BUDGET SCHEDULE

Monday April 8 State of Maryland Legislative Session closes.

Tues–Thurs April 16-19 BPM System Training

Tuesday April 16 Last day to request new accounts or account modifications in order to be processed for the freeze data for BPM WB

Thursday April 18 University Administration finalizes working budget allocations.

Thursday April 18 3:00 p.m. Last day to process ELF Budget Adjustments prior to freeze of BPM data for working budget.

Friday April 19 5:00 p.m. Last day for approved updates to PHR prior to freeze of data for BPM working budget. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 11) for academic year faculty--will be included in the FY 14 working budget system.

Thursday April 25 9:00 a.m. BFA distributes working budget instructions to divisions and colleges for salary setting and budget allocations. BPM open to divisions and colleges.

Wednesday May 1 9:00 a.m. BPM system opened to departmental users.*

Friday May 10 5:00 p.m. BPM system closed to departmental users.*

Friday May 17 5:00 p.m. BPM system closed to divisions and colleges. Tracking control sheets due to BFA.

Thursday May 23 5:00 p.m. BFA releases funding data for payroll conversion.

Tuesday June 4 5:00 p.m. Files submitted from BPM to PHR for payroll conversion.

Friday June 14 BFA loads working budget into FRS.

Monday June 17 8:00 a.m PHR payroll conversion funding changes loaded.

Tuesday June 18 Payroll distributes payroll conversion reports to units for verification and correction in PHR.

Tuesday July 9 11:00 p.m. Last day for units to make payroll corrections in PHR for July 1 funding/accounts.

*Colleges/Divisions may choose to open BPM to departments prior to May 1, and keep the system open beyond May 10, at their discretion. Requests for alternate dates should be made to Susan Boblitz (sboblitz@umd.edu, Ext. 5-5638).
BPM TECHNICAL REQUIREMENTS

Below is a list of technical requirements that will help to optimize BPM performance. Attempts to use unsupported browsers, or a lack of enabled Javascript, will result in an error message containing instructions for installing minimally acceptable software. Please contact your System Administrator if you need assistance updating your software or settings.

- Use of Internet Explorer (version 9 or above) is strongly recommended. Other allowed browsers include Firefox (version 18 and above), Safari (version 5 or above), Google Chrome (version 25 and above) and Opera (version 12 or above).

- Javascript must be enabled, and the browser’s cache should be set to check for new versions of web pages automatically.

- Screen resolution should be set to 1280 x 1024.

- Do not use the browser’s “Back” or “Forward” buttons to navigate through BPM, as this could result in error messages or incorrect data being displayed. Instead, use linked buttons on BPM screens and the “Back” button located at the bottom of the BPM screen.

- BPM provides reports in the following formats: Portable Document Format (PDF), MS Excel, Rich Text Format (RTF), and Hyper-Text Mark-up Language (HTML). To view the report in the format you choose, you must have software installed on your computer (Adobe Acrobat Reader, MS Excel, Word or Word Pad) that can read the corresponding format.

- Log out of BPM by clicking on BPM’s “Exit” button, located at the bottom of the screen. Otherwise, BPM will not properly log you out of the system.

- If you receive a message “Application Not Registered”, it is because the common log-in timed out. Re-log into the common log-in at the top left of the ARES home page and then click on the link to FY 2014 BPM WB on BFA’s webpage. Or, you could use another browser or re-boot your computer.

WEB LOCATION

- Production System
  http://ares.umd.edu (ARES web site)
  ◦ Select “Budget and Fiscal Analysis”
  ◦ Click on “BPM System” link
  ◦ Choose “FY 2014 Working Budget” to be directed to the COMMON LOGIN screen.

- Training System
SET SALARY & POSITION BUDGETS
SET BY ACCOUNT - SINGLE FUNDED - NON-EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN
1) From the Account Budget Summary screen, click on “Non-Exempt” to access the Non-Exempt Position/Employee Details screen.

POSITION EMPLOYEE DETAILS SCREEN
1) Employees are listed in position number order, but can be sorted by any column heading. Click on the Name column heading to sort the data by name.
2) To select an employee for salary setting, click on the associated “Position” or “UID” number. The text of the selected row will turn red.
3) Click on “Set Salary” to access the Salary Setting screen for the employee.
4) Since “COLA” and “Merit” are applicable, “Salary Set” has been set to “No” automatically. Users will need to set salaries for all employees.
SET SALARY & POSITION BUDGET
SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

SALARY SETTING SCREEN

1) "COLA" will be pre-loaded at 3% (annualized) and "Merit" at 2.5% (annualized) but will not be applied or saved until the user specifically clicks on "Set Salary". Both fields are blocked from user update for non-exempts. COLA is blocked for all other employees.

