BUDGET PREPARATION & MAINTENANCE SYSTEM

NEW USER MANUAL

FY 2018 WORKING BUDGET

Office of the Vice President

Administration & Finance

UNIVERSITY OF MARYLAND

OFFICE OF THE VICE PRESIDENT-ADMINSTRATION & 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)
TRAINING MANUAL CONTENTS

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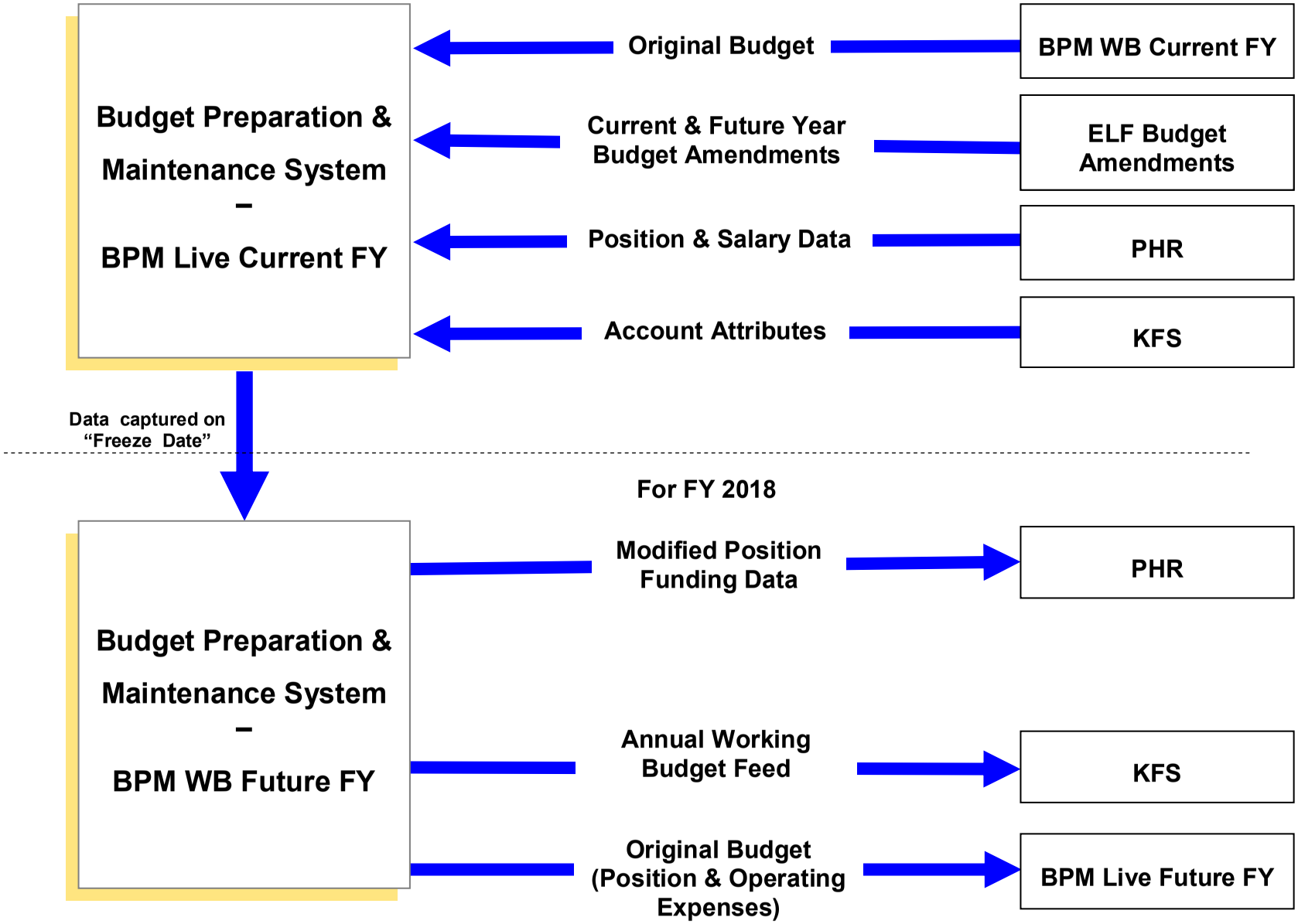
OVERVIEW
WHAT IS THE BPM WORKING BUDGET SYSTEM?

- Designed to develop and record the detailed July 1st budget for the University;
- Includes position-level budgeting at the account and subcode level for itemized employees;
- Develops itemized position budgets based on the salary of the individual who is in the position;
- Serves as one mechanism to adjust the July 1st funding of itemized employee salaries in the Payroll and Human Resource System (PHR); and
- Provides, in years that COLA and merit increases are effective July 1st, a mechanism to update the itemized employees salaries in PHR for these increases.

Overview of Budget System



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 **will not** 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.

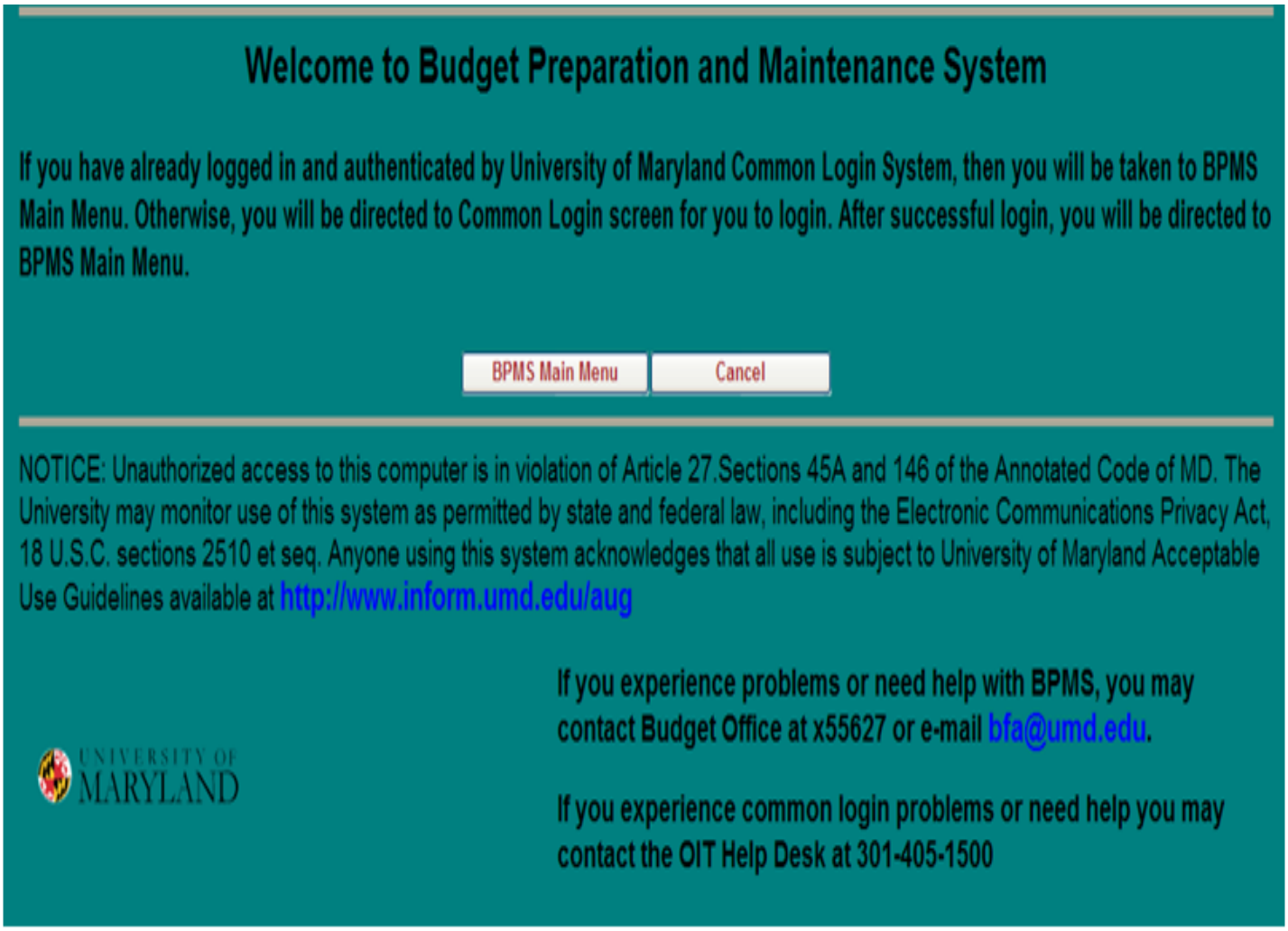
WEB LOCATION

- **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.

