



UNIVERSITY OF
MARYLAND

**BUDGET PREPARATION & MAINTENANCE SYSTEM
EXPERIENCED USER MANUAL
FY 2018 WORKING BUDGET**

**Office of the Vice President
Administration & Finance**

**UNIVERSITY OF MARYLAND
OFFICE OF THE VICE PRESIDENT-ADMINISTRATION & FINANCE
BUDGET AND FISCAL ANALYSIS
4716 SENECA BUILDING**

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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 for your designated ‘super user’.

**BUDGET PREPARATION & MAINTENANCE SYSTEM (BPM)
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OVERVIEW

FY 2018— POSITION BUDGETING AND SALARY SETTING IN BPM

We have not yet received official USM budget guidelines; however, in the interim, we are assuming that there will not be a cost-of-living allowance (COLA) increase or a merit increase effective July 1, 2017.

Set Salary Amount:

- For non-exempts, exempts, and faculty, COLA and merit will be blocked from edit on the set salary screens.
- The “set salary” flag will be set at “Yes” when BPM is opened to users. Users will then only need to change salaries for employees who have other types of salary adjustments or funding changes.

Default Is Make Position Budget at the July 1, 2017 Salary Amount:

- For the FY 2018 BPM Working Budget the “position budget” will equal “salary” on the “set salary” screen if “make new budget amount” is checked (likewise for the “reallocate salary” screen and the “salary spreadsheets”).

Payroll Conversion:

- Only the funding changes effective July 1st for employees will be sent from BPM WB to PHR.
- Users will need to input all other July 1st salary adjustments in PHR manually.

Users Must Budget Transfers:

- Transfers need to be budgeted to the extent possible.
- For transfers within the unrestricted fund (accounts beginning with 1, 2, 3, and 9), coordinate with the other organization to ensure the transfer uses the **same object code** on both sides of the transaction and the **same dollar amount** so that the transfer zeros out at an university level.

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 2018 WORKING BUDGET SCHEDULE

Thursday	March 16	5:00 p.m.	Freeze of Budget Data in FY 2017 BPM Live for Phase I – BPM WB Ledger 2 Accounts* (Note: Budgets Amendments processed after this date for the ledger 2 accounts <u>will not</u> be loaded into Phase II - BPM WB Full Version)
Monday	March 27	9:00 a.m.	Open Phase I - BPM WB Ledger 2 Accounts
Tues-Wed	March 28 – 29		Transfers and E&G Budgeting Working Sessions 3/28 – 9:00-11:30 (1216 Symons Hall) and 3/29 2:00-4:00 (0101 Lee Bldg)
Monday	April 10		State of Maryland Legislative Session closes.
Tuesday	April 11		Last day to request new accounts or account modifications in order to be processed for the freeze data for Phase II - BPM WB Full Version
Tues-Thursday	April 11-13		Phase II - BPM WB Full Version System Training
Thursday	April 13	3:00 p.m.	Last day to process ELF Budget Adjustments for Accounts Not Budgetable in Phase I – BPM WB Ledger 2 Accounts
Friday	April 14th	5:00 p.m.	Close Phase I - BPM WB Ledger 2 Accounts
Friday	April 14	5:00 p.m.	Last day for approved updates to PHR prior to freeze of data for Phase II - BPM WB Full Version. Appointments that expire on or before 6/30/17 will not be included in the Phase II – BPM WB Full Version. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 6) for academic year faculty--will be included in Phase II –BPM WB Full Version.
Thursday	April 20	9:00 a.m.	BFA distributes working budget instructions to divisions and colleges for salary setting and budget allocations. Phase II - BPM WB Full Version open to divisions and colleges.

*Ledger 2 accounts that will be budgetable in Phase I are those accounts beginning with 28, 293, 294 and 295.

FY 2018 WORKING BUDGET SCHEDULE (continued)

Wednesday	April 26	9:00 a.m.	Phase II - BPM WB Full Version opened to departmental users.**
Friday	May 5	5:00 p.m.	Phase II - BPM WB Full Version closed to departmental users.**
Wednesday	May 17	5:00 p.m.	Phase II - BPM WB Full Version closed to divisions and colleges. Tracking control sheets due to BFA.
Tuesday	June 13		Payroll will make available payroll conversion reports to units for verification and correction in PHR.
Monday	July 3	11:00 p.m.	Last day for units to make payroll corrections in PHR for July 1 salaries and funding/accounts.

**Colleges/Divisions may choose to open BPM to departments prior to April 26, and keep the system open beyond May 5, 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 the latest version of Internet Explorer is strongly recommended. Other allowed browsers include the latest versions of Firefox, Safari, and Google Chrome.
- 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 2018 BPM WB on BFA's webpage. Or, 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 2018 Working Budget**" to be directed to the **COMMON LOGIN** screen.

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 selected row will be highlighted.
- 3) Click on “**Set Salary**” to access the **Salary Setting** screen for the employee.
- 4) In years where “**COLA**” and “**Merit**” are not applicable, “**Salary Set**” has been set to “**Yes**” automatically. Users will then only need to change salaries for employees who have other types of salary adjustments or funding changes.

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec	1.00	1.00	39,855	39,855	39,855	39,854.75	39,854.75	Yes
	Variance						-74,860.24					
				Grand Total	6.90	9.00	291,260	291,260	291,260	366,120.24	366,120.24	

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SET SALARY & POSITION BUDGET SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

SALARY SETTING SCREEN

(Please note that salary setting screen field definitions can be found in the New User Manual Appendix.)

- 1) If “COLA”, “Merit,” and “Mandatory Merit Adjustment” are not applicable for the fiscal year, then these fields are blocked from user edit. If an employee has no other salary changes, users do not need to take any further action on the employee’s salary as BPM has, by default, set salaries as unchanged.
- 2) Enter **Adjustments to Current Base Salary**, if applicable.
- 3) The BPM system will default to setting **Proposed Budget** equal to **Total Proposed Salary** (Proposed Base Salary plus Increments Above Base) on budgeted accounts. To override the default, remove (click on) the check mark from the “**Make New Budget Amount**” box next to “**Total Proposed Salary**.”
- 4) Click “**Set Salary**” to update the record.
- 5) After the update has saved, “**Proposed Budget**” and “**Proposed Base Salary**” on the summary line will display the updated amounts.
- 6) Click “**Back**” to return to the **Position/Employee Details** screen.

Non-Exempt Salary Setting
Account: 1909130 ACCT-1909130

Position: 195744 Richard C Vaswani Next Position: 195745 | Patricia T Stein

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
39,855	39,854.75	40,851.12	0.00	39,854.75	39,855	0.00

Adjustments to Current Base Salary

	Amount	Percent	Amount
Increase to Minimum of Salary Range	0.00		0.00
Completion of Probation before 7/1	996.37	2.50%	0.00
Reallocation of Current Base	0.00		0.00
Reclass after freeze and before 7/1	0.00		0.00
Early Completion of Probation before 7/1	0.00	2.50%	0.00
Adjusted Current Base Salary	40,851.12		40,851.12

FY 2018 Increases

	Amount
COLA	0.00
Merit	0.00
Mandatory Merit Adjustment	0.00
Reallocation of Proposed Base Salary	0.00
Total Salary Increases	0.00
Proposed Base Salary	40,851.12
<input type="checkbox"/> Make New Budget Amount	
Increments Above Base	0.00
Total Proposed Salary	40,851.12
<input checked="" type="checkbox"/> Make New Budget Amount	

Comments: n/a

Buttons: Set Salary, Undo, Reset to Current Base

Navigation: Audit Trail, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

Non-Exempt Salary Setting
Account: 1909130 ACCT-1909130

Position: 195744 Richard C Vaswani Next Position: 195745 | Patricia T Stein

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
39,855	39,854.75	40,851.12	0.00	40,851.12	40,851	0.00

Adjustments to Current Base Salary

	Amount	Percent	Amount
Increase to Minimum of Salary Range	0.00		0.00
Completion of Probation before 7/1	996.37	2.50%	0.00
Reallocation of Current Base	0.00		0.00
Reclass after freeze and before 7/1	0.00		0.00
Early Completion of Probation before 7/1	0.00	2.50%	0.00
Adjusted Current Base Salary	40,851.12		40,851.12

FY 2018 Increases

	Amount
COLA	0.00
Merit	0.00
Mandatory Merit Adjustment	0.00
Reallocation of Proposed Base Salary	0.00
Total Salary Increases	0.00
Proposed Base Salary	40,851.12
<input checked="" type="checkbox"/> Make New Budget Amount	
Increments Above Base	0.00
Total Proposed Salary	40,851.12
<input checked="" type="checkbox"/> Make New Budget Amount	

Comments: n/a

Buttons: Set Salary, Undo, Reset to Current Base

Navigation: Audit Trail, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

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) Clicking the "Set Salaries and Budget" button will set Proposed Budget equal to Total Proposed Salary for all Non-Exempt employees listed.

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec	1.00	1.00	39,855	39,855	40,851	39,854.75	40,851.12	Yes
	Variance	-74,860.61		Grand Total	6.90	9.00	291,260	291,260	292,256	366,120.24	367,116.61	

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Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	38,619	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec	0.90	1.00	33,532	33,532	37,258	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	32,516	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec	1.00	1.00	39,855	39,855	40,851	39,854.75	40,851.12	Yes
	Variance	0.39		Grand Total	6.90	9.00	291,260	291,260	367,117	366,120.24	367,116.61	

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SET SALARY & POSITION BUDGET SET BY ACCOUNT -SINGLE FUNDED - FACULTY

ACCOUNT BUDGET SUMMARY SCREEN

1) Click on “Faculty” to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

1) Click on the “Position” or “UID” number of an employee, and then click on “Set Salary.”