2) Enter Adjustments to Current Base Salary, if applicable. Adjustments should reflect activity in PHR from the BPM freeze date through June 30th. The July 1st payroll conversion will only pass funding changes on the adjusted current base and will not include the FY 2014 increases to the right.

3) Enter "Mandatory Merit Adjustment," if applicable.

4) When the "Make New Budget Amount" is checked (BPM default), BPM will compute the new budget as follows: Total Proposed Salary less 1/2 of the COLA and 3/4 of the merit. To override the default, remove the check mark from the "Make New Budget Amount" box next to "Total Proposed Salary."

5) Click "Set Salary" to update the record.

6) After the update has saved, "Proposed Budget" and "Proposed Base Salary" on the summary line will display the updated amounts.
SET SALARY & POSITION BUDGET
SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

Computation of Budget in Non-Exempt Example:

Total Proposed Salary = $43,129

Less:

- 1/2 of the COLA ($1,225.53 X 50%) (613)
- 3/4 of the Merit ($1,051.92 X 75%) (789)

Total Budget $41,727
SET SALARY & POSITION BUDGET
SET BY ACCOUNT - SINGLE FUNDED - NON-EXEMPT

POSITION EMPLOYEE DETAIL SCREEN
1) Confirm that the employee’s “Proposed Budget” and “Total Proposed Salary” have been updated.
2) Click on “Set Salaries and Budget” to save pre-loaded COLA and merit increases to both “Total Proposed Salary” and “Proposed Budget” for ALL Non-Exempt employees on the account at once. Again, for FY 2014, the “Proposed Budget” will reflect only 1/2 of the COLA and 1/4 of the merit, not the annualized amount. The “Total Proposed Salary” will reflect the annualized amount.
SET SALARY & POSITION BUDGET
SET BY ACCOUNT - SINGLE FUNDED - FACULTY

SALARY SETTING BY ACCOUNT SCREEN
1) Enter Adjustments to Current Base Salary and related explanation, if applicable.
2) Enter “Merit,” “Retention, Equity & Other” or “Faculty Promotion,” if applicable. If the combination of these items exceeds 10% of the adjusted current base salary, the “Total Proposed Salary Increases Subject to Cap” fields will turn red to indicate that a salary may require approval of the President.
3) Click on “View/Edit” Increments Above Base, if applicable. Increments above base must be set at the account level and are only used for budgeting purposes.
4) If applicable, enter the new increment amount and click “Update Budgeted Increments Above Base.”
5) Click “Set Salary” to update the record. Note that, by default, the “Make New Budget Amount” box is checked and the increment amount will be included in the new budget figure. If this is not desired, deselect the box before clicking “Set Salary.”
6) Review updated “Proposed Base Salary” and “Proposed Budget” figures on the summary line. The variance is the increments above base plus the adjustments to back out 1/2 of the COLA and 3/4 of the merit.
SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

POSITION EMPLOYEE DETAIL SCREEN

1) Click on a "Position" or "UID" number to select an employee for salary setting. Note that UIDs in red indicates an employee's salary is split among multiple accounts. Positions in blue indicate a position budget is split among multiple accounts.

2) Click on "Split Salary" or "Set Salary" to access the Split Employee Details screen.

SPLIT EMPLOYEE DETAILS SCREEN

1) Note the current "Proposed Budget" and "Total Proposed Salary" figures brought into BPM after the PHR freeze. A "Proposed Budget" that is blue indicates the account is budgetable.

2) Salaries for employees split among multiple funding sources may be set "By Employee" (if the salary has no increment above base) or "By Account." If an employee's salary and budget distribution will remain the same, click on "Set Salary by Employee" to access the employee-level salary setting screen. Salary changes will then be pro-rated among existing accounts in the same proportion as the account's adjusted current base salary. Budget will be pro-rated based on the proposed budget before the change. If the salary allocation among accounts will change, reallocate the base salary first by clicking on "Reallocate Salary."
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

REALLOCATE SALARY DETAILS SCREEN
1) Click “Add a Line Item” if a new FRS Account is needed for salary reallocation. (NOTE—The Reallocate Salary function may be used to move a single funded employee to multiple accounts as well.)
2) Select an appropriate “Internal ID” from the drop-down list, enter the “Account” number, and reallocate “Adjusted Current Base Salary” dollars or percentages to reflect the new fiscal year distribution.