BPM LOG-ON & NAVIGATION
WEB BROWSER, LOCATION AND LOG-ON

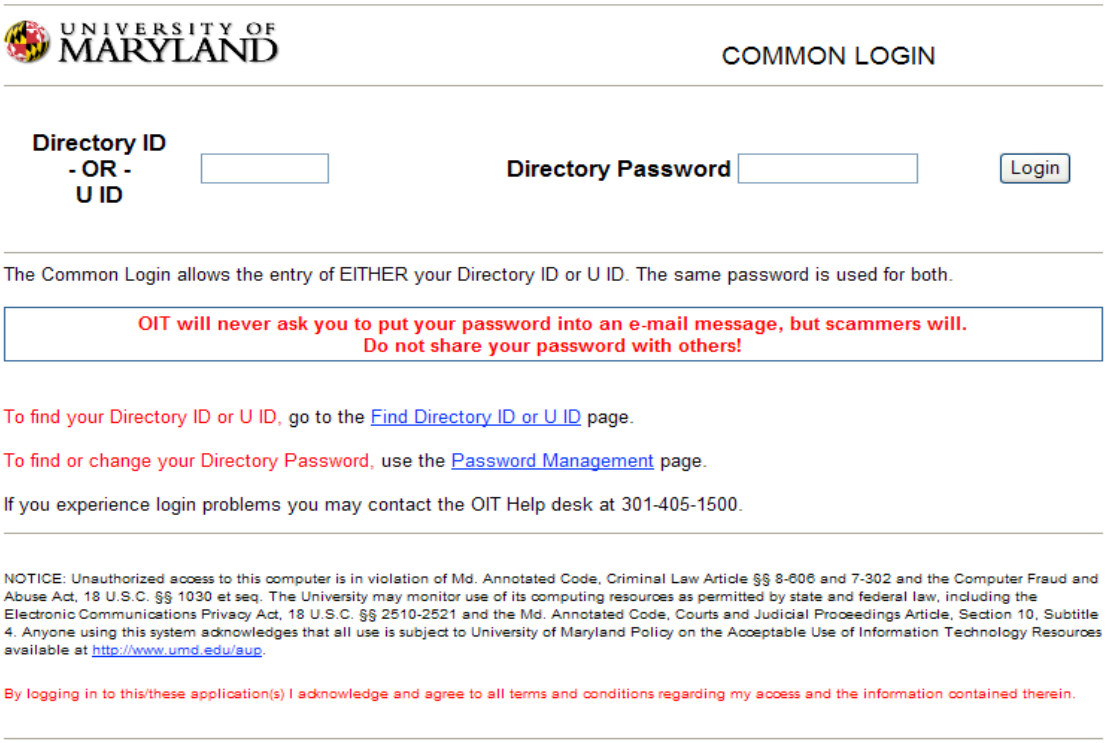
LOG-ON

Select "**BPMS Main Menu**" to be directed to the Common Login Screen if you have not already logged in and been authenticated by the Common Login System.

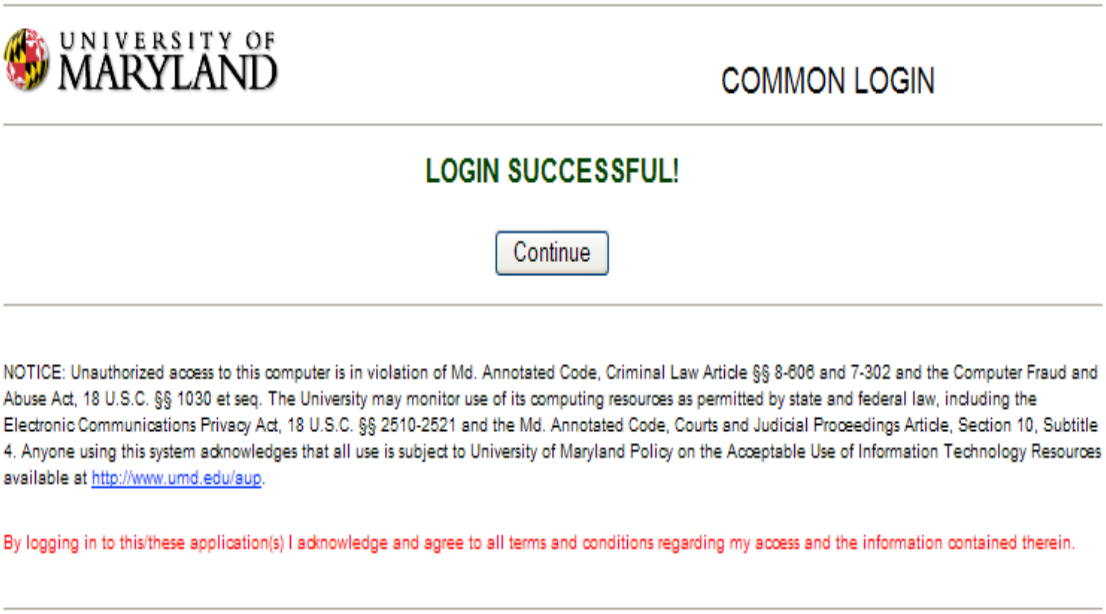


BPM LOG-ON & NAVIGATION
WEB BROWSER, LOCATION AND LOG-ON

1) Log in using your LDAP directory ID and password.



2) Click on "**Continue**" to access "**Menu Options"** screen.



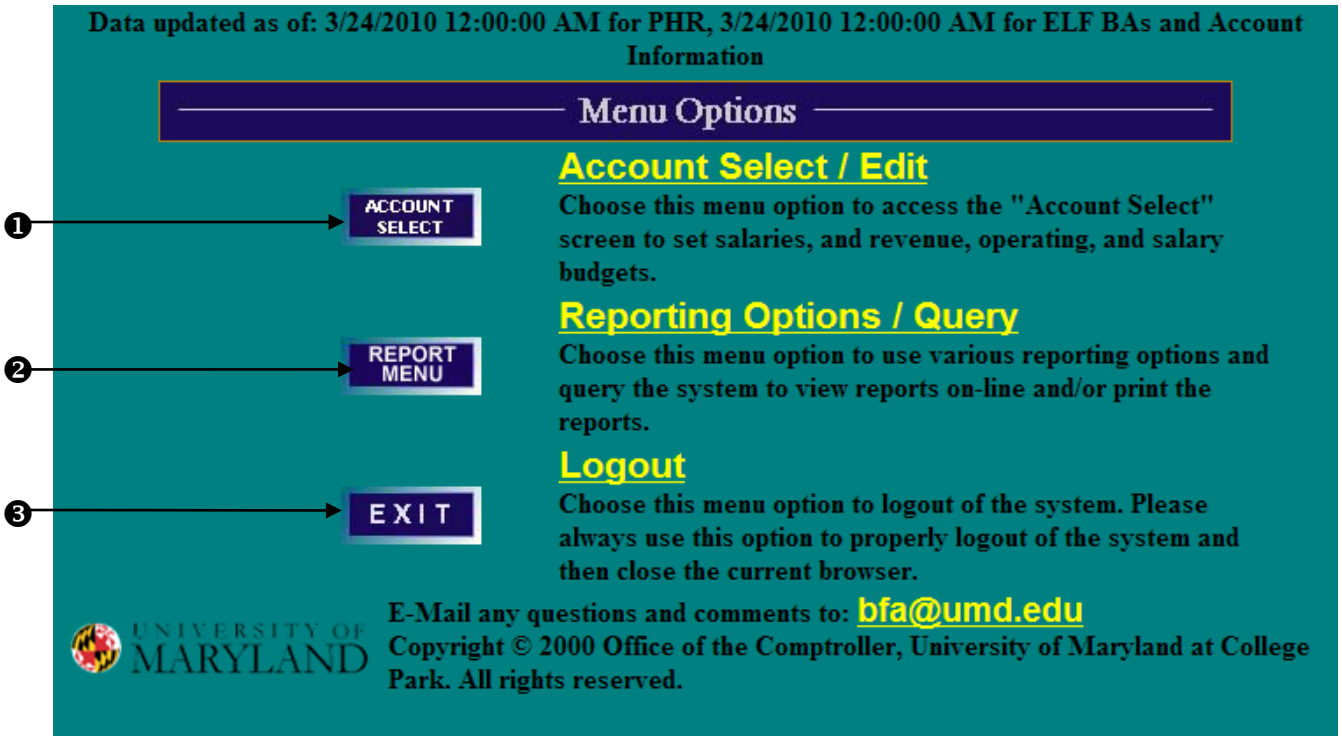
BPM LOG-ON & NAVIGATION
MENU OPTIONS SCREEN

From the BPM Main Menu, click on

1) "**Account Select**" or "**Account Select/Edit**" to access the **Account Select** screen to set salaries, and revenue, operating, and salary budgets,