SALARY SETTING BY ACCOUNT SCREEN

- 1) Enter **Adjustments to Current Base Salary** and related explanation, if applicable.
- 2) Enter “**Retention, Equity & Other**” or “**Faculty Promotion**,” if applicable. If the combination of these items exceeds 10% -15% (percentage will vary depending on the year’s instructions) of the adjusted current base salary, the “**Total Proposed Salary Increases Subject to Cap**” fields will turn red to indicate that a salary requires 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.**”

The screenshot displays the 'Faculty Salary Setting' interface for account 1909130. It shows the current employee (Nicholas Hale) and the next position (Rebecca Hovemeier). Key financial data includes a Revised Budget of 77,245, Current Base Salary of 38,622.36, Adjusted Current Base of 77,244.72, and a Salary Increase of 12,000.00. The interface is divided into several sections:

- Adjustments to Current Base Salary:** A table with columns for Amount and Percent. Callout 1 points to the 'Return From Sabbatical or Leave' row, which has an amount of 38,622.36 and a percent of 0.00.
- FY 2018 Increases:** A table with columns for Amount and Percent. Callout 2 points to the 'Retention, Equity, & Other' row, which has an amount of 12,000.00 and a percent of 15.54. The 'Total Salary Increases Subject to 15% CAP' field is highlighted in red.
- Increments Above Base:** A section with 'View/Edit' and 'Make New Budget Amount' buttons. Callout 3 points to the 'View/Edit' button.
- Salary Increments Above Base:** A section with 'Old Amount' and 'New Amount' columns. Callout 4 points to the 'Update Budgeted Increments Above Base' button. A yellow warning box states 'Increments not used for Payroll Conversion'.
- Bottom Navigation:** Includes buttons for 'Audit Trail', 'BACK', 'ACCOUNT SELECT', 'ACCOUNT SUMMARY', 'MAIN MENU', and 'EXIT'. Callout 5 points to the 'Update Budgeted Increments Above Base' button.

SET SALARY & POSITION BUDGET SET BY ACCOUNT -SINGLE FUNDED - FACULTY

6) Review updated “Proposed Base Salary” and “Proposed Budget” figures on the summary line.

Faculty Salary Setting
Account: 1909130 ACCT-1909130

Position: 195714 Nicholas Hale Next Position: 195732 | Rebecca Hovemeyer Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
77,245	38,622.36	77,244.72	12,000.00	89,244.72	91,745	2,500.28

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	38,622.36
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	77,244.72

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2018 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	15.54	12,000.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases Subject to 15% CAP	15.54	12,000.00
Proposed Base Salary subject to CAP		89,244.72
Faculty Promotion		0.00
Proposed Base Salary		89,244.72
<input type="checkbox"/> Make New Budget Amount		
Increments Above Base		2,500.00
Total Proposed Salary		91,744.72
<input checked="" type="checkbox"/> Make New Budget Amount		

Employee Terminating prior to July 1.
Salary intentionally not set.

View/Edit

Set Salary Undo Reset to Current Base

Audit Trail
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ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT

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.

Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195714	194755240	Hale	Prof	0.55	0.28	77,245	77,245	91,745	38,622.36	91,744.72	Yes
1012	195732	194935499	Hovemeyer	Prof	0.00	0.50	0	0	0	85,235.39	85,235.39	Yes
1012	195834	195501273	Howard	Assoc Prof	0.00	0.45	0	0	0	45,728.05	45,728.05	Yes
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	Yes
1012	195833	194591329	Jeffers	Prof & Assoc Chair	0.35	0.46	69,854	69,854	69,854	120,072.39	120,072.39	Yes
1012	195735	194293353	Kane	Assoc Prof	0.39	0.50	107,753	107,753	71,836	143,671.00	71,835.50	Yes
1012	195711	192501481	Kapoor	Prof & Chair	1.00	1.00	214,000	214,000	214,000	205,000.00	205,000.00	Yes
1012	195696	193832997	Kappeler	Assoc Prof & Dir	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	Yes
1012	195729	194578962	Khuller	Asst Prof	0.00	0.50	0	0	0	69,341.31	69,341.31	Yes
1011	195701	194832033	Lee	Assoc Prof	1.00	1.00	77,078	77,078	77,078	77,077.93	77,077.93	Yes
1012	195727	194761630	Loizeaux	Prof	0.38	0.50	92,562	92,562	92,562	92,561.14	92,561.14	Yes
1012	195718	192552483	Lopez	Prof	0.75	0.75	95,402	95,402	95,402	95,316.50	95,316.50	Yes
	Variance	-1,299,565.32										
			Grand Total		24.40	32.74	3,464,197	3,464,197	3,442,780	4,761,058.46	4,742,345.32	
			Itemized Fac - 1011		6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
			Itemized Fac - 1012		18.40	26.74	2,905,348	2,905,348	2,883,931	4,202,209.66	4,183,496.52	
			Itemized Fac - 1015		0.00	0.00	0	0	0	0.00	0.00	
			Itemized Fac - 1016		0.00	0.00	0	0	0	0.00	0.00	

[1] Page 2 [3] [4] [5]

Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

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.**”

Itemized Faculty (Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 193832997

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195696	Kappeler	Assoc Prof & Dir	1909130	1012	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	Yes
			1909140	1012	0.00	0.10	15,180	15,180	15,180	13,087.36	13,087.36	Yes
			Grand Total		0.75	0.90	102,458	102,458	102,458	117,534.44	117,534.44	

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Reallocate Budget Reallocate Salary Set Salary By Account Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

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 KFS Account is needed for salary reallocation.
- 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.

Itemized Split Employee - Reallocate Salary Details
 Position: **195696** UID: **193832997 Steven A Kappeler**

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
15054	1909130	104,447.08	88.87	0.00	0.00	0.00	0.00	0.00	104,447.08	88.87	<input checked="" type="checkbox"/>
15054	1909140	13,087.36	11.13	0.00	0.00	0.00	0.00	0.00	13,087.36	11.13	<input checked="" type="checkbox"/>
15054	1909530	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Reallocated Totals		117,534.44	100.00	0.00	0.00	0.00	0.00	0.00	117,534.44	100.00	
Unadjusted Totals		117,534.44	100.00	0.00	0.00	0.00	0.00	0.00	117,534.44	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- 3) Review the bottom row to ensure that no variances remain, and check “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.

Itemized Split Employee - Reallocate Salary Details
 Position: **195696** UID: **193832997 Steven A Kappeler**

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
15054	1909130	29,383.61	25.00	0.00	0.00	0.00	0.00	0.00	29,383.61	25.00	<input checked="" type="checkbox"/>
15054	1909140	58,767.22	50.00	0.00	0.00	0.00	0.00	0.00	58,767.22	50.00	<input checked="" type="checkbox"/>
15054	1909530	29,383.61	25.00	0.00	0.00	0.00	0.00	0.00	29,383.61	25.00	<input checked="" type="checkbox"/>
Reallocated Totals		117,534.44	100.00	0.00	0.00	0.00	0.00	0.00	117,534.44	100.00	
Unadjusted Totals		117,534.44	100.00	0.00	0.00	0.00	0.00	0.00	117,534.44	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- 4) Confirm the distribution of salary and budget have been updated appropriately.
- 5) Click “Set Salary By Employee” to add any necessary salary increases that should pro-rate according to the new distribution.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 193832997

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195696	Kappeler	Assoc Prof & Dir	1909130	1012	0.75	0.80	87,278	87,278	29,384	104,447.08	29,383.61	Yes
			1909140	1012	0.00	0.10	15,180	15,180	58,767	13,087.36	58,767.22	Yes
			1909530	1012	0.00	0.00	0	0	29,384	0.00	29,383.61	Yes
Grand Total					0.75	0.90	102,458	102,458	117,535	117,534.44	117,534.44	

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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 also be distributed pro-rata based on the proposed budget allocation prior to the change when the “**Make New Budget Amount**” box is checked. (If non-budgetable accounts are included in the allocation, the “**Make New Budget Amount**” box will not be accessible. See next example.)
- 2) Click “**Back**” to review salary and budget allocations after the salary increase has been set.

Faculty Salary Setting by Employee

Position: 195696 Steven A Kappeler Next Position: 195729 | Daniel Khuller

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
102,458	117,534.44	117,534.44	5,876.72	117,534.44	117,535	0.00

Adjustments to Current Base Salary

Amount
Reallocation of Current Base
Return From Sabbatical or Leave
Other Adjustments (explain below)
Adjusted Current Base Salary
117,534.44

FY 2018 Increases

Percent	Amount
0.00	0.00
0.00	0.00
5.00	5,876.72
5.00	5,876.72
	123,411.16
	0.00
	123,411.16
	0.00
	123,411.16

Other Comments
n/a

Buttons: Audit Trail, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

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.

Itemized Faculty/Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 193832997

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195696	Kappeler	Assoc Prof & Dir	1909130	1012	0.75	0.80	87,278	87,278	30,853	104,447.08	30,852.79	Yes
			1909140	1012	0.00	0.10	15,180	15,180	61,706	13,087.36	61,705.58	Yes
			1909530	1012	0.00	0.00	0	0	30,853	0.00	30,852.79	Yes
Grand Total					0.75	0.90	102,458	102,458	123,412	117,534.44	123,411.16	

Buttons: Reallocate Budget, Reallocate Salary, Set Salary By Account, Set Salary By Employee, Audit Trail, Print, Search

Navigation: BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

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

REALLOCATE SALARY DETAILS SCREEN

- 1) Note that the “**Retention, Equity, and Other**” increase is 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.

Itemized Split Employee - Reallocate Salary Details

Position: **195696** UID: **193832997 Steven A Kappeler**

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
15054	1909130	29,383.61	25.00	0.00	0.00	1,469.18	0.00	0.00	30,852.79	25.00	<input checked="" type="checkbox"/>
15054	1909140	58,767.22	50.00	0.00	0.00	2,938.36	0.00	0.00	61,705.58	50.00	<input checked="" type="checkbox"/>
15054	1909530	29,383.61	25.00	0.00	0.00	1,469.18	0.00	0.00	30,852.79	25.00	<input checked="" type="checkbox"/>
Reallocated Totals		117,534.44	100.00	0.00	0.00	5,876.72	0.00	0.00	123,411.16	100.00	
Unadjusted Totals		117,534.44	100.00	0.00	0.00	5,876.72	0.00	0.00	123,411.16	100.00	
Variance must equal 0		0.00	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.

Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1011	195715	195075286	Malony	Prof	1.00	1.00	115,220	115,220	115,220	115,219.50	115,219.50	Yes
1012	195700	198728479	Martinelli	Asst Prof	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	Yes
1012	195079	196532320	Moore	Assoc Prof	0.38	0.31	52,327	52,327	52,327	53,432.60	53,432.60	Yes
1012	195722	197105776	Morton	Asst Prof	0.75	0.82	90,914	90,914	90,914	98,834.01	98,834.01	Yes
1012	195807	190908169	Nhe	Prof	0.00	0.50	0	0	0	79,282.55	79,282.55	Yes
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	Yes
1012	195685	194492978	Olson	Prof	0.00	0.67	0	0	0	135,460.18	135,460.18	Yes
1012	195733	194479436	O'Neill	Prof	0.00	0.50	0	0	0	80,244.51	80,244.51	Yes
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	Yes
1012	195694	198223486	Phelps	Asst Prof	0.75	0.75	87,207	87,207	87,207	87,206.86	87,206.86	Yes
1012	195060	194628964	Rodriguez	Prof	0.00	0.27	0	0	0	48,569.18	48,569.18	Yes
1012	195719	195061326	Sewchand	Prof	0.00	0.50	0	0	0	56,694.81	56,694.81	Yes
Grand Total					24.40	32.74	3,464,197	3,464,197	3,386,355	4,761,058.46	4,668,751.03	
Itemized Fac - 1011					6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
Itemized Fac - 1012					18.40	26.74	2,905,348	2,905,348	2,827,506	4,202,209.66	4,109,902.23	
Itemized Fac - 1015					0.00	0.00	0	0	0	0.00	0.00	
Itemized Fac - 1016					0.00	0.00	0	0	0	0.00	0.00	
Variance							-1,282,396.03					

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[Split Position](#)
[Split Salary](#)
[Reallocate](#)
[Split List](#)
[Set Salary](#)
[Set Salary by Spreadsheet](#)
[Change Subcode](#)
[Audit Trail](#)
[Print](#)
[Search](#)

[BACK](#)
[ACCOUNT SELECT](#)
[MAIN MENU](#)
[EXIT](#)

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 budgettable 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.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	Yes
			1909530	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	42,031.10	Yes
			5904250	1012	0.00	0.16	0	0	0	22,909.69	22,909.69	Yes
Grand Total					0.75	1.00	83,940	83,940	83,940	111,919.60	111,919.60	

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[Reallocate Budget](#)
[Reallocate Salary](#)
[Set Salary By Account](#)
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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.

Faculty Salary Setting by Employee

Position: 195700 Nancy M Martinelli Next Position: 199079 | Samuel Moore

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
83,940	111,919.60	111,919.60	20,000.00	111,919.60	83,940	27,979.60

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	111,919.60

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2018 Increases

	Percent	Amount	
COLA	0.00	0.00	
Merit	0.00	0.00	
Retention, Equity, & Other	0.00	0.00	
Reallocation of Proposed Base Salary	0.00	0.00	
Total Salary Increases Subject to 15% CAP		111,919.60	
Proposed Base Salary subject to CAP		20,000.00	
Faculty Promotion		131,919.60	<input type="button" value="Make New Budget Amount"/>
Increments Above Base	0.00	0.00	<input type="button" value="View"/>
Total Proposed Salary		131,919.60	<input type="button" value="Make New Budget Amount"/>

**Employee Terminating prior to July 1.
Salary intentionally not set.**

**SET SALARY & POSITION BUDGET
 SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
 SET WITH NON-BUDGETABLE ACCOUNTS
 DIRECT 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.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for University/ID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	41,909	46,978.81	55,373.91	Yes
			1909530	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	49,542.05	Yes
			5904250	1012	0.00	0.16	0	0	0	22,909.69	27,003.64	Yes
				Grand Total	0.75	1.00	83,940	83,940	83,940	111,919.60	131,919.60	

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[Reallocate Budget](#) | [Reallocate Salary](#) | [Set Salary By Account](#) | [Set Salary By Employee](#) | [Audit Trail](#) | [Print](#) | [Search](#)

[BACK](#) | [ACCOUNT SELECT](#) | [ACCOUNT SUMMARY](#) | [MAIN MENU](#) | [EXIT](#)

A) REALLOCATE SALARY SCREEN

- 2) Click on “**SAVE**” with the “**Make Budget**” check mark on each budgetable account.

Itemized Split Employee - Reallocate Salary Details
 Position: 195700 UID: 198728479 Nancy M Martinelli

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
139928	1909130	46,978.81	41.98	0.00	0.00	0.00	8,395.10	0.00	55,373.91	41.98	<input checked="" type="checkbox"/>
141851	1909530	42,031.10	37.55	0.00	0.00	0.00	7,510.95	0.00	49,542.05	37.55	<input checked="" type="checkbox"/>
139928	5904250	22,909.69	20.47	0.00	0.00	0.00	4,093.95	0.00	27,003.64	20.47	<input type="checkbox"/>
Reallocated Totals		111,919.60	100.00	0.00	0.00	0.00	20,000.00	0.00	131,919.60	100.00	
Unadjusted Totals		111,919.60	100.00	0.00	0.00	0.00	20,000.00	0.00	131,919.60	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

[Add a Line Item](#) | [Save](#) | [Cancel](#)

[BACK](#) | [ACCOUNT SELECT](#) | [ACCOUNT SUMMARY](#) | [MAIN MENU](#) | [EXIT](#)

B) SET SALARY BY ACCOUNT SCREEN

- 3) Click on “**Set Salary**”

Faculty Salary Setting by Account
 Account: 1909530 ACCT-1909530
 Position: 195700 Nancy M Martinelli

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
42,031	42,031.10	42,031.10	7,510.95	49,542.05	49,542	0.00

Adjustments to Current Base Salary

Amount	
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	42,031.10

Explanation of Other Adjustments to Current Base

Other Comments

FY 2016 Increases

Percent	Amount
COLA	0.00
Merit	0.00
Retention, Equity, & Other	0.00
Reallocation of Proposed Base Salary	0.00
Faculty Promotion	7,510.95
Proposed Base Salary	49,542.05
<input checked="" type="checkbox"/> Make New Budget Amount	
Increments Above Base	0.00
<input checked="" type="checkbox"/> Make New Budget Amount	49,542.05

Employee Terminating per to July 1. Salary intentionally set.

[Set Salary](#) | [Undo](#) | [Reset to Current Base](#)

[Audit Trail](#) | [BACK](#) | [ACCOUNT SELECT](#) | [ACCOUNT SUMMARY](#) | [MAIN MENU](#) | [EXIT](#)

**SET SALARY & POSITION BUDGET
 SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
 SET WITH NON-BUDGETABLE ACCOUNTS
 DIRECT ADJUSTMENT OF POSITION BUDGET AND BPM FTE**

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.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	New BPM FTE <input type="text" value="0.38"/> Proposed Budget <input type="text" value="55,374"/> New Proposed Budget <input type="text" value="60,000"/> Increase By Percent <input type="text" value="8.35"/> Increase By Dollars <input type="text" value="4,626"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	46,978.81	55,373.91	Yes
			1909530	1012	0.37	0.50	42,031	42,031	49,542	42,031.10	49,542.05	Yes
			5904250	1012	0.00	0.16	0	0	0	22,908.80	27,003.64	Yes
			Grand Total				0.75	1.00	83,940	83,940	104,916	111,919.60

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SET SALARY & POSITION BUDGET EMPLOYEE TERMINATING PRIOR TO JULY 1 RESET TO CURRENT BASE

- 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.

Exempt Salary Setting by Employee

Position: 195724 | Kelli E Barrera | Next Position: 195748 | Jeanette M Barrett | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	-98,812.65	0.00	49,407	49,407.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments: n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	-98,812.65	Reallocation of Proposed Base Salary
0.00	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
	0.00	Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base <input type="button" value="View"/>
	0.00	Total Proposed Salary
	0.00	<input type="checkbox"/> Make New Budget Amount

Employee Terminating prior to July 1.
Salary intentionally not set.

You intend to set salary. Click OK to confirm or Undo to cancel.

- 6) Click “**Yes**” to confirm the salary reset, and proceed with salary setting for the employee as usual.

Exempt Salary Setting by Employee

Position: 195724 | Kelli E Barrera | Next Position: 195748 | Jeanette M Barrett | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	-98,812.65	0.00	49,407	49,407.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments: n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	-98,812.65	Reallocation of Proposed Base Salary
0.00	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
	0.00	Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base <input type="button" value="View"/>
	0.00	Total Proposed Salary
	0.00	<input type="checkbox"/> Make New Budget Amount

Employee Terminating prior to July 1.
Salary intentionally not set.

Reset Salary Details to Current Base

You are about to reset salary details to current base.
Please click on Yes to continue or No to cancel resetting salary.

VACANT BUDGETED POSITION UPDATE TITLE CODE/SUBCODE, BUDGET, NAME, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

- 1) To change the “Vacant Line Name” on a Vacant Position, click on the blue “Vacant Line Name” to open an edit box.

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

Sub code	Position	Vacant Line Name	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	199719	Vacant	9359007	Accountant	1.00	43,005	43,005	80,000	Reclass
Grand Total					1.00	43,005	43,005	80,000	

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 2) Enter a “New Vacant Line Name” and click “Save”

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

Sub code	Position	Vacant Line Name
1013	199719	Vacant Line Name: <input type="text" value="Vacant"/> New Vacant Line Name: <input type="text" value="Mary Jones"/>

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 3) Review changes to the “Vacant Line Name” attribute.