3) If there are no other salary increases, manually calculate and redistribute “COLA.” Otherwise, leave COLA as is as BPM will redistribute COLA when merit is added later on the “Set Salary” screen.
4) Review the bottom row to ensure that no variances remain and check the “Make Budget” if you would like budget to be distributed in the same proportion as the base salary. Click “Save” to return to the Split Employee Details screen to review the new salary and budget allocations.

5) Review the updated Proposed Budget and Total Proposed Salary figures. Salary was distributed per the Reallocate Salary Details screen and budget was adjusted for the mid-year COLA and merit.
6) After confirming that salary is allocated appropriately, click “Set Salary By Employee” to add any necessary salary increases that should pro-rate according to the new distribution.
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

SALARY SETTING BY EMPLOYEE SCREEN

1) Enter any appropriate salary increases and click “Set Salary.” The salary changes will be distributed pro-rata based on the adjusted current base salary allocation established on the Reallocate Salary Details screen. If all accounts are budgetable in BPM, the budget will be distributed pro-rata based on the proposed budget prior to the change (not the adjusted current base salaries) when the “Make New Budget Amount” box is checked. If you wish to distribute the budget based on the adjusted current base salaries, please see the next example-Multiple Funding Sources-Non-Budgetable accounts for adjusting the position budget after salary has been set.

2) Click “Back” to review salary and budget allocations after the salary increase has been set.

SPLIT EMPLOYEE DETAILS SCREEN

1) Click on “Reallocate Salary” to see further detail of the pro-rata distribution of the increase and Proposed Base Salary.
REALLOCATE SALARY DETAILS SCREEN

1) Note that the "COLA" and "MERIT" increases are split pro-rata among the accounts and that the percentage of proposed salary has remained the same as when reallocated at the beginning of the example.

<table>
<thead>
<tr>
<th>Internal ID</th>
<th>Account</th>
<th>Adj. Current Base Salary</th>
<th>Percent Base Salary</th>
<th>COLA</th>
<th>Merit</th>
<th>Retention, Equity, &amp; Other</th>
<th>Faculty Promotion</th>
<th>Reallocation of Proposed Base</th>
<th>Proposed Base Salary</th>
<th>Percent Proposed Salary</th>
<th>Make Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>16954</td>
<td>169413</td>
<td>28,303.61</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31,778.36</td>
<td>25.00</td>
<td>✔</td>
</tr>
<tr>
<td>16956</td>
<td>169414</td>
<td>50,767.22</td>
<td>50.00</td>
<td>1,763.12</td>
<td>3,026.51</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>63,596.75</td>
<td>58.00</td>
<td>✔</td>
</tr>
<tr>
<td>16956</td>
<td>169415</td>
<td>28,303.61</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31,778.36</td>
<td>25.00</td>
<td>✔</td>
</tr>
</tbody>
</table>

| Reallocated Totals | 117,534.44 | 100.00 | 5,326.12 | 6,653.12 | 0.00 | 0.00 | 127,113.45 | 100.00 |
| Unadjusted Totals  | 117,534.44 | 100.00 | 5,326.12 | 6,653.12 | 0.00 | 0.00 | 127,113.45 | 100.00 |
| Variance must equal 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS

POSITION/EMPLOYEE DETAILS SCREEN
1) Click on a "Position" or "UID" number to select an employee for salary setting.
2) Click on "Split Salary" or "Set Salary" to access the Split Employee Details screen.