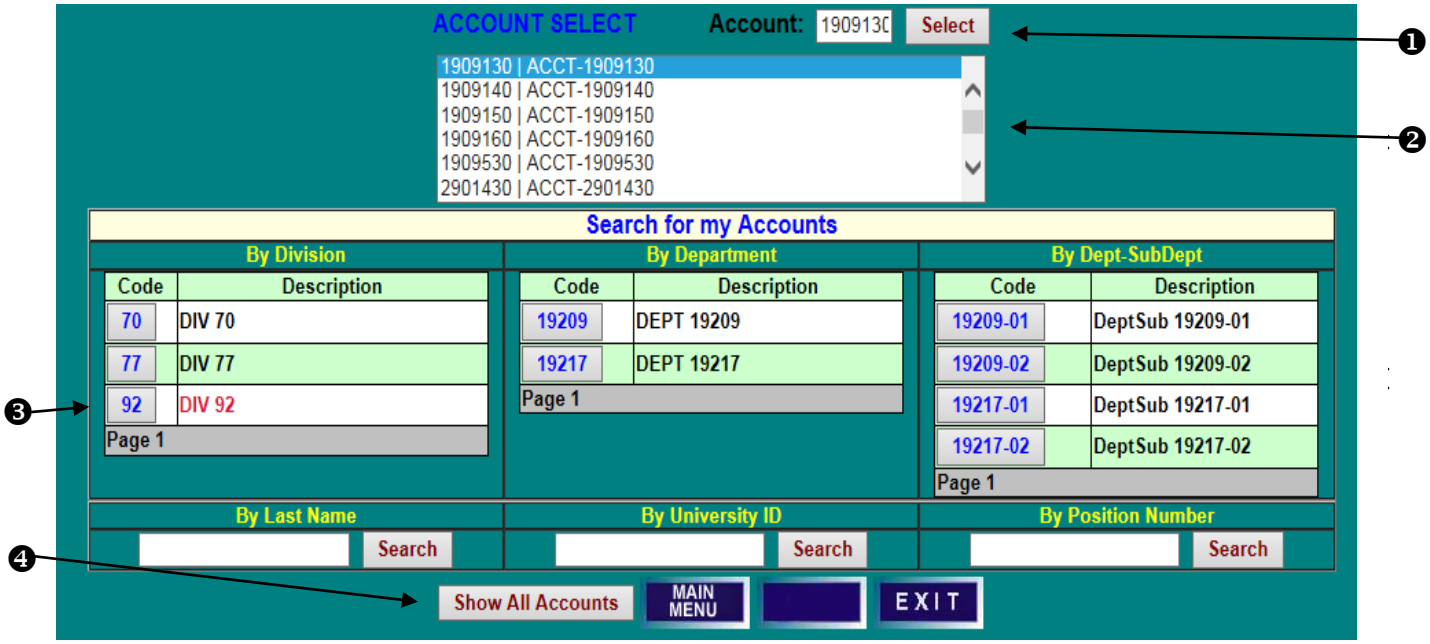
2) "**Report Menu**" or "**Reporting Options/Query**" to view and/or print reports, or

3) "**Exit**" or "**Logout**" to log out of BPM

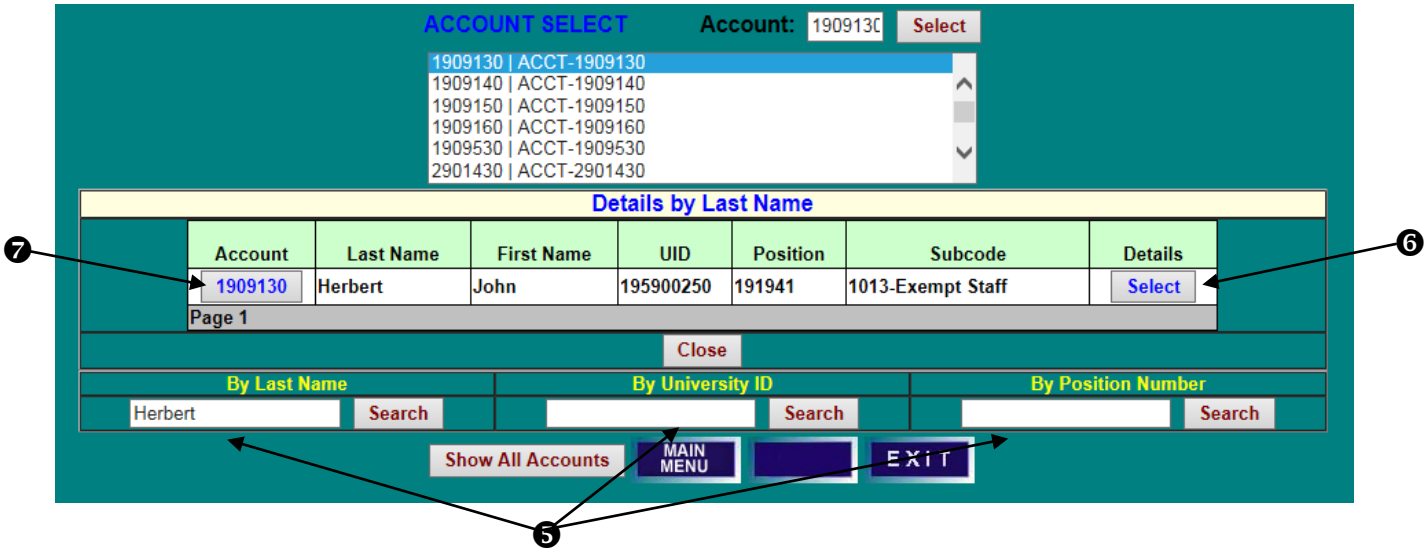


BPM LOG-ON & NAVIGATION
ACCOUNT SELECT SCREEN

1) To access an **Account Budget Summary** screen, type an account number in the "**Account**" field and click on "**Select**," or
2) Using the scroll bar, highlight an account and click on "**Select**."
3) To display accounts within a "**Division**," "**Department**," or "**SubDept**," click on the desired unit.
4) To return to a display of all accounts that you may access, click **"Show All Accounts**."

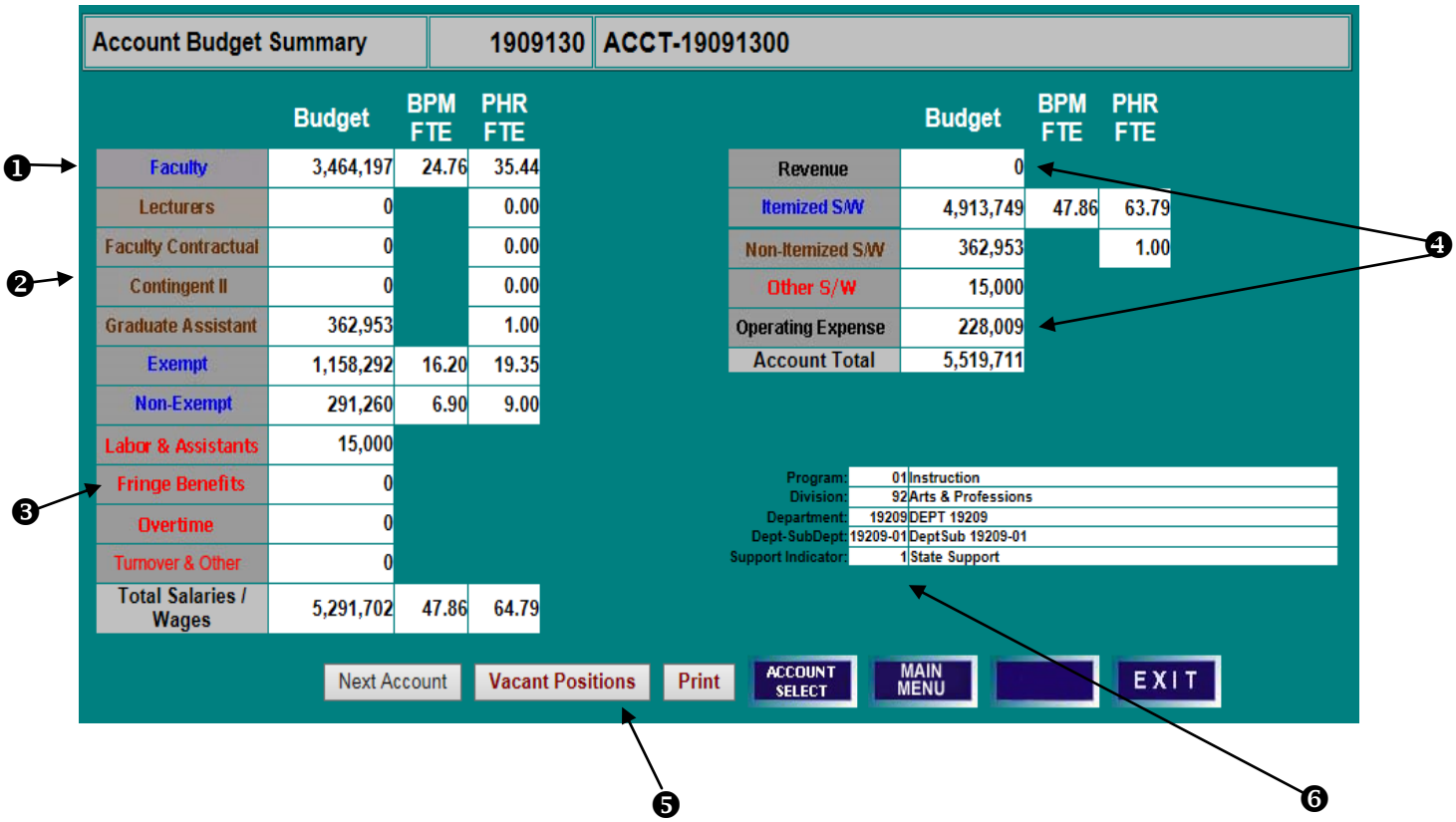


5) To locate account information for a specific employee, enter **Last Name** or **University ID** number in the associated field and click on "**Search**." To locate account information for an individual position, enter the **Position Number** and click "**Search**."
6) In the search results, Click on "**Select**" in the **Details** column to go directly to the **Position/Employee Details** screen for the selected employee and account, or
7) In the search results, click on an "**Account**" number to access the **Account Budget Summary** screen for the selected account.