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

Sub code	Position	Vacant Line Name	Title Code	Title Name	BPM FTE	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Proposed Budget	Comments
1013	199719	Mary Jones	9359007	Accountant	1.00	1.00	43,005	43,005	80,000	80,000	Reclass
Grand Total					1.00		43,005	43,005		80,000	

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click on the red “Fringe Benefits” field name to access the Fringe Benefits Subcode S/W Budget Details screen.

Account Budget Summary				3906010	ACCT-3906010
------------------------	--	--	--	---------	--------------

	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00	Revenue	-6,960,489		
Lecturers	0		0.00	Itemized S/W	1,874,320	33.50	28.00
Faculty Contractual	0		0.00	Non-Itemized S/W	42,603		0.00
Contingent II	42,603		0.00	Other S/W	1,975,869		
Graduate Assistant	0		0.00	Operating Expense	4,005,646		
Exempt	1,760,638	30.00	26.00	Account Total	937,949		
Non-Exempt	113,682	3.50	2.00				
Labor & Assistants	1,374,400						
Fringe Benefits	578,469			Program:	08Auxiliary		
Overtime	23,000			Division:	70DIV 70		
Turnover & Other	0			Department:	17013DEPT 17013		
Total Salaries / Wages	3,892,792	33.50	28.00	Dept-SubDept:	17013-01DeptSub 17013-01		
				Support Indicator:	2Self Support		

Next Account
Vacant Positions
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FRINGE BENEFITS SUBCODE S/W BUDGET DETAILS SCREEN

- 1) To review and update fringe benefits at the employee level, click on “Fringe Benefits Calculator” to access employee-level fringe benefit detail.

Fringe Benefits Subcode S/W Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
Labor & Assistants	2074	Federal Work Study Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
Fringe Benefits	2705	Optional Retirement Programs	82,612	89,344	89,344	89,344	N/A	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	N/A	0
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
		Fringe Benefits Total	514,945	593,469	593,469	593,469	0.00	0
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,895,706	4,090,617	4,090,617	3,892,792	-4.84	-197,825

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SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

FRINGE BENEFITS CALCULATOR SCREEN

- 1) Click on an employee's "UID" to open a line for editing. Most fringe benefit amounts for itemized employees are system-calculated (except for "Accrued Leave Payout" and "Tuition Remission"). Due to a lack of budget allocations for the new fiscal year, "Other Post-Employee Benefits" and "Supplemental Match" have been pre-populated with zero dollars and blocked from user edit.
- 2) Enter any changes to fringe benefits estimates and click "Save." (Note the change to the Estimated Total and its difference from the initial Proposed Budget figure.)

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/Budget	Ret Code	Ret Plan/Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	Options
190086157	Timothy L Mobarak	72,669.20	2705	TIAA Optional Retirement	5,269	0	5,139	1,490	0	5,559	203	0	0	0	17,661	
192030172	Bonnie A Tyagi	85,569.61	2705	TIAA Optional Retirement	6,204	0	11,978	3,474	0	6,546	240	0	0	0	28,441	
193193876	James E Barker	42,000.00	2760	Employees Pension	8,291	0	8,967	5,201	0	3,213	118	0	0	0	25,790	
193410430	Stacie R Shaughnessy	51,683.00	2705	TIAA Optional Retirement	3,747	0	5,042	1,462	0	3,954	145	0	0	0	14,350	
193505648	David R Erickson-Natishan	66,556.33	2705	TIAA Optional Retirement	4,825	0	11,543	3,347	0	5,092	186	0	0	0	24,994	
193964087	Barbara D Brooks	88,928.36	2705	TIAA Optional Retirement	6,447	0	4,919	1,427	0	6,803	249	0	0	0	19,845	
194122882	Lawrence P Nottingham	62,138.99	2705	TIAA Optional Retirement	4,505	0	12,126	3,517	0	4,754	174	0	0	0	25,076	
194809684	Andrea C Bush	85,569.00	2705	TIAA Optional Retirement	6,204	0	8,049	2,334	0	6,546	240	0	0	0	23,373	
194955756	Jay P Rigby	113,407.57	2705	TIAA Optional Retirement	8,222	0	11,448	3,320	0	8,676	318	0	0	0	31,983	
195039202	Shawn P Farrell	50,536.00	2760	Employees Pension	9,976	3,000	4,919	2,853	0	3,866	142	0	0	0	24,756	Save Undo
195181611	Susan D Cohen	40,000.00	2760	Employees Pension	7,896	0	5,139	2,981	0	3,060	112	0	0	0	19,187	
195261573	Vania M Hernandez	69,044.91	2760	Employees Pension	13,629	0	11,088	6,431	0	5,282	193	0	0	0	36,624	
Estimated Total					142,586	0	184,789	63,789	0	114,375	4,186	0	0	0	11,500	521,226
Proposed Budget					112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	1,800	11,500	595,343
Variance					-29,846	15,000	86,825	-15,731	0	10,017	-147	6,200	1,800	1,800	0	74,117

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Set Estimated Total as Proposed Budget Audit Trail Print Search

- 3) Certain benefits are charged at a pooled level, rather than by employee. For example, Workers Compensation is charged in a lump sum and is not broken out by person. To budget a pooled fringe benefit subcode, click on the blue "Other Benefits" field to open an edit box. Enter an amount in the "New Other Benefits" field, or change by percentage or dollars, and click "Save."

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/Budget	Ret Code	Ret Plan/Other Benefits	Other Benefits
			2771	Unemploy Insurance Compens Con	0
			2772	Workers Compensation Rec	<div style="border: 1px solid gray; padding: 5px;"> <p>Other Benefits <input type="text" value="9,626"/></p> <p>New Other Benefits <input type="text" value="11,500"/></p> <p>Increase By Percent <input type="text" value="19.47"/></p> <p>Increase By Dollars <input type="text" value="1,874"/></p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>
			2775	Tuition Waiver Graduate Assist	0
Estimated Total					9,626
Proposed Budget					9,626
Variance					0

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Set Estimated Total as Proposed Budget Audit Trail Print Search

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

- 4) After adjusting fringe benefits as necessary, note that the revised fringe benefit cost estimate (“**Estimated Total**”) differs from the original **Proposed Budget** amount for fringe benefits. To use the revised figure as the new Fringe Benefits budget amount for the account, click “**Set Estimated Total as Proposed Budget**.”

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	
			2771	Unemploy Insurance Compens Con										0	0	
			2772	Workers Compensation Regular E										11,500	11,500	
			2775	Tuition Waiver Graduate Assist										0	0	
				Estimated Total	142,586	3,000	184,789	63,789		0	114,375	4,186	0	0	11,500	524,226
				Proposed Budget	112,740	15,000	271,614	48,058		0	124,392	4,039	6,200	1,800	11,500	595,343
				Variance	-29,846	12,000	86,825	-15,731		0	10,017	-147	6,200	1,800	0	71,117

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- 5) Confirm that **Proposed Budget** is equal to the **Estimated Total** on the **Fringe Benefit Calculator** screen and that the amount carries over to the **Fringe Benefits Subcode S/W Budget Details** screen.

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	
			2771	Unemploy Insurance Compens Con										0	0	
			2772	Workers Compensation Regular E										11,500	11,500	
			2775	Tuition Waiver Graduate Assist										0	0	
				Estimated Total	142,586	3,000	184,789	63,789		0	114,375	4,186	0	0	11,500	524,226
				Proposed Budget	142,587	3,000	184,790	63,791		0	114,376	4,187	0	0	11,500	524,231
				Variance	1	0	1	2		0	1	1	0	0	5	

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Fringe Benefits Subcode S/W Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
Labor & Assistants	2074	Federal Work Study Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
	1000	Accrued Leave Payout	22,063	15,000	15,000	3,000	-80.00	-12,000
Fringe Benefits	2705	Optional Retirement Programs	82,612	89,344	89,344	88,548	-0.89	-796
	2710	Health Insurance	202,730	271,614	271,614	184,790	-31.97	-86,824
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
	Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0	
	Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825	
	Fringe Benefits Total	514,945	593,469	593,469	524,231	-11.57	-69,238	
	Overtime Total	20,027	23,000	23,000	23,000	0.00	0	
	Turnover & Other Total	0	0	0	0	N/A	0	
	Grand Total	1,895,706	4,090,617	4,090,617	3,823,554	-6.53	-267,063	

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SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

ACCOUNT BUDGET SUMMARY SCREEN

- 1) E&G-Designated accounts are budgeted using the same BPM WB functionality that is available to other budgetable accounts.
- 2) E&G-Designated accounts are non-state supported; therefore, the source of support should be budgeted, and the revenues and expenditures must net to zero at the account-level.
- 3) If salaries will be charged to the account, both the anticipated salary and the related fringes should be budgeted.

Account Budget Summary		2944440	ACCT-2944440	
	Budget	BPM FTE	PHR FTE	
Faculty	0	0.00	0.00	
Lecturers	0		0.00	
Faculty Contractual	0		0.00	
Contingent II	0		0.00	
Graduate Assistant	72,900		0.00	
Exempt	0	0.00	0.00	
Non-Exempt	0	0.00	0.00	
Labor & Assistants	15,248			
Fringe Benefits	19,435			
Overtime	0			
Turnover & Other	0			
Total Salaries / Wages	107,583	0.00	0.00	

	Budget	BPM FTE	PHR FTE
Revenue	0		
Itemized S/W	0	0.00	0.00
Non-Itemized S/W	72,900		0.00
Other S/W	34,683		
Operating Expense	-107,583		
Account Total	0		

Program:	01 Instruction
Division:	92 DIV 92
Department:	19209 DEPT 19209
Dept-SubDept:	19209-01 DeptSub 19209-01
Support Indicator:	3 Dedicated Funds

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3 → Faculty, Graduate Assistant, Labor & Assistants, Fringe Benefits

2 → Other S/W, Operating Expense, Account Total

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

NO GROWTH OR USE OF FUND BALANCE

When it is anticipated that all revenue received for the current year will be expended in the current year, there will be no use of “budgeted growth” or “budgeted use” of fund balance.