SPLIT EMPLOYEE DETAILS SCREEN
1) Note the current "Proposed Budget" and "Total Proposed Salary" allocations brought into BPM after the
PHR data freeze, and that the ledger 5 account is not budgetable in BPM as its "Proposed Budget" is
black, not blue.
2) Salaries for employees split among multiple funding sources may be set "By Employee" (if the salary has
no increment above base) or "By Account." If an employee's salary and budget distribution will remain
the same, click on "Set Salary By Employee" to access the employee-level salary setting screen.
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS

SET SALARY BY EMPLOYEE SCREEN
1) Enter any appropriate salary increases, noting that salary changes will be distributed pro-rata based on the adjusted current base salary allocation. When an employee’s salary distribution includes a non-budgetable account, the "Make New Budget Amount" boxes will not be accessible, and the budget must be manually updated via reallocation, setting salary by account, or direct budget adjustment.
2) Click “Set Salary” and then “Back” to review the salary allocation and to adjust budget as needed.
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS
ADJUSTMENT OF POSITION BUDGET AND BPM FTE

SPLIT EMPLOYEE DETAILS SCREEN
ADJUSTMENT OF POSITION BUDGET

When a position is funded on budgetable and non-budgetable accounts, there are three ways to update the budget on the budgetable accounts based on the new salary we just set: A) Use the Reallocate Salary Screen, B) Set Salary by Account, or C) Direct Budget Adjustment.

SPLIT EMPLOYEE DETAILS SCREEN
1) Click on A) "Reallocate Salary," B) "Set Salary By Account," C) or a blue "Proposed Budget" amount to open an edit box.

2) Click on "SAVE" with the "Make Budget" check mark on each budgetable account.

B) SET SALARY BY ACCOUNT SCREEN
3) Click on "Set Salary"

C) DIRECT BUDGET ADJUSTMENT-SPLIT EMPLOYEE DETAILS SCREEN
4) Enter "New BPM FTE," if applicable.
5) Enter "New Proposed Budget" amount, or change by percent or dollars.
6) Click "Save" to create the new budget figure, or "Cancel" to leave the budget amount unchanged and close the edit box.
SET SALARY & POSITION BUDGET
EMPLOYEE TERMINATING PRIOR TO JULY 1

SALARY SETTING BY EMPLOYEE SCREEN

1) To zero out the salary of an employee who will be terminating before the new fiscal year, click “Employee Terminating Prior to July 1” on the Salary Setting by Employee screen. Note: Terminations are an employee-level function and are not available on the Salary Setting by Account screens. The termination must also be approved in PHR to be effective.

2) Click “OK” to confirm, or “Undo” to cancel.

3) Note that the Total Proposed Salary and Proposed Base Salary are set to zero, but the Proposed Budget amount remains unchanged.
4) To remove the Termination Flag checkmark, click "Employee Terminating Prior to July 1" again. Click "OK" to confirm that you intend to set salary for the employee.

5) After removing the Termination flag, click "Reset to Current Base" to restore all values to the starting point of the working budget process.

6) Click "Yes" to confirm the salary reset, and proceed with salary setting for the employee as usual.
# Working Budget Changes Summary

**Department:** 19209 - Department 19209  
**Program:** All  
**Major Fund:** All  

<table>
<thead>
<tr>
<th>Element: All</th>
<th>SubElement: All</th>
<th>Revised Budget</th>
<th>Proposed Budget</th>
<th>BPM FTE</th>
<th>Increase/Decrease</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Itemized S &amp; W</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Faculty (1011, 1012, 1015, 1016)</td>
<td>3,479,377</td>
<td>3,657,639</td>
<td>25.76</td>
<td>178,262</td>
<td>5.12</td>
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<tr>
<td>Exempt (1013)</td>
<td>1,326,247</td>
<td>1,307,306</td>
<td>18.70</td>
<td>(18,941)</td>
<td>(1.43)</td>
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</tr>
<tr>
<td>Non-Exempt (1014)</td>
<td>291,260</td>
<td>367,117</td>
<td>6.90</td>
<td>75,857</td>
<td>26.04</td>
<td></td>
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<tr>
<td><strong>Sub-Total Itemized S &amp; W</strong></td>
<td>5,096,884</td>
<td>5,332,062</td>
<td>51.36</td>
<td>235,178</td>
<td>4.61</td>
<td></td>
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<tr>
<td><strong>Non-Itemized S &amp; W</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lecturers (1018)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Faculty Contractual (2069)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Contingent II (2090)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Graduate Assistants (1020)</td>
<td>362,953</td>
<td>80,000</td>
<td>(282,953)</td>
<td>(77.96)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total Non-Itemized S &amp; W</strong></td>
<td>362,953</td>
<td>80,000</td>
<td>(282,953)</td>
<td>(77.96)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other S &amp; W</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor &amp; Assistants (2000-2080)</td>
<td>229,257</td>
<td>229,257</td>
<td>0</td>
<td>0.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits (1000, 27xx)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td>Overtime (21xx)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Turnover &amp; Other (29xx)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td><strong>Sub-Total Other S &amp; W</strong></td>
<td>229,257</td>
<td>229,257</td>
<td>0</td>
<td>0.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Wages</strong></td>
<td>5,689,094</td>
<td>5,641,319</td>
<td>51.36</td>
<td>(47,775)</td>
<td>(0.84)</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Expenses (3xxx and above)</strong></td>
<td>1,371,662</td>
<td>1,371,662</td>
<td>0</td>
<td>0.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures (1xxx and above)</strong></td>
<td>7,060,756</td>
<td>7,012,981</td>
<td>(47,775)</td>
<td>0.68</td>
<td>N/A</td>
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<tr>
<td><strong>Revenue (0xxx)</strong></td>
<td>(894,889)</td>
<td>(894,889)</td>
<td>0</td>
<td>0.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6,165,867</td>
<td>6,118,092</td>
<td>51.36</td>
<td>(47,775)</td>
<td>(0.77)</td>
<td></td>
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</tbody>
</table>