BPM LOG-ON & NAVIGATION
ACCOUNT BUDGET SUMMARY SCREEN

1) To set **Itemized** salaries and position budgets, click on a blue "**Faculty**," "**Exempt**," or "**Non-Exempt**" field name to access the related **Position/Employee Details** screen.
2) Click on a brown "**Lecturers**," "**Faculty Contractual**," "**Contingent II**," or "**Graduate Assistant**" field name to access the related worksheet for setting budget for **Non-Itemized S/W**.
3) To set budget amounts for "**Labor & Assistants**," "**Fringe Benefits**," "**Overtime**," or "**Turnover & Other**," click on the associated red field name, or on "**Other S/W**" in the right-hand column.
4) To access subcode-level budget detail and to set revenue and operating budgets, click on the "**Revenue**" or "**Operating Expense**" field names in the right-hand column.
5) Click on "**Vacant Positions**" to view and edit Vacant Position data for the account.
6) Note the account attribute information, including Program, Division/Department, and Support Indicator.



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	

Page 1

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Set Salaries and Budget | Audit Trail | Print | Search

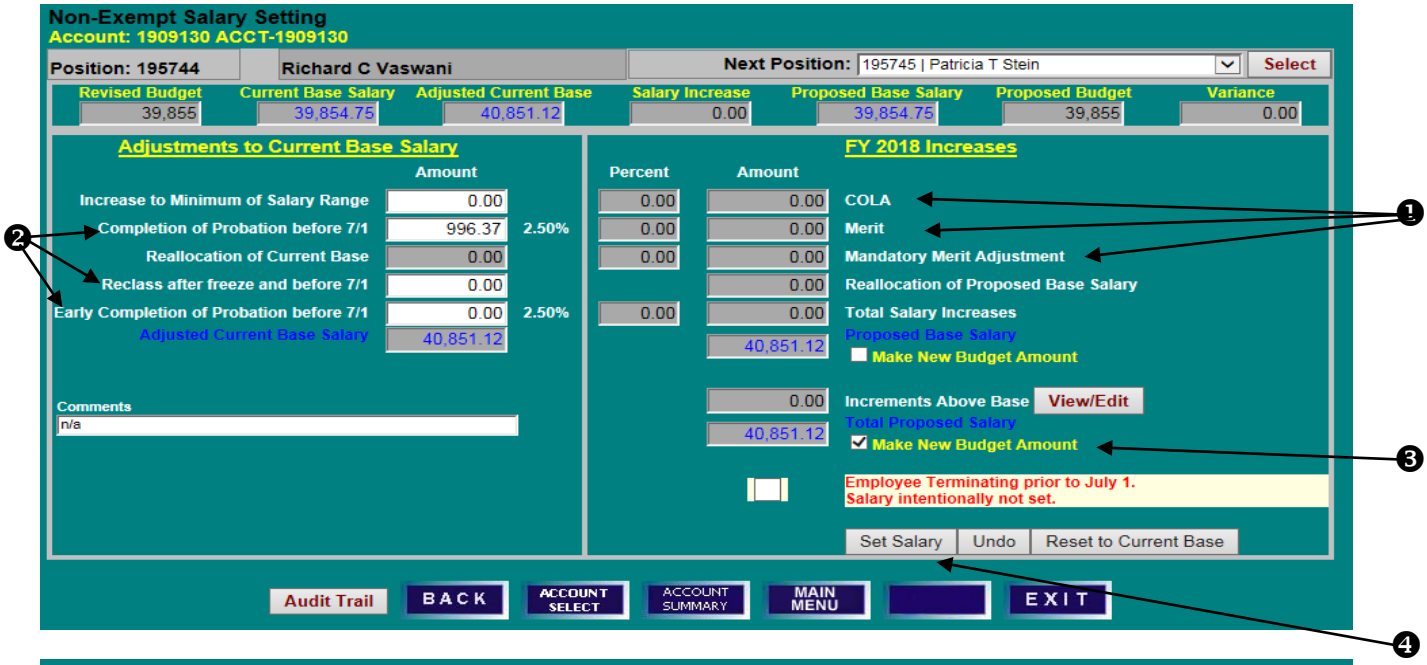
BACK | ACCOUNT SELECT | MAIN MENU | EXIT

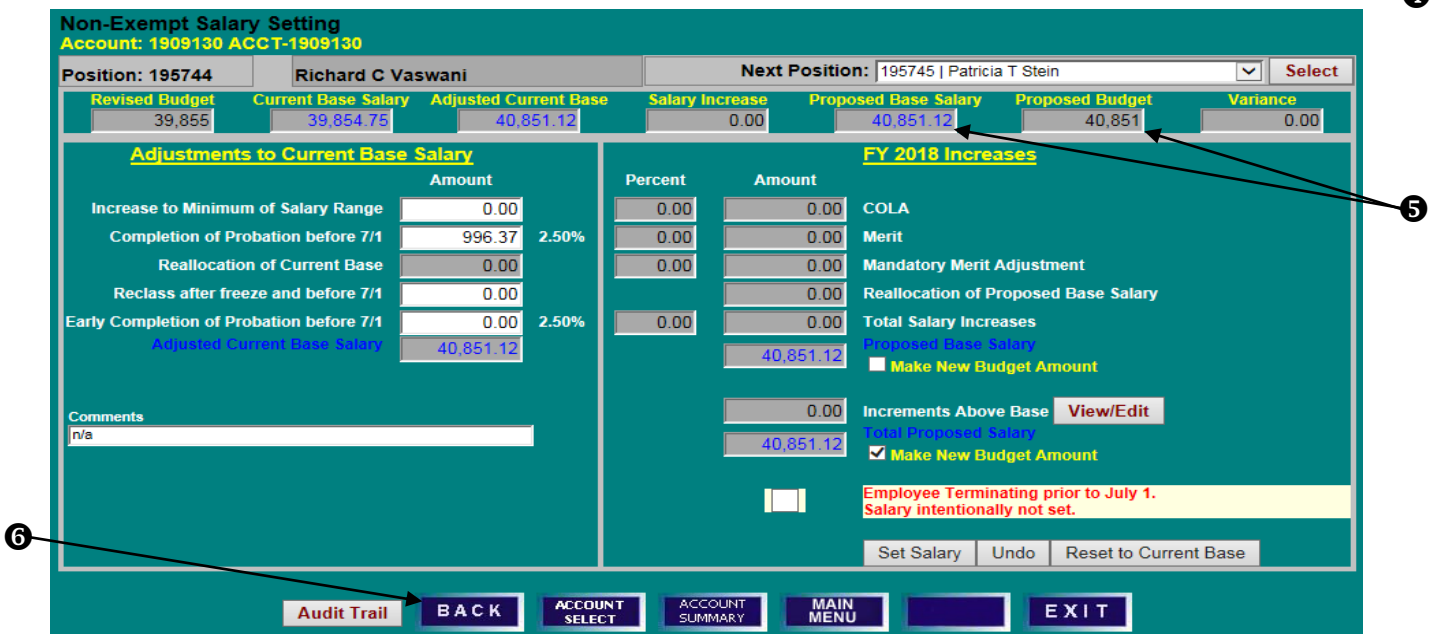
SET SALARY & POSITION BUDGET
SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

SALARY SETTING SCREEN

(Please note that salary setting screen field definitions can be found in the 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.





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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Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Set Salaries and Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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	

Page 1

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Set Salaries and Budget | Audit Trail | Print | Search

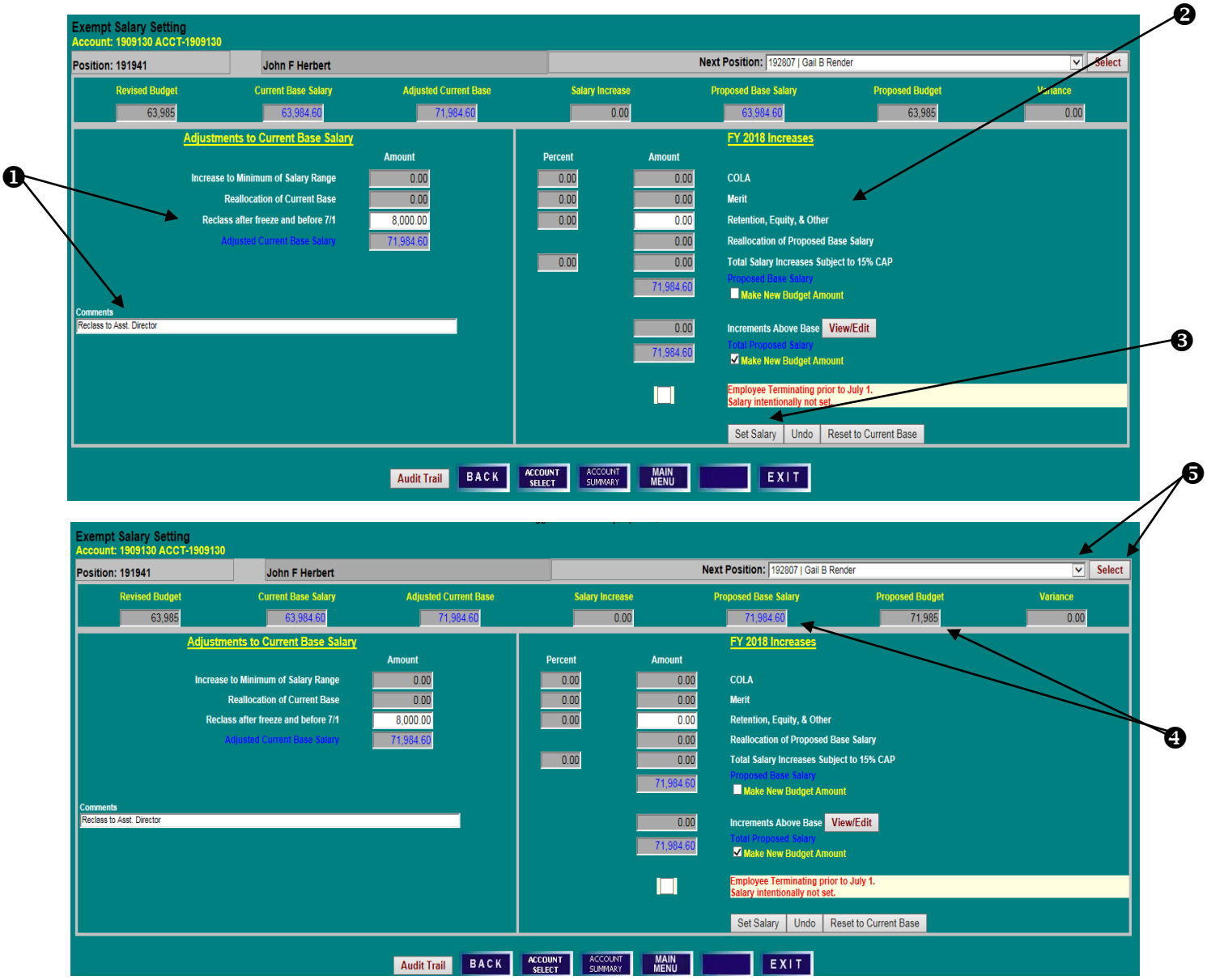
BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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