Account: 2944440-ACCT-2944440	Program: 01 Instruction	Element: 1 N/A SubElement: 91
Major Fund: 40 Current Unrestricted - E&G	Supp. Indicator: 3 Dedicated Funds	

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
Salaries & Wages						
1020	Graduate Assistants		72,900	72,900	0	0.00
Sub-Total Non-Itemized S&W			72,900	72,900	0	0.00
2080	Summer Salary Faculty		15,248	15,248	0	0.00
2710	Health Insurance		18,225	18,225	0	0.00
2725	Social Security		1,167	1,167	0	0.00
2770	Unemploy Insurance Compensatio		43	43	0	0.00
Sub-Total Other S&W			34,683	34,683	0	0.00
Salaries & Wages Total		0.00	107,583	107,583	0	0.00
Operating Expenses						
3321	Out of State Travel		15,000	15,000	0	0.00
3360	Foreign Travel		10,000	10,000	0	0.00
3726	Studies or Consultants		2,000	2,000	0	0.00
3916	Office Supplies		15,000	15,000	0	0.00
3952	Other Supplies and Materials		10,000	10,000	0	0.00
4361	Computers Acad/Resch \$1000 to		8,000	8,000	0	0.00
9924	Nonmandatory Transf between Di		(44,820)	(44,820)	0	0.00
9926	Nonmandatory Transf within Div		(122,763)	(122,763)	0	0.00
Operating Expenses Total			(107,583)	(107,583)	0	0.00
Grand Total:		0.00	0	0	0	N/A

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

Budgeted Use/Growth of Fund Balance

If after budgeting all the expenditures expected to be incurred in FY 2018 and the revenues expected to be realized in FY 2018, the unit determines that it is projected to add to (grow) or subtract from (use) fund balance, the unit may budget this plan in BPM.

In these situation please budget in the following object codes as appropriate:

Example	Object Code	Budget a Positive or Negative Amount
<p>The department expects to receive funding in FY 2018 but anticipates spending some or all of it in future years.</p> <p>For example, a faculty member receives “start-up” funds in FY 2018 but expects to spend it over a three-year period.</p>	<p>0966 – Budgeted <u>Growth</u> of Fund Balance</p>	<p>Positive</p> <p>For the amount of funding <u>not</u> expected to be <u>expended in FY 2018; i.e., revenues exceed expenditures</u></p>
<p>The department expects to spend into funding received in years prior to FY 2018.</p> <p>For example, a faculty member received start-up funds in FY 2017 and did not spend it all in FY 2017, and expects to spend some or all of the remaining funds in FY 2018.</p>	<p>0968 – Budgeted <u>Use</u> of Fund Balance</p>	<p>Negative</p> <p>For the amount of funding <u>from prior</u> years expected to be <u>spent in FY 2018; i.e., expenditures exceed revenues</u></p>

These object codes may be used for any type of account budgetable in BPM WB. Object codes 0966 and 0968 are **budget only object codes**; i.e. no actuals should be recorded against them in KFS during the year.

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

BUDGETED GROWTH OF FUND BALANCE

When revenues for the current year are expected to exceed expenditures, a “**growth of fund balance**” should be budgeted. The anticipated growth should be recorded as a positive amount in object code 0966.

Revenue Subcode Budget Details
Account: 2944440 ACCT-2944440

Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
0966	Budgeted Growth of Fund Balanc	0	0	0	200,000	N/A	200,000
Grand Total		0	0	0	200,000	N/A	200,000

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Account: 2944440-ACCT-2944440	Program: 01 Instruction	Element: 1 N/A SubElement: 91
Major Fund: 40 Current Unrestricted - E&G	Supp. Indicator: 3 Dedicated Funds	

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/Decrease	Percent Change
Salaries & Wages						
1020	Graduate Assistants		72,900	72,900	0	0.00
Sub-Total Non-Itemized S&W			72,900	72,900	0	0.00
2080	Summer Salary Faculty		15,248	15,248	0	0.00
2710	Health Insurance		18,225	18,225	0	0.00
2725	Social Security		1,167	1,167	0	0.00
2770	Unemploy Insurance Compensatio		43	43	0	0.00
Sub-Total Other S&W			34,683	34,683	0	0.00
Salaries & Wages Total			0.00	107,583	107,583	0 0.00
Operating Expenses						
3321	Out of State Travel		15,000	15,000	0	0.00
3360	Foreign Travel		10,000	10,000	0	0.00
3726	Studies or Consultants		2,000	2,000	0	0.00
3916	Office Supplies		15,000	15,000	0	0.00
3952	Other Supplies and Materials		10,000	10,000	0	0.00
4361	Computers Acad/Resch \$1000 to		8,000	8,000	0	0.00
9924	Nonmandatory Transf between Di		(44,820)	(44,820)	0	0.00
9926	Nonmandatory Transf within Div		(122,763)	(322,763)	(200,000)	162.92
Operating Expenses Total			(107,583)	(307,583)	(200,000)	185.90
Revenue						
0966	Budgeted Growth of Fund Balanc		0	200,000	200,000	N/A
Revenue Total			0	200,000	200,000	N/A
Grand Total:			0.00	0	0	N/A

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

BUDGETED USE OF FUND BALANCE

When expenditures are expected to exceed revenues, a “**use of fund balance**” should be budgeted. The anticipated use should be recorded as a negative amount in object code 0968. Fund Balance must be available to use this object code.

Revenue Subcode Budget Details							
Account: 2944440 ACCT-2944440							
Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
0966	Budgeted Growth of Fund Balanc	0	0	0	0	N/A	0
0968	Budget Use of Fund Balance	0	0	0	-50,000	N/A	-50,000
Grand Total		0	0	0	-50,000	N/A	-50,000

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Allocate Proposed Budget Based on FY16 Actuals
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BACK
ACCOUNT SELECT
MAIN MENU
EXIT

Account: 2944440-ACCT-2944440	Program: 01 Instruction	Element: 1 N/A SubElement: 91
Major Fund: 40 Current Unrestricted - E&G	Supp. Indicator: 3 Dedicated Funds	

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/Decrease	Percent Change
Salaries & Wages						
1020	Graduate Assistants		72,900	72,900	0	0.00
Sub-Total Non-Itemized S&W			72,900	72,900	0	0.00
2080	Summer Salary Faculty		15,248	15,248	0	0.00
2710	Health Insurance		18,225	18,225	0	0.00
2725	Social Security		1,167	1,167	0	0.00
2770	Unemploy Insurance Compensatio		43	43	0	0.00
Sub-Total Other S&W			34,683	34,683	0	0.00
Salaries & Wages Total		0.00	107,583	107,583	0	0.00
Operating Expenses						
3321	Out of State Travel		15,000	15,000	0	0.00
3360	Foreign Travel		10,000	10,000	0	0.00
3726	Studies or Consultants		2,000	2,000	0	0.00
3916	Office Supplies		15,000	15,000	0	0.00
3952	Other Supplies and Materials		10,000	10,000	0	0.00
4361	Computers Acad/Resch \$1000 to		8,000	8,000	0	0.00
9924	Nonmandatory Transf between Di		(44,820)	(44,820)	0	0.00
9926	Nonmandatory Transf within Div		(122,763)	(72,763)	50,000	-40.73
Operating Expenses Total			(107,583)	(57,583)	50,000	-46.48
Revenue						
0968	Budget Use of Fund Balance		0	(50,000)	(50,000)	N/A
Revenue Total			0	(50,000)	(50,000)	N/A
Grand Total:		0.00	0	0	0	N/A

REPORT DESCRIPTIONS

WORKING BUDGET CHANGES SUMMARY

Working Budget Changes Summary					
Department: 19209-DEPT 19209	Element: All		SubElement: All		
Program: All	Supp Ind.: Default				
Major Fund: All					
	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
Itemized S & W					
Itemized Faculty (1011, 1012, 1015, 1016)	3,479,377	3,498,036	24.40	18,659	0.54
Exempt (1013)	1,236,269	1,354,269	18.20	118,000	9.54
Non-Exempt (1014)	334,265	410,122	7.40	75,857	22.69
Sub-Total Itemized S & W	5,049,911	5,262,427	50.00	212,516	4.21
Non-Itemized S & W					
Lecturers (1018)	0	0		0	N/A
Faculty Contractual (2069)	0	0		0	N/A
Contingent II (2090)	0	0		0	N/A
Graduate Assistants (1020)	435,853	152,900		(282,953)	(64.92)
Sub-Total Non-Itemized S & W	435,853	152,900		(282,953)	(64.92)
Other S & W					
Labor & Assistants (2000-2081)	400,239	400,239		0	0.00
Fringe Benefits (1000, 27xx)	19,435	19,435		0	0.00
Overtime (21xx)	0	0		0	N/A
Turnover & Other (29xx)	0	0		0	N/A
Sub-Total Other S & W	419,674	419,674		0	0.00
Total Salaries & Wages	5,905,438	5,835,001	50.00	(70,437)	(1.19)
Operating Expenses (3xxx and above)	509,162	559,162		50,000	9.82
Total Expenditures (1xxx and above)	6,414,600	6,394,163		(20,437)	-0.32
Revenue (0xxx)	(894,889)	(944,889)		(50,000)	5.59
TOTAL	5,519,711	5,449,274	50.00	(70,437)	(1.28)

[Print Working Budget Changes Summary](#)
[Go to Detail of Working Budget Changes](#)
[Go to Subcode Summary](#)
[Go to Itemized Position Details](#)

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E X I T

REPORT DESCRIPTIONS SUBCODE SUMMARY

Budget Preparation and Maintenance System

FY 2018 Working Budget

Report printed by: Trainer on Friday, April 07, 2017 at 1:55:24 PM

Department: 19209-DEPT 19209	Program: All	Element: All	SubElement: All
Major Fund: All	Supp Ind.: Default		