**Print Working Budget Changes Summary**  
**Go to Detail of Working Budget Changes**  
**Go to Subcode Summary**  
**Go to Itemized Position Details**
## Subcode Summary

### Salaries & Wages

<table>
<thead>
<tr>
<th>Subcode</th>
<th>Subcode Description</th>
<th>BPM FTE</th>
<th>Revised Budget</th>
<th>Proposed Budget</th>
<th>Increase/Decrease</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011</td>
<td>Faculty Academic Year</td>
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<td>638,649</td>
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<td><strong>5,332,062</strong></td>
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<td><strong>Salaries &amp; Wages Total</strong></td>
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### Operating Expenses

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<th>Description</th>
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<th>Revised Budget</th>
<th>Proposed Budget</th>
<th>Increase/Decrease</th>
<th>Percent Change</th>
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# REPORT DESCRIPTIONS

## BPM FTE > 1

### BPM FTE > 1.00 by Position - All Accounts

**Report printed by:** Trainer on Wednesday, March 30, 2011 at 3:46:57 PM

**Division:** 77-Division 77  
**Major Fund:** All  
**Supp Ind.:** Default  
**Program:** All  
**Element:** All  
**SubElement:** All

<table>
<thead>
<tr>
<th>Name</th>
<th>Div</th>
<th>Department</th>
<th>FRS Acct</th>
<th>Sub Code</th>
<th>Position</th>
<th>BPM FTE</th>
<th>Total Proposed Budget</th>
<th>PHR FTE</th>
<th>Total Proposed Salary</th>
<th>Salary Set?</th>
</tr>
</thead>
<tbody>
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<td>Cynthia F Kendall-Kuppe</td>
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<td>96,544</td>
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</table>

**Grand Total**  
1.37  
96,544.00  
1.08  
122,812.04
# REPORT DESCRIPTIONS

**SALARY SUMMARY BY EMPLOYEE—ALL —% INC R > 10.00**

## Salary Summary by Employee - All Positions - % Increase > 10.00

<table>
<thead>
<tr>
<th>Name</th>
<th>Sub Code</th>
<th>PHR FTE</th>
<th>Current Base Salary</th>
<th>Adjustments To Current Base Salary</th>
<th>Adjusted Current Base Salary</th>
<th>COLA Amount</th>
<th>Merit Amount</th>
<th>Merit %</th>
<th>Mandatory Merit Adjustment</th>
<th>Retention, Equity, and Other Increases</th>
<th>Reallocate or Terminate</th>
<th>Proposed Base Salary Subject to CAP</th>
<th>% Inc to Adj Base</th>
<th>Faculty Promotion</th>
<th>Total Proposed Base Salary</th>
<th>Total Increments</th>
<th>Total Proposed Salary</th>
<th>Salary Set?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale, Nicholas</td>
<td>1012</td>
<td>0.28</td>
<td>38,622.36</td>
<td>137,337.00</td>
<td>176,559.36</td>
<td>5,296.78</td>
<td>23,641.30</td>
<td>13.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>205,497.44</td>
<td>16.39</td>
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<td>205,497.44</td>
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<td>210,497.44</td>
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</table>