ACCOUNT BUDGET SUMMARY SCREEN
1) Click on "**Exempt**" 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 "**Set Salary**."

SALARY SETTING BY ACCOUNT SCREEN
1) Enter "**Adjustments to Current Base Salary"** and related "**Comments**", if applicable. Adjustments should reflect activity in PHR from the BPM freeze date through June 30th.
2) Enter applicable salary increases.
3) Click "**Set Salary**" to update the record.
4) After the record is saved successfully, "**Proposed Budget**" and "**Proposed Base Salary**" on the summary line will display the updated amounts.
5) To move to another position, choose a name from the "**Next Position**" drop down menu and click "**Select**."

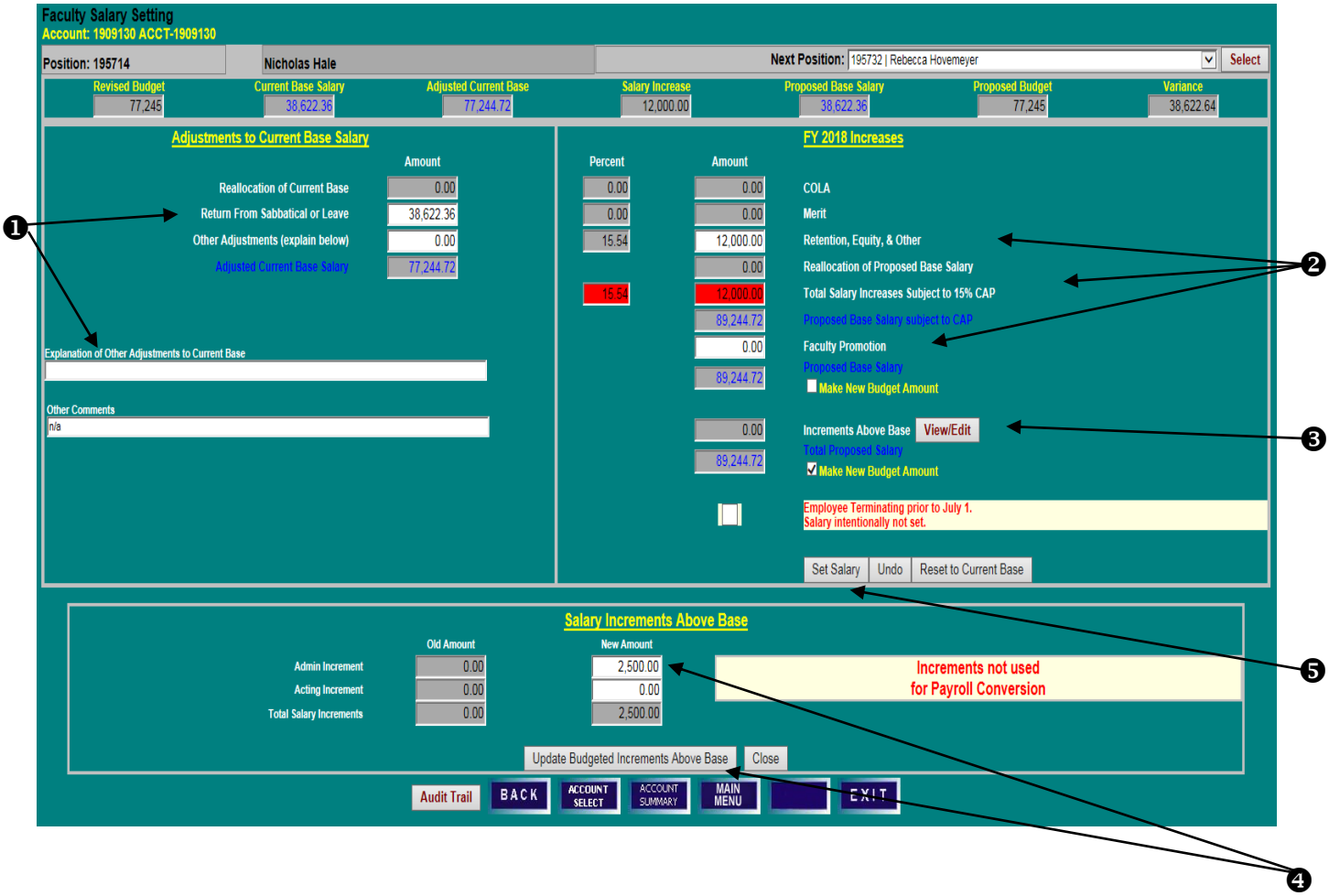


SET SALARY & POSITION BUDGET
SET BY ACCOUNT -SINGLE FUNDED - FACULTY

ACCOUNT BUDGET SUMMARY SCREEN
1) Click on "**Faculty**" to navigate to the **Position/Employee Details** screen.

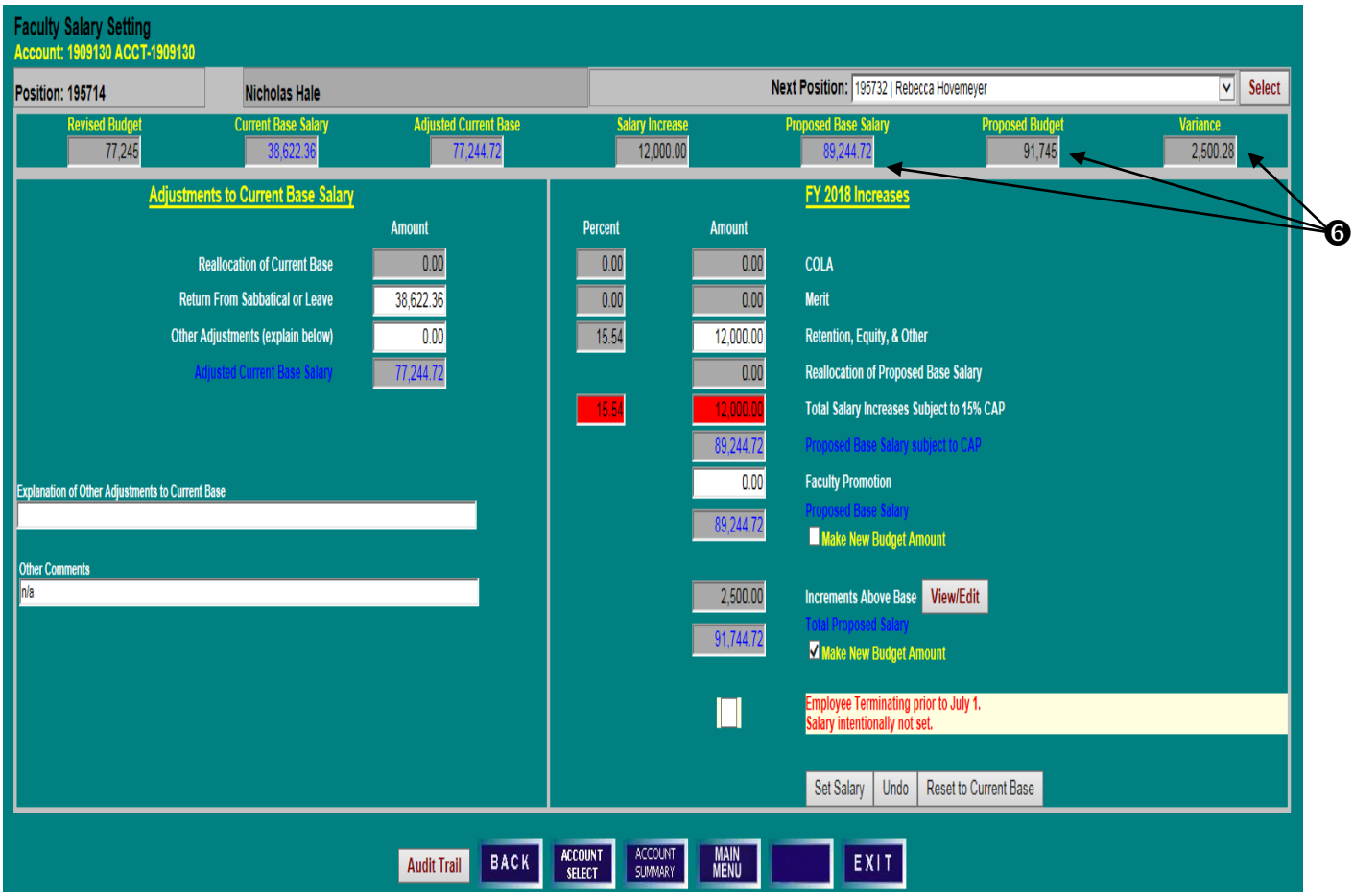
POSITION EMPLOYEE DETAILS SCREEN
1) Click on the "**Position**" or "**UID**" number of an employee, and then click on "**Set Salary**."