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
Salaries & Wages						
1011	Faculty Academic Year	6.00	558,849	558,849	0	0.00
1012	Faculty 12 months	18.40	2,920,528	2,939,187	18,659	0.64
1013	Exempt Staff	18.20	1,236,269	1,354,269	118,000	9.54
1014	Non Exempt Staff	7.40	334,265	410,122	75,857	22.69
	Sub-Total Itemized S&W	50.00	5,049,911	5,262,427	212,516	4.21
1020	Graduate Assistants		435,853	152,900	(282,953)	-64.92
	Sub-Total Non-Itemized S&W		435,853	152,900	(282,953)	-64.92
2000	Labor and Assistance		15,000	15,000	0	0.00
2071	Faculty Summer School/Other		331,588	331,588	0	0.00
2075	Student Wages		38,403	38,403	0	0.00
2080	Summer Salary Faculty		15,248	15,248	0	0.00
2710	Health Insurance		18,225	18,225	0	0.00
2725	Social Security		1,167	1,167	0	0.00
2770	Unemploy Insurance Compensatio		43	43	0	0.00
	Sub-Total Other S&W		419,674	419,674	0	0.00
	Salaries & Wages Total	50.00	5,905,438	5,835,001	(70,437)	-1.19
Operating Expenses						
3210	Postage and Mail		23,126	23,126	0	0.00
3220	Telephone		80,451	80,451	0	0.00
3311	In State Travel		17,091	17,091	0	0.00
3321	Out of State Travel		30,000	30,000	0	0.00
3325	Faculty Recruitment Travel		2,991	2,991	0	0.00
3360	Foreign Travel		10,000	10,000	0	0.00
3716	Equipment Maintenance and Repa		3,924	3,924	0	0.00
3717	Equipment Rental		15,000	15,000	0	0.00
3718	Printing and Reproduction		45,000	45,000	0	0.00
3724	Advertising General		40,671	40,671	0	0.00
3726	Studies or Consultants		2,000	2,000	0	0.00
3746	Food Service		42,000	42,000	0	0.00
3752	Other Contractual Services		44,394	44,394	0	0.00
3771	Summ Prog Reimburse		(9,547)	(9,547)	0	0.00
3772	Reimbursable		(25,888)	(25,888)	0	0.00
3885	Academic DP Contractual		5,010	5,010	0	0.00
3914	Laboratory Supplies		25,000	25,000	0	0.00
3916	Office Supplies		40,714	40,714	0	0.00
3924	Instructional Supplies		1,355	1,355	0	0.00
3948	Duplicating and Printing		5,485	5,485	0	0.00
3952	Other Supplies and Materials		11,000	11,000	0	0.00
3953	Office Equipment < \$5		6,354	6,354	0	0.00

**REPORT DESCRIPTIONS
SUBCODE SUMMARY (CONTINUED)**

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/Decrease	Percent Change
3990	Academic DP Supplies		9,690	9,690	0	0.00
3991	Administrative DP Supplies		1,159	1,159	0	0.00
4070	Furniture		15,000	15,000	0	0.00
4361	Computers Acad/Resch \$1000 to		26,000	26,000	0	0.00
4600	Student Aid		105,400	105,400	0	0.00
4610	Scholarship and Fellowship Rem		5,295	5,295	0	0.00
4710	Staff Development		2,117	2,117	0	0.00
4930	Association Dues		1,794	1,794	0	0.00
4999	Other Fixed Charges		48,490	48,490	0	0.00
9924	Nonmandatory Transf between Di		(44,820)	(44,820)	0	0.00
9926	Nonmandatory Transf within Div		(122,763)	(72,763)	50,000	-40.73
9933	Nonmandatory Transfer Cost Con		45,669	45,669	0	0.00
Operating Expenses Total			509,162	559,162	50,000	9.82
Revenue						
0118	Special Graduate Tuition		(894,889)	(894,889)	0	0.00
0968	Budget Use of Fund Balance		0	(50,000)	(50,000)	N/A
Revenue Total			(894,889)	(944,889)	(50,000)	5.59
Grand Total:		50.00	5,519,711	5,449,274	(70,437)	-1.28

REPORT DESCRIPTIONS POSITION VACANCY

Position Vacancy

Report printed by: Trainer on Monday, April 10, 2017 at 7:41:44 AM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/Decrease	% Change	Comments
Exec Level: 20 Sr VP Academic Affairs&Provost			Division: 92 DIV 92			Department: 19209 DEPT 19209		
Account: 1909140 ACCT-1909140								
1013	199719	9359007 Accountant Mary Jones	1.00	\$43,005	\$80,000	\$36,995	86.02	Reclass
Exempt (1013) Sub Total			1.00	\$43,005	\$80,000	\$36,995	86.02	
Account Total:			1.00	\$43,005	\$80,000	\$36,995	86.02	
Grand Total			1.00	\$43,005	\$80,000	\$36,995	86.02	

REPORT DESCRIPTIONS DETAIL BUDGET

Detail Budget Report

Report printed by: Trainer on Friday, April 07, 2017 at 4:25:37 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Name	Title	BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 Sr VP Academic Affairs&Provost				Division: 92 DIV 92		Department: 19209 DEPT 19209		
Account: 1908640 ACCT-1908640								
Non-Itemized Positions/Other Salary and Wage Budget								
1020		Graduate Assistants			0	0	0	N/A
2080		Summer Salary Faculty			0	0	0	N/A
Non-Itemized Positions/Other Salary and Wage Budget Total					0	0	0	N/A
Operating Budget								
4800		Student Aid			0	0	0	N/A
9949		Grad Fellow Trnsfer			0	0	0	N/A
Operating Budget Total					0	0	0	N/A
Account Total				0.00	0	0	0	N/A
Account: 1909130 ACCT-1909130								
Itemized Positions Budget								
1011	195701	Charles B Lee	9123509	Assoc Prof	1.00	77,078	77,078	0 0.00
1011	195713	Robert W Buggs	9148510	Prof	1.00	94,482	94,482	0 0.00
1011	195715	Victor D Malony	9148510	Prof	1.00	115,220	115,220	0 0.00
1011	195716	Kathy Dzienkaniec	9148510	Prof	1.00	92,212	92,212	0 0.00
1011	195728	Harry A Zhao	9148510	Prof	1.00	85,909	85,909	0 0.00
1011	195730	Jennifer Benkassem	9123509	Assoc Prof	1.00	93,948	93,948	0 0.00
1012	195038	James F Yellin	9148510	Prof	0.00	0	0	0 N/A
1012	195060	Sam S Rodriguez	9148510	Prof	0.00	0	0	0 N/A
Acct: 4908210 FTE: 0.00 Budget: 0								
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0 0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0 0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0 0.00
Acct: 1909530 FTE: 0.35 Budget: 100,174								
Acct: 4902910 FTE: 0.00 Budget: 0								
1012	195685	Mark A Olson	9148510	Prof	0.00	0	0	0 N/A
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0 0.00
1012	195688	Andre L Slavin	9148510	Prof	0.00	0	0	0 N/A
Acct: 1909530 FTE: 0.00 Budget: 0								
Acct: 5908010 FTE: 0.00 Budget: 0								
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0 0.00
Acct: 2901430 FTE: 0.00 Budget: 0								
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0 0.00
Acct: 5908130 FTE: 0.00 Budget: 0								
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0 0.00
Acct: 5904800 FTE: 0.00 Budget: 0								
Acct: 5907040 FTE: 0.00 Budget: 0								
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0 0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0 0.00

REPORT DESCRIPTIONS

BPM FTE > 1

REPORT DESCRIPTIONS

BPM FTE > 1

If this report shows any data, correct the FTE by moving the FTE to another position that needs Budget FTE.

BPM FTE > 1.00 by Position - All Accounts

Report printed by: Trainer on Saturday, April 08, 2017 at 2:31:57 PM

Department: 19209-DEPT 19209	Program: All	
Major Fund: All	Supp Ind.: Default	Element: All SubElement: All

Name	Div	Department	KFS Acct	Sub Code	Position	BPM FTE	Total Proposed Budget	PHR FTE	Total Proposed Salary	Salary Set?
Bryan S Rooney			Total			2.00	176,516	2.00	162,267.55	Yes
	DEPT	19209	1909130	1013	191828	1.00	110,000	1.00	95,751.07	Yes
	DEPT	17740	1903320	1013	191828	1.00	66,516	1.00	66,516.48	Yes
Grand Total						2.00	176,516.00	2.00	162,267.55	

The message below should be received.

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Division Codes from the List

School Code from the List

DEPT 19217

SubDepartment Code from the List

Account from the List

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Program

Element

Sub-Element

Major Fund Source

Support Indicator

There is no data for the selected criteria to print the report.
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REPORT DESCRIPTONS