## Grand Total

<table>
<thead>
<tr>
<th>Sub Code</th>
<th>PHR FTE</th>
<th>Current Base Salary</th>
<th>Adjustments To Current Base Salary</th>
<th>Adjusted Current Base Salary</th>
<th>COLA Amount</th>
<th>Merit Amount</th>
<th>Merit %</th>
<th>Mandatory Merit Adjustment</th>
<th>Retention, Equity, and Other Increases</th>
<th>Reallocate or Terminate</th>
<th>Proposed Base Salary Subject to CAP</th>
<th>% Inc to Adj Base</th>
<th>Faculty Promotion</th>
<th>Total Proposed Base Salary</th>
<th>Total Increments</th>
<th>Total Proposed Salary</th>
<th>Salary Set?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.28</td>
<td>38,622.36</td>
<td>137,337.00</td>
<td>176,559.36</td>
<td>5,296.78</td>
<td>23,641.30</td>
<td>13.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>205,497.44</td>
<td>16.39</td>
<td>0.00</td>
<td>205,497.44</td>
<td>5,000.00</td>
<td>210,497.44</td>
<td>Yes</td>
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</table>
# Adjustments To Current Base Salary - All Accounts - Faculty

**Account:** 190913-ACCT-190913  
**Program:** 01 | Instruction  
**Major Fund:** 40 | Current Unrestricted - E&G  
**Supp. Indicator:** 1 | State Support  
**Element:** 1 | N/A  
**SubElement:** 8 | N/A

<table>
<thead>
<tr>
<th>Name</th>
<th>Div-Dept Name</th>
<th>FRS Acct</th>
<th>Sub Code</th>
<th>PHR FTE</th>
<th>Current Base Salary</th>
<th>Reallocation or Termination</th>
<th>Return From Sabbatical or Leave</th>
<th>Other Faculty Adjustments</th>
<th>Adjusted Current Base Salary</th>
<th>Salary Increases Subject to CAP</th>
<th>Proposed Base Salary Subject to Adj Base</th>
<th>% Inc Faculty Promotion</th>
<th>Total Proposed Salary</th>
<th>Salary Set?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale, Nicholas</td>
<td>Arts &amp; Professions 19209</td>
<td>190913</td>
<td>1012</td>
<td>0.28</td>
<td>38,622.36</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>176,559.36</td>
<td>28,938.08</td>
<td>205,497.44</td>
<td>16.39</td>
<td>0.00</td>
<td>205,497.44</td>
</tr>
</tbody>
</table>

| Grand Total   |                     | 0.28     | 38,622.36 | 0.00    | 137,937.00          | 0.00                        | 0.00                        | 0.00                      | 176,559.36                | 28,938.08                        | 205,497.44                      | 16.39                        | 0.00                 | 205,497.44 |
REPORT DESCRIPTIONS
SALARY NOT SET BY ACCOUNT—ALL POSITIONS &
SALARY NOT SET BY EMPLOYEE—ALL POSITIONS

In years where COLA and Merit are not applicable, salaries are loaded into BPM in the ‘set’ condition, so the Salary Not Set reports should contain no data. Users will receive the following message (in red, in the center of the Report Menu screen) when trying to run a Salary Not Set report when all salaries have been set.
NOTE: BPM’s fringe benefit calculator computes the fringes that are a percent of the salary as if the proposed salary was effective July 1st. In FY 2014, the COLA and merit included in proposed salary are at an annualized amount; however, the effective dates are mid-year; i.e., January 1st for COLA and April 1st for merit. We suggest reflecting the mid-year effective dates in the fringes based on salary by:

1) Use the fringe benefit calculator to figure out the annualized fringe amounts,

2) Update the fringe subcode budgets using the fringe benefit calculator mechanism, and

3) Adjust the fringe subcode budgets that are based on proposed salary by reducing the budget by a mid-year implementation factor of 3.25%. For example, if the fringe benefit calculator’s optional retirement plan overall budget (subcode 2705) is $10,000, click on subcode 2705’s “Proposed Budget” on the S/W Budget Details Screen to edit the budget and enter –3.25% in the percent field. BPM will compute the adjustment needed. Click save to update the budget, which will be 96.75% of the budget in the fringe benefit calculator. Note—the mid-year implementation factor assumes a January 1st COLA at 3% and an April 1st on-average merit increase of 2.5%. The fringe subcodes based on salary are: Retirement (2705, 2720, 2760, 2715, 2755, 2769), Social Security (2725), and Unemployment (2770, 2771).