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, de-select the box before clicking "**Set Salary**."



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

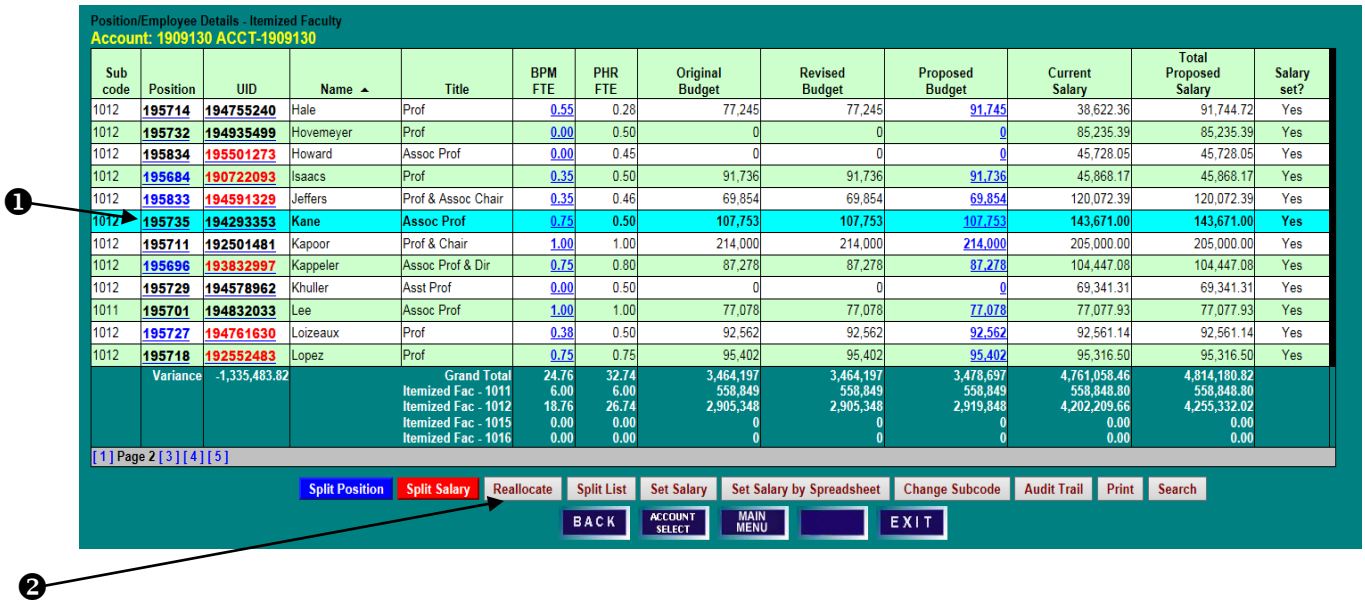
6) Review updated "**Proposed Base Salary**" and "**Proposed Budget**" figures on the summary line.



SET SALARY & POSITION BUDGET
REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

POSITION/EMPLOYEE DETAILS SCREEN

1) To reallocate a single-funded employee to one or more accounts, select an employee on the **Position/ Employee Details** screen by clicking on a "**Position**" or **"UID**" number.
2) Click on "**Reallocate**" to access the **Split Employee Details** screen. "**Split Position**" and "**Split Salary**" will also navigate to the **Split Employee Details** screen. "**Split Position**" means that a position's budget is split among multiple accounts. "**Split Salary**" means an employee's salary is split among multiple accounts.

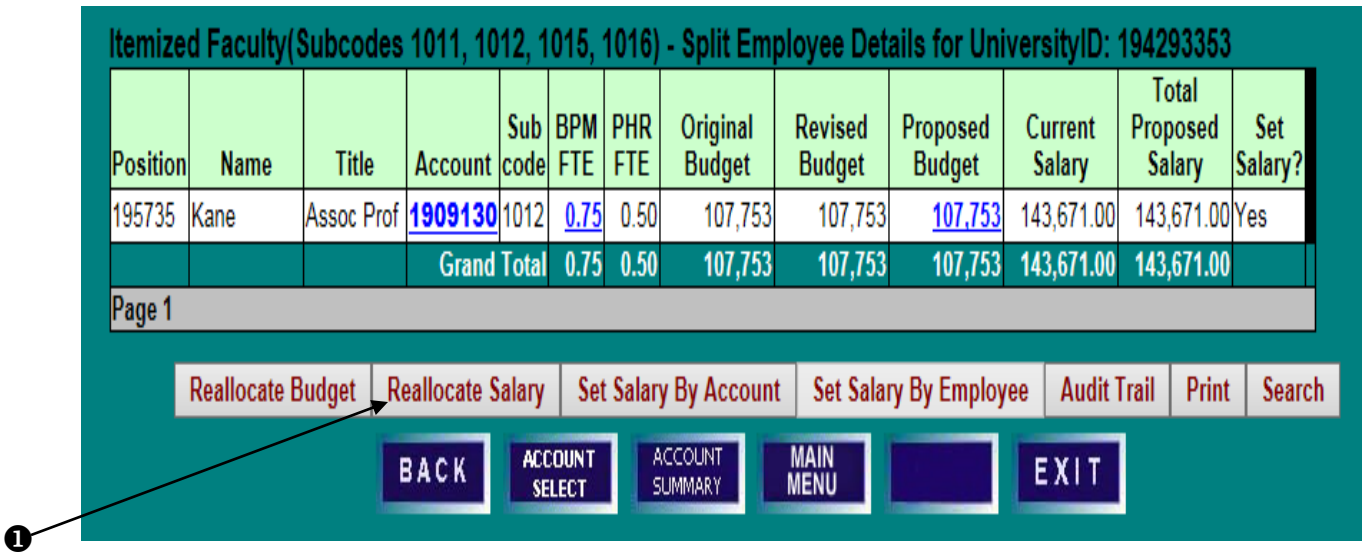


Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195714	194755240	Hale	Prof	0.55	0.28	77,245	77,245	91,745	38,622.36	91,744.72	Yes
1012	195732	194935499	Hovemeyer	Prof	0.00	0.50	0	0	0	85,235.39	85,235.39	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	0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	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	-1,335,483.82		Grand Total	24.76	32.74	3,464,197	3,464,197	3,478,697	4,761,058.46	4,814,180.82	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	26.74	2,905,348	2,905,348	2,919,848	4,202,209.66	4,255,332.02	
				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 EMPLOYEE DETAILS SCREEN

1) Select "**Reallocate Salary**" to move an employee's entire salary to a new account or to split an employee's salary among two or more accounts.



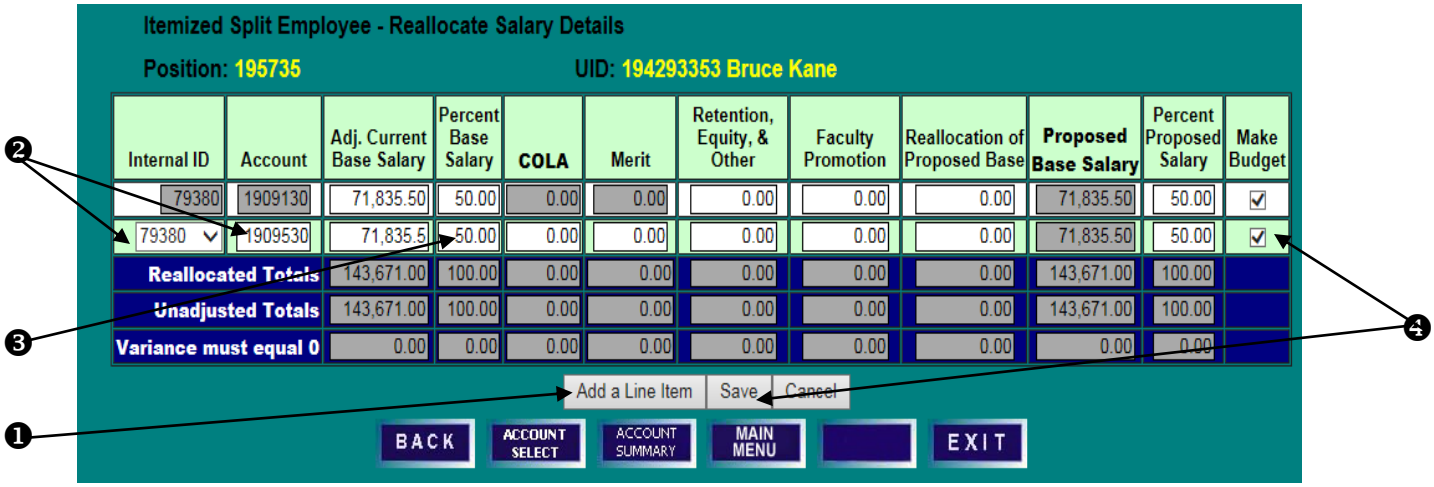
Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195735	Kane	Assoc Prof	1909130	1012	0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	Yes
			Grand Total		0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	