SALARY VARIANCE BY POSITION

Salary Variance by Position

Report printed by: Trainer on Friday, April 07, 2017 at 4:54:12 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	University ID	Name	Title	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Exec Level: 20 Sr VP Academic Affairs&Provost					Division: 92 DIV 92		Department: 19209 DEPT 19209			
Account: 1909130 ACCT-1909130										
1011	195701	194832033	Charles B Lee	9123509 Assoc Prof	1.00	1.00	77,078	77,077.93	0.00	0.07
1011	195713	195049911	Robert W Buggs	9148510 Prof	1.00	1.00	94,482	94,481.83	0.00	0.17
1011	195715	195075286	Victor D Malony	9148510 Prof	1.00	1.00	115,220	115,219.50	0.00	0.50
1011	195716	194562985	Kathy Dziozkaniec	9148510 Prof	1.00	1.00	92,212	92,212.30	0.00	(0.30)
1011	195728	191170886	Harry A Zhao	9148510 Prof	1.00	1.00	85,909	85,908.82	0.00	0.18
1011	195730	191389905	Jennifer Benkassem	9123509 Assoc Prof	1.00	1.00	93,948	93,948.42	0.00	(0.42)
Sub Total					6.00	6.00	558,849	558,848.80	0	0.20
1012	195038	190619201	James F Yellin	9148510 Prof	0.00	0.50	0	74,601.92	-0.50	(74,601.92)
1012	195060	194628964	Sam S Rodriguez	9148510 Prof	0.00	0.27	0	48,569.18	-0.27	(48,569.18)
1012	195680	193936275	Isaak Startkey	9148510 Prof	0.45	0.50	124,750	198,340.00	-0.05	(73,590.00)
1012	195683	191433042	Gregory Briscoe	9148510 Prof	0.70	1.00	110,449	157,784.05	-0.30	(47,335.05)
1012	195684	190722093	Andre G Isaacs	9148510 Prof	0.35	0.50	91,736	45,868.17	-0.15	45,867.83
1012	195685	194492978	Mark A Olson	9148510 Prof	0.00	0.67	0	135,460.18	-0.67	(135,460.18)
1012	195686	191365435	Samir C Williamson	9148510 Prof	0.75	1.00	153,961	205,280.79	-0.25	(51,319.79)
1012	195688	195012571	Andre L Slavin	9148510 Prof	0.00	0.30	0	64,693.63	-0.30	(64,693.63)
1012	195689	190700459	Dunya Sprangle	9148510 Prof	0.75	0.78	92,851	95,340.48	-0.03	(3,489.48)
1012	195691	194356416	Gary L Delio-Russo	9149103 Prof & Assoc Chair	0.75	0.73	115,358	111,924.87	0.02	3,433.13
1012	195692	191315966	Kerry Osada	9148510 Prof	0.75	0.75	117,209	117,209.33	0.00	(0.33)
1012	195693	191004068	Nancy O'Hara	9148510 Prof	0.75	1.00	131,290	175,053.95	-0.25	(43,763.95)
1012	195694	198223486	Peter D Phelps	9217502 Asst Prof	0.75	0.75	87,207	87,206.86	0.00	0.14
1012	195696	193832997	Steven A Kappeler	9123801 Assoc Prof & Dir	0.75	0.80	30,853	30,852.79	-0.05	0.21
1012	195700	198728479	Nancy M Martinelli	9217502 Asst Prof	0.38	0.34	55,374	55,373.91	0.04	0.09
1012	195706	194399161	Edward H Weinekannt	9148510 Prof	0.38	0.25	50,066	26,605.00	0.13	23,261.00
1012	195707	191281285	Shana Shive	9148510 Dist Univ Prof	0.00	0.50	0	57,217.00	-0.50	(57,217.00)
1012	195710	194627325	Michael Graham	9123509 Assoc Prof	0.75	0.89	98,383	117,345.70	-0.14	(18,962.70)
1012	195711	192501481	Matthew G Kapoor	9149101 Prof & Chair	1.00	1.00	214,000	205,000.00	0.00	9,000.00
1012	195714	194755240	Nicholas Hale	9148510 Prof	0.55	0.28	91,745	91,744.72	0.27	0.28
1012	195717	194567935	Ralph D Giffen	9148510 Prof	0.70	0.94	108,985	146,728.17	-0.24	(37,743.17)
1012	195718	192552483	Andrea Lopez	9148510 Prof	0.75	0.75	95,402	95,316.50	0.00	85.50
1012	195719	195061326	Sherry Sewchand	9148510 Prof	0.00	0.50	0	56,694.81	-0.50	(56,694.81)
1012	195720	191640136	Edward Tsou	9148510 Prof	0.75	1.00	101,807	135,742.56	-0.25	(33,935.56)
1012	195722	197105776	Terry E Morton	9217502 Asst Prof	0.75	0.82	90,914	98,834.01	-0.07	(7,920.01)
1012	195723	197126979	Ankur Srivastava	9217502 Asst Prof	0.75	1.00	89,537	119,382.89	-0.25	(29,845.89)
1012	195727	194761630	Steven I Lolzeaux	9148510 Prof	0.38	0.50	92,562	92,561.14	-0.12	0.86
1012	195729	194578962	Daniel Khuller	9217502 Asst Prof	0.00	0.50	0	69,341.31	-0.50	(69,341.31)
1012	195732	194935499	Rebecca Hovemeyer	9148510 Prof	0.00	0.50	0	85,235.39	-0.50	(85,235.39)
1012	195733	194479436	David O'Neill	9148510 Prof	0.00	0.50	0	80,244.51	-0.50	(80,244.51)
1012	195735	194293353	Bruce Kane	9123509 Assoc Prof	0.39	0.50	71,836	71,835.50	-0.11	0.50
1012	195736	199346467	Kristine M Alders	9217502 Asst Prof	0.00	1.00	0	110,946.00	-1.00	(110,946.00)
1012	195807	190908169	Phillip Nhe	9148510 Prof	0.00	0.50	0	79,282.55	-0.50	(79,282.55)
1012	195809	191663029	Cynthia Arianna	9148510 Prof	0.35	0.29	75,027	60,289.61	0.06	14,737.39
1012	195810	194656707	Michael M Stevens	9148510 Prof	0.38	0.33	60,613	49,361.12	0.05	11,251.88
1012	195815	194871315	Prakash Dorr	9148510 Prof	0.38	0.50	61,330	61,329.64	-0.12	0.36
1012	195829	197695505	Alexander Wu	9148510 Prof	0.38	0.41	56,545	56,544.64	-0.03	0.36
1012	195832	195717100	Brian Smith	9123509 Assoc Prof	0.38	0.50	94,203	94,202.91	-0.12	0.09
1012	195833	194591329	Ray Jeffers	9149103 Prof & Assoc Chair	0.35	0.46	69,854	120,072.39	-0.11	(50,218.39)
1012	195834	195501273	Timothy Howard	9123509 Assoc Prof	0.00	0.45	0	45,728.05	-0.45	(45,728.05)
1012	195837	195622398	Ralph K Burrows	9123509 Assoc Prof	0.38	0.41	46,033	47,314.91	-0.03	(1,281.91)
1012	198991	196532313	Meg Watters	9123509 Assoc Prof	0.00	0.09	0	15,525.46	-0.09	(15,525.46)
1012	198993	193601180	Richard J Cheng	9123509 Assoc Prof	0.38	0.44	45,693	67,931.60	-0.06	(22,238.60)
1012	199079	196532320	Samuel Moore	9123509 Assoc Prof	0.38	0.31	52,327	53,432.60	0.07	(1,105.60)
1012	199083	196532672	Stacy Y Underwood	9148510 Prof	0.38	0.30	53,009	52,210.95	0.08	798.05
1012	199247	196580512	Kathryn A Solomon	9217502 Asst Prof	0.38	0.43	46,572	62,427.05	-0.05	(15,855.05)
Sub Total					18.40	26.74	2,877,481	4,131,188.80	-8.34	(1,253,707.80)
1013	191828	194362622	Bryan S Rooney	9332020 Director	1.00	1.00	110,000	95,751.07	0.00	14,248.93

REPORT DESCRIPTIONS
SALARY SUMMARY BY EMPLOYEE—ALL —% INCR > 10.00

Department: 19209-DEPT 19209		Program: All		Major Fund: All		Supp Ind.: Default		Element: All		SubElement: All							
Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Terminate	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Proposed Salary	Total Proposed Salary Set?
Hale, Nicholas	1012	0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.64	0.00	89,244.72	91,744.72	Yes
Grand Total		0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.64	0.00	89,244.72	91,744.72	

REPORT DESCRIPTIONS SALARY ADJUSTMENTS

Account: 112913-ACCT-112913		Program: 01 Instruction				Major Fund: 40 Current Unrestricted - E&G				Supp. Indicator: 1 State Support				Element: 01 N/A		SubElement: 08 N/A				
Name	Div	Department	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Supp. Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Proposed Salary	Total Proposed Salary Set?
Barrett, Jeanette			Total		1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	53,882.49	Yes
	DEPA	tmnt:19209	112913	1013	1.00	53,882.49	-26,941.25	26,941.24	0.00	0.00	0.00	0.00	0.00	0.00	26,941.24	0.00	0.00	26,941.24	26,941.24	Yes
	DEPA	tmnt:19217	112953	1013	0.00	0.00	26,941.25	26,941.25	0.00	0.00	0.00	0.00	0.00	0.00	26,941.25	0.00	0.00	26,941.25	26,941.25	Yes
Burrows, Ralph			Total		0.91	112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	15,000.00	0.00	127,875.67	13.29	0.00	127,875.67	127,875.67	Yes
	DEPA	tmnt:19209	112913	1012	0.41	47,314.51	-19,095.00	28,219.51	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.51	13.29	0.00	31,968.51	31,968.51	Yes
	DEPA	tmnt:19209	112914	1012	0.00	0.00	28,218.92	28,218.92	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.92	13.29	0.00	31,968.92	31,968.92	Yes
	DEPA	tmnt:19217	112953	1012	0.50	65,560.76	-9,122.92	56,437.84	0.00	0.00	0.00	0.00	7,500.00	0.00	63,937.84	13.29	0.00	63,937.84	63,937.84	Yes
Chang, Richard			Total		1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	2,500.00	0.00	125,224.00	2.04	0.00	125,224.00	125,224.00	Yes
	DEPA	tmnt:19209	112913	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	2,500.00	0.00	69,075.40	3.76	0.00	69,075.40	69,075.40	Yes
	DEPA	tmnt:19217	112953	1012	0.50	46,350.00	0.00	46,350.00	0.00	0.00	0.00	0.00	0.00	0.00	46,350.00	0.00	0.00	46,350.00	46,350.00	Yes
	DEPA	tmnt:19209	525567	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	9,798.60	Yes
Hale, Nicholas			Total		1.00	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	0.00	89,244.72	89,244.72	Yes
	DEPA	tmnt:19209	112913	1013	1.00	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	0.00	89,244.72	89,244.72	Yes
Herbert, John			Total		1.00	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00	0.00	0.00	205,000.00	0.00	0.00	205,000.00	205,000.00	Yes
	DEPA	tmnt:19209	112913	1012	1.00	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00	0.00	0.00	205,000.00	0.00	0.00	205,000.00	205,000.00	Yes
Kapoor, Matthew			Total		1.00	111,919.60	0.00	111,919.60	0.00	0.00	0.00	0.00	0.00	0.00	111,919.60	0.00	0.00	111,919.60	111,919.60	Yes
	DEPA	tmnt:19209	112913	1012	0.34	46,976.81	0.00	46,976.81	0.00	0.00	0.00	0.00	0.00	0.00	46,976.81	0.00	0.00	46,976.81	46,976.81	Yes
	DEPA	tmnt:19217	112953	1012	0.50	42,031.10	0.00	42,031.10	0.00	0.00	0.00	0.00	0.00	0.00	42,031.10	0.00	0.00	42,031.10	42,031.10	Yes
	DEPA	tmnt:19209	525425	1012	0.16	22,909.69	0.00	22,909.69	0.00	0.00	0.00	0.00	0.00	0.00	22,909.69	0.00	0.00	22,909.69	22,909.69	Yes
Rooney, Bryan			Total		1.00	95,751.07	0.00	95,751.07	0.00	0.00	0.00	0.00	0.00	0.00	95,751.07	0.00	0.00	95,751.07	95,751.07	Yes
	DEPA	tmnt:19209	112913	1013	1.00	95,751.07	0.00	95,751.07	0.00	0.00	0.00	0.00	0.00	0.00	95,751.07	0.00	0.00	95,751.07	95,751.07	Yes
Smith, Brian			Total		1.00	153,647.02	0.00	153,647.02	0.00	0.00	0.00	0.00	0.00	0.00	153,647.02	0.00	0.00	153,647.02	153,647.02	Yes
	DEPA	tmnt:19209	112913	1012	0.50	82,667.64	0.00	82,667.64	0.00	0.00	0.00	0.00	0.00	0.00	82,667.64	0.00	0.00	82,667.64	82,667.64	Yes
	DEPA	tmnt:19217	112953	1012	0.50	70,979.38	0.00	70,979.38	0.00	0.00	0.00	0.00	0.00	0.00	70,979.38	0.00	0.00	70,979.38	70,979.38	Yes
Vaswani, Richard			Total		1.00	39,854.75	596.37	40,451.12	0.00	0.00	0.00	0.00	0.00	0.00	40,451.12	0.00	0.00	40,451.12	40,451.12	Yes
	DEPA	tmnt:19209	112913	1014	1.00	39,854.75	596.37	40,451.12	0.00	0.00	0.00	0.00	0.00	0.00	40,451.12	0.00	0.00	40,451.12	40,451.12	Yes
Grand Total					9.19	986,261.56	47,618.73	1,045,880.29	0.00	0.00	0.00	0.00	29,500.00	0.00	1,075,380.29	2.82	27,600.00	1,102,880.29	27,012.32	1,129,892.61

REPORT DESCRIPTIONS

SALARY DETAILS BY EMPLOYEE—ALL ACCOUNTS

Salary Summary by Employee - All Accounts

Report printed by: Trainer on Saturday, April 06, 2017 at 2:11:43 PM

Name	Sub Code	PFR FTE	Current Base Salary	Adjustments To Current Base Salary	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Supp Incl.: Default		Element: All		SubElement: All		
											Reallocate or Terminata	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Facility Promotion		Total Proposed Base Salary	Total Proposed Salary
Albers, Kirstine	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	110,946.00	0.00	110,946.00	Y88
Arianna, Cythia	1012	0.99	215,262.00	0.00	215,262.00	0.00	0.00	0.00	0.00	0.00	0.00	215,262.00	0.00	215,262.00	0.00	215,262.00	Y88
Aule, Denise	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	54,436.51	0.00	54,436.51	Y88
Barnera, Kelli	1013	1.00	98,812.65	0.00	98,812.65	0.00	0.00	0.00	0.00	0.00	0.00	98,812.65	0.00	98,812.65	0.00	98,812.65	No
Barnett, Jeanette	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	53,882.49	0.00	53,882.49	Y88
Benkassen, Jennifer	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	93,948.42	0.00	93,948.42	Y88
Boehman, Pedro	1012	0.13	35,510.10	0.00	35,510.10	0.00	0.00	0.00	0.00	0.00	0.00	35,510.10	0.00	35,510.10	0.00	35,510.10	Y88
Bohres, Carrie	1014	1.00	37,230.83	0.00	37,230.83	0.00	0.00	0.00	0.00	0.00	0.00	37,230.83	0.00	37,230.83	0.00	37,230.83	Y88
Briscoe, Gregory	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	157,784.05	0.00	157,784.05	Y88
Buggs, Robert	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	94,481.83	0.00	94,481.83	Y88
Burns, Ralph	1012	0.51	112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	0.00	0.00	112,875.67	0.00	112,875.67	0.00	112,875.67	Y88
Campoli, Sean	1014	1.00	56,231.97	0.00	56,231.97	0.00	0.00	0.00	0.00	0.00	0.00	56,231.97	0.00	56,231.97	0.00	56,231.97	Y88
Cheng, Richard	1012	1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	2,500.00	0.00	0.00	125,224.00	2.04	125,224.00	0.00	125,224.00	Y88
Comner, Donald	1012	0.50	98,888.76	0.00	98,888.76	0.00	0.00	0.00	0.00	0.00	0.00	98,888.76	0.00	98,888.76	0.00	98,888.76	Y88
Daly, Michael	1012	0.75	156,856.84	0.00	156,856.84	0.00	0.00	0.00	0.00	0.00	0.00	156,856.84	0.00	156,856.84	0.00	156,856.84	Y88
DeLo-Russo, Gary	1012	1.00	153,810.94	0.00	153,810.94	0.00	0.00	0.00	0.00	0.00	0.00	153,810.94	0.00	153,810.94	0.00	153,810.94	Y88
Dorr, Prakash	1012	1.00	165,163.42	0.00	165,163.42	0.00	0.00	0.00	0.00	0.00	0.00	165,163.42	0.00	165,163.42	0.00	165,163.42	Y88
Dorcanenic, Kathy	1011	1.00	92,212.30	0.00	92,212.30	0.00	0.00	0.00	0.00	0.00	0.00	92,212.30	0.00	92,212.30	0.00	92,212.30	Y88
Emerson, Melissa	1014	1.00	30,387.66	0.00	30,387.66	0.00	0.00	0.00	0.00	0.00	0.00	30,387.66	0.00	30,387.66	0.00	30,387.66	Y88
Felters, Ronald	1014	1.00	38,619.14	0.00	38,619.14	0.00	0.00	0.00	0.00	0.00	0.00	38,619.14	0.00	38,619.14	0.00	38,619.14	Y88
Flannery, Gail	1012	0.49	92,157.25	0.00	92,157.25	0.00	0.00	0.00	0.00	0.00	0.00	92,157.25	0.00	92,157.25	0.00	92,157.25	Y88
Flannery, Patrick	1014	1.00	30,005.85	0.00	30,005.85	0.00	0.00	0.00	0.00	0.00	0.00	30,005.85	0.00	30,005.85	0.00	30,005.85	Y88
Gawkoski, Ying	1012	0.50	95,954.74	0.00	95,954.74	0.00	0.00	0.00	0.00	0.00	0.00	95,954.74	0.00	95,954.74	0.00	95,954.74	Y88
Grozat, Kathryn	1013	1.00	81,957.63	0.00	81,957.63	0.00	0.00	0.00	0.00	0.00	0.00	81,957.63	0.00	81,957.63	0.00	81,957.63	Y88
Giffen, Ralph	1012	0.94	146,728.17	0.00	146,728.17	0.00	0.00	0.00	0.00	0.00	0.00	146,728.17	0.00	146,728.17	0.00	146,728.17	Y88
Graham, Micheal	1012	1.00	131,176.81	0.00	131,176.81	0.00	0.00	0.00	0.00	0.00	0.00	131,176.81	0.00	131,176.81	0.00	131,176.81	Y88
Gubrud, Abanile	1013	1.00	77,976.78	0.00	77,976.78	0.00	0.00	0.00	0.00	0.00	0.00	77,976.78	0.00	77,976.78	0.00	77,976.78	Y88
Hale, Nicholas	1012	0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	89,244.72	2,500.00	91,744.72	Y88
Hannah, Paul	1014	1.00	31,806.00	0.00	31,806.00	0.00	0.00	0.00	0.00	0.00	0.00	31,806.00	0.00	31,806.00	0.00	31,806.00	Y88
Hargold, Michelle	1013	1.00	51,351.44	0.00	51,351.44	0.00	0.00	0.00	0.00	0.00	0.00	51,351.44	0.00	51,351.44	0.00	51,351.44	Y88
Harris, Jessica	1013	1.00	42,556.00	0.00	42,556.00	0.00	0.00	0.00	0.00	0.00	0.00	42,556.00	0.00	42,556.00	0.00	42,556.00	Y88
Harbert, John	1013	1.00	63,984.60	8,000.00	71,984.60	0.00	0.00	0.00	0.00	0.00	0.00	71,984.60	0.00	71,984.60	0.00	71,984.60	Y88
Hoiz, Angela	1014	1.00	37,257.62	0.00	37,257.62	0.00	0.00	0.00	0.00	0.00	0.00	37,257.62	0.00	37,257.62	0.00	37,257.62	Y88
Hovenshjer, Rebecca	1012	0.50	85,235.39	0.00	85,235.39	0.00	0.00	0.00	0.00	0.00	0.00	85,235.39	0.00	85,235.39	0.00	85,235.39	Y88
Howard, Timothy	1012	0.86	101,510.01	0.00	101,510.01	0.00	0.00	0.00	0.00	0.00	0.00	101,510.01	0.00	101,510.01	0.00	101,510.01	Y88
Isaacs, Anthe	1012	1.00	274,156.17	0.00	274,156.17	0.00	0.00	0.00	0.00	0.00	0.00	274,156.17	0.00	274,156.17	0.00	274,156.17	Y88
Janiok, Michelle	1013	1.00	77,312.29	0.00	77,312.29	0.00	0.00	0.00	0.00	0.00	0.00	77,312.29	0.00	77,312.29	0.00	77,312.29	Y88