Page 1

SET SALARY & POSITION BUDGET
REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

REALLOCATE SALARY DETAILS SCREEN

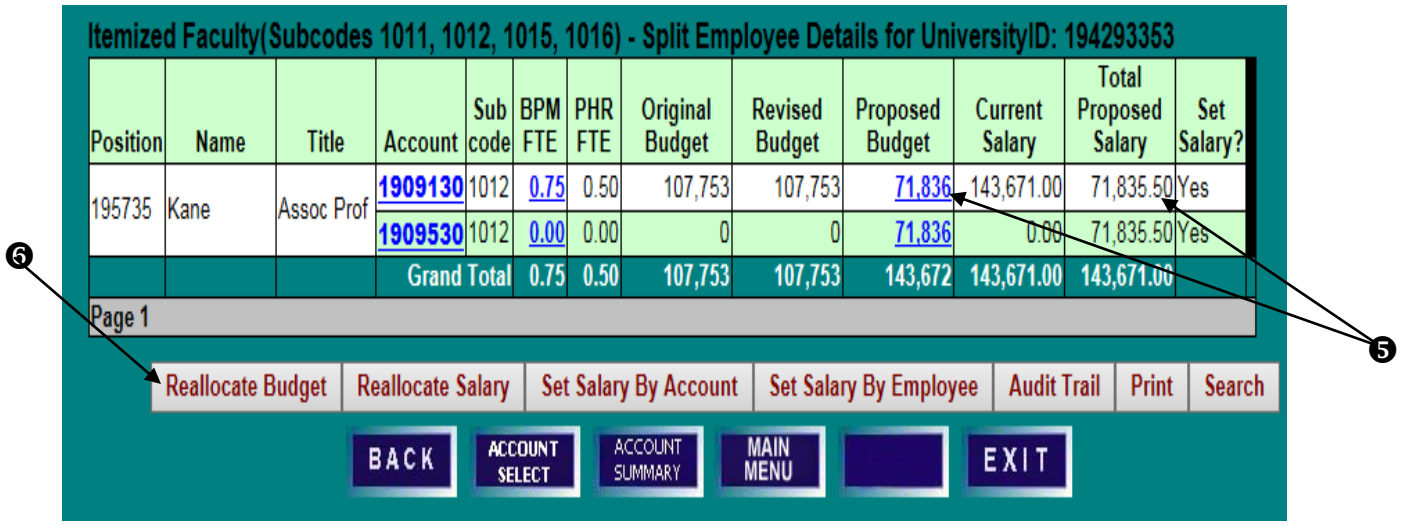
1) Click on "**Add a Line Item**" to open a new row.
2) Select the appropriate "**Internal ID**" from the drop-down list, enter the new "**Account**" number, and tab out of the field.
3) To move the entire salary, enter "100" in the new account's "**Percent Base Salary**" field, and "0" in the initial account's "**Percent Base Salary**" field. If the employee is being split, rather than completely moved, enter appropriate percentages or amounts of base salary in the corresponding fields. COLA, merit, and other increases, when applicable, cannot be added on this screen, only reallocated. Increases to salary must be added on a salary setting screen.
4) The "**Make Budget**" box is checked by default. "Uncheck the "**Make Budget**" box to leave budget unchanged. Ensure that salary variances equal zero on the bottom row and click "**Save**." When "**Save**" is clicked, the salary is set on the accounts as well.



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
79380	1909130	71,835.50	50.00	0.00	0.00	0.00	0.00	0.00	71,835.50	50.00	☑
79380	1909530	71,835.5	50.00	0.00	0.00	0.00	0.00	0.00	71,835.50	50.00	☑
Reallocated Totals		143,671.00	100.00	0.00	0.00	0.00	0.00	0.00	143,671.00	100.00	
Unadjusted Totals		143,671.00	100.00	0.00	0.00	0.00	0.00	0.00	143,671.00	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SPLIT EMPLOYEE DETAILS SCREEN

5) Review the revised salary and budget figures on the **Split Employee Details** screen. Note that the "**Proposed Budget**" was updated to equal the reallocated salary on the account.
6) Click **"Reallocate Budget"** to make any other necessary adjustments to BPM FTE and/or Proposed Budget.

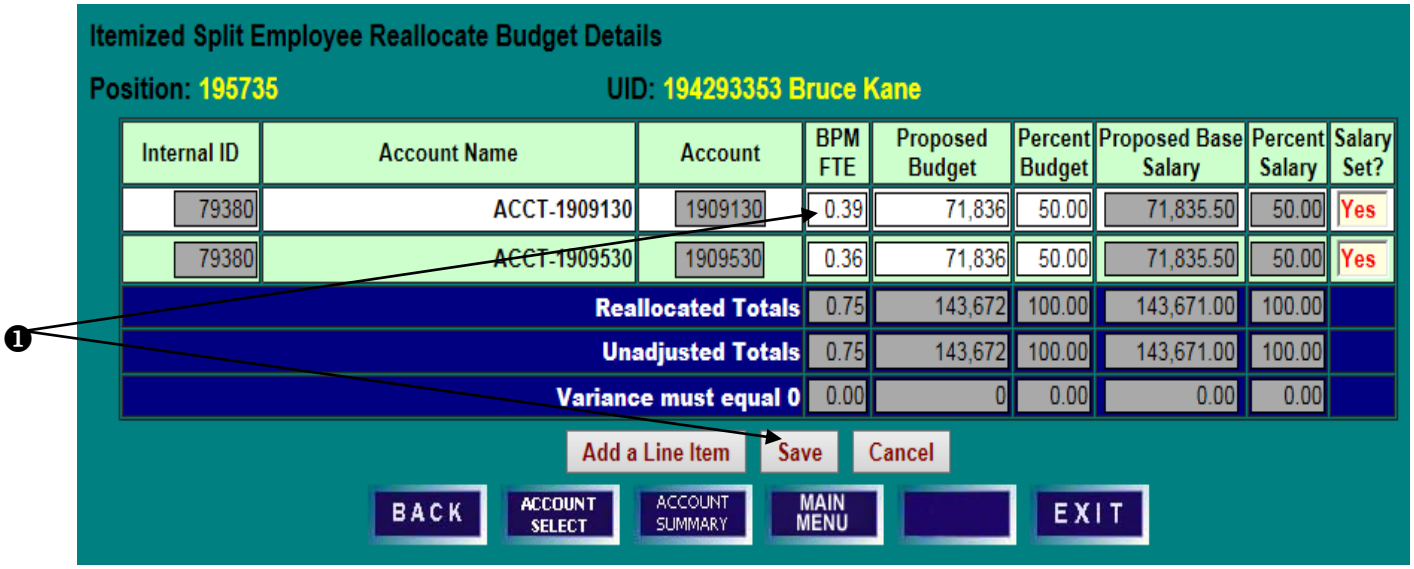


Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195735	Kane	Assoc Prof	1909130	1012	0.75	0.50	107,753	107,753	71,836	143,671.00	71,835.50	Yes
			1909530	1012	0.00	0.00	0	0	71,836	0.00	71,835.50	Yes
			Grand Total		0.75	0.50	107,753	107,753	143,672	143,671.00	143,671.00	

SET SALARY & POSITION BUDGET
REALLOCATE BUDGET DETAILS

REALLOCATE BUDGET DETAILS SCREEN

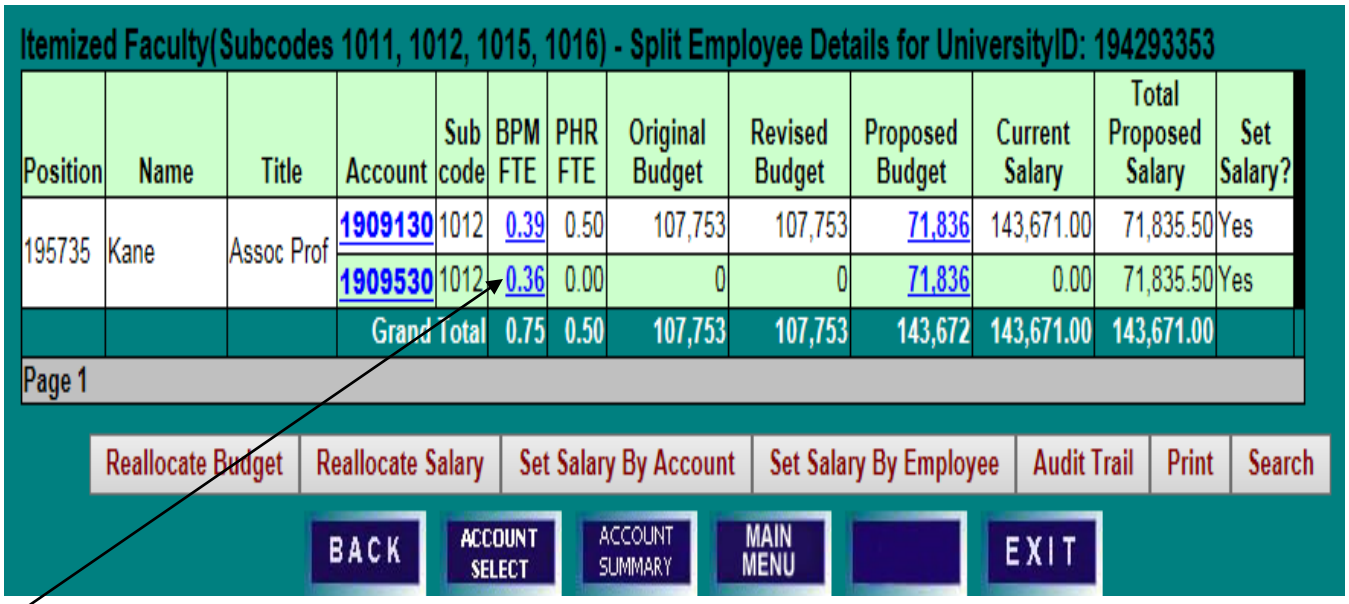
1) Make changes to "**BPM FTE**," "**Proposed Budget**," and/or "**Percent Budget**" as needed; ensure that all variances equal zero on the bottom row, and click "**Save**."



Internal ID	Account Name	Account	BPM FTE	Proposed Budget	Percent Budget	Proposed Base Salary	Percent Salary	Salary Set?
79380	ACCT-1909130	1909130	0.39	71,836	50.00	71,835.50	50.00	Yes
79380	ACCT-1909530	1909530	0.36	71,836	50.00	71,835.50	50.00	Yes
		Reallocated Totals	0.75	143,672	100.00	143,671.00	100.00	
		Unadjusted Totals	0.75	143,672	100.00	143,671.00	100.00	
		Variance must equal 0	0.00	0	0.00	0.00	0.00	

SPLIT EMPLOYEES DETAILS SCREEN

1) Review reallocated "**BPM FTE"** and "**Proposed Budget"** figures for accuracy.



Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195735	Kane	Assoc Prof	1909130	1012	0.39	0.50	107,753	107,753	71,836	143,671.00	71,835.50	Yes
			1909530	1012	0.36	0.00	0	0	71,836	0.00	71,835.50	Yes
			Grand Total		0.75	0.50	107,753	107,753	143,672	143,671.00	143,671.00	

Page 1

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

❶ ❷

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**."

❶

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	

Page 1

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

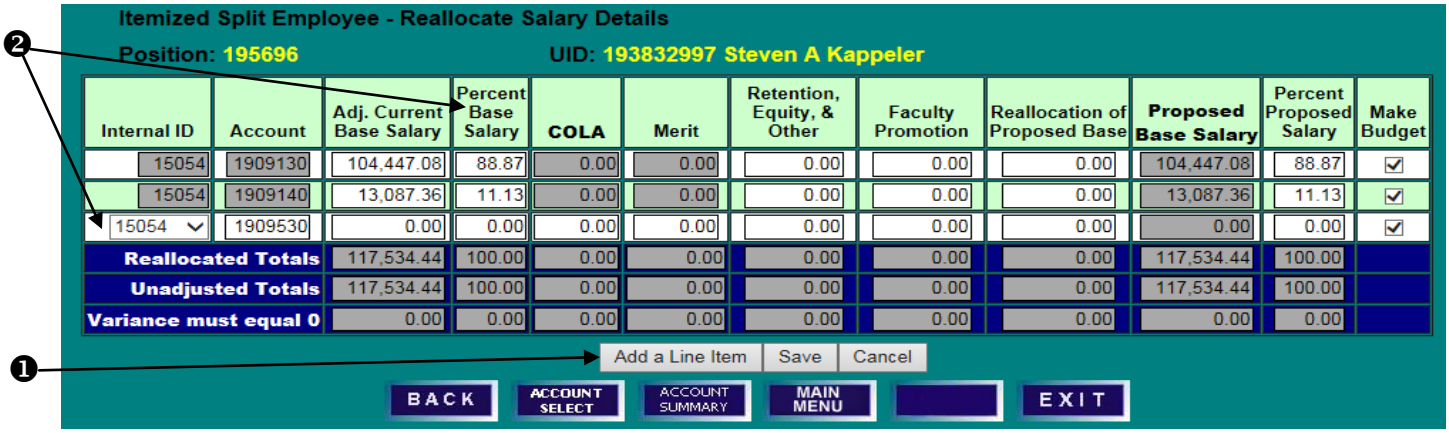
BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

❷

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

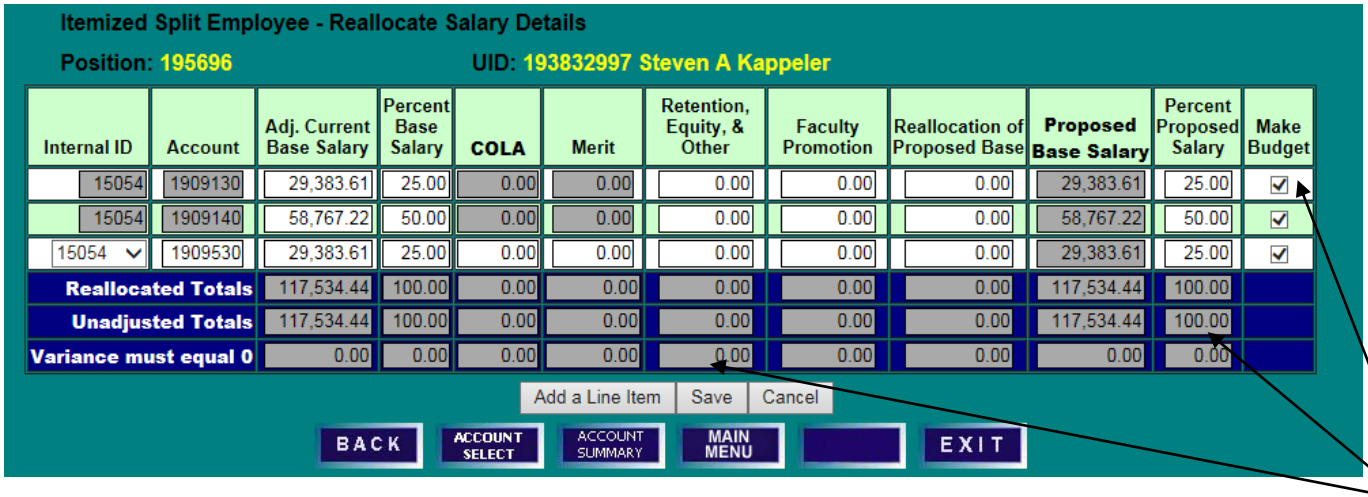
REALLOCATE SALARY DETAILS SCREEN

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.



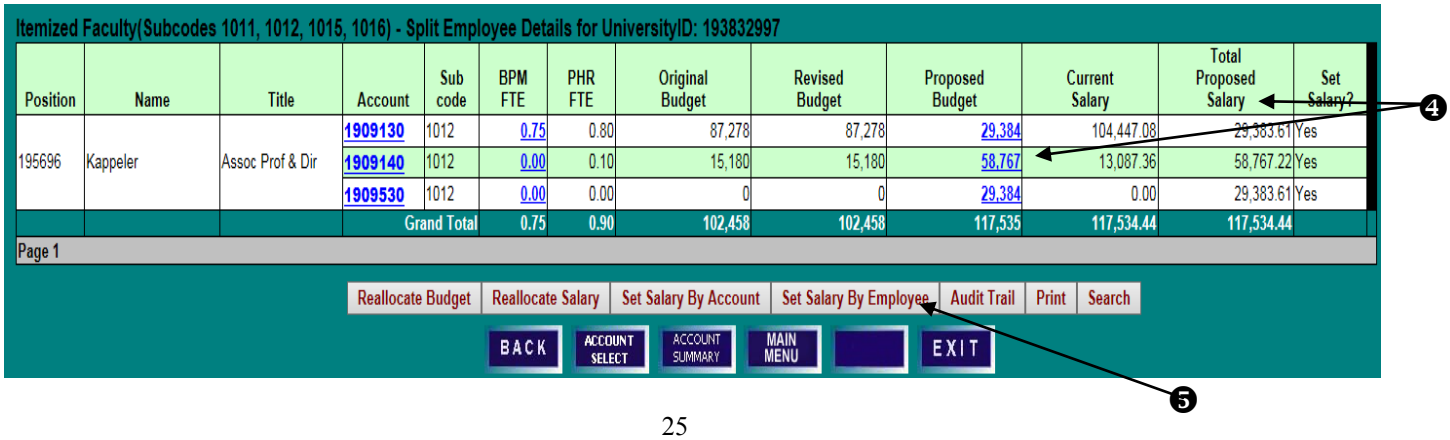
Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
15054	1909130	104,447.08	88.87	0.00	0.00	0.00	0.00	0.00	104,447.08	88.87	☑
15054	1909140	13,087.36	11.13	0.00	0.00	0.00	0.00	0.00	13,087.36	11.13	☑
15054	1909530	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	☑
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.



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	☑
15054	1909140	58,767.22	50.00	0.00	0.00	0.00	0.00	0.00	58,767.22	50.00	☑
15054	1909530	29,383.61	25.00	0.00	0.00	0.00	0.00	0.00	29,383.61	25.00	☑
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 acccording to the new distribution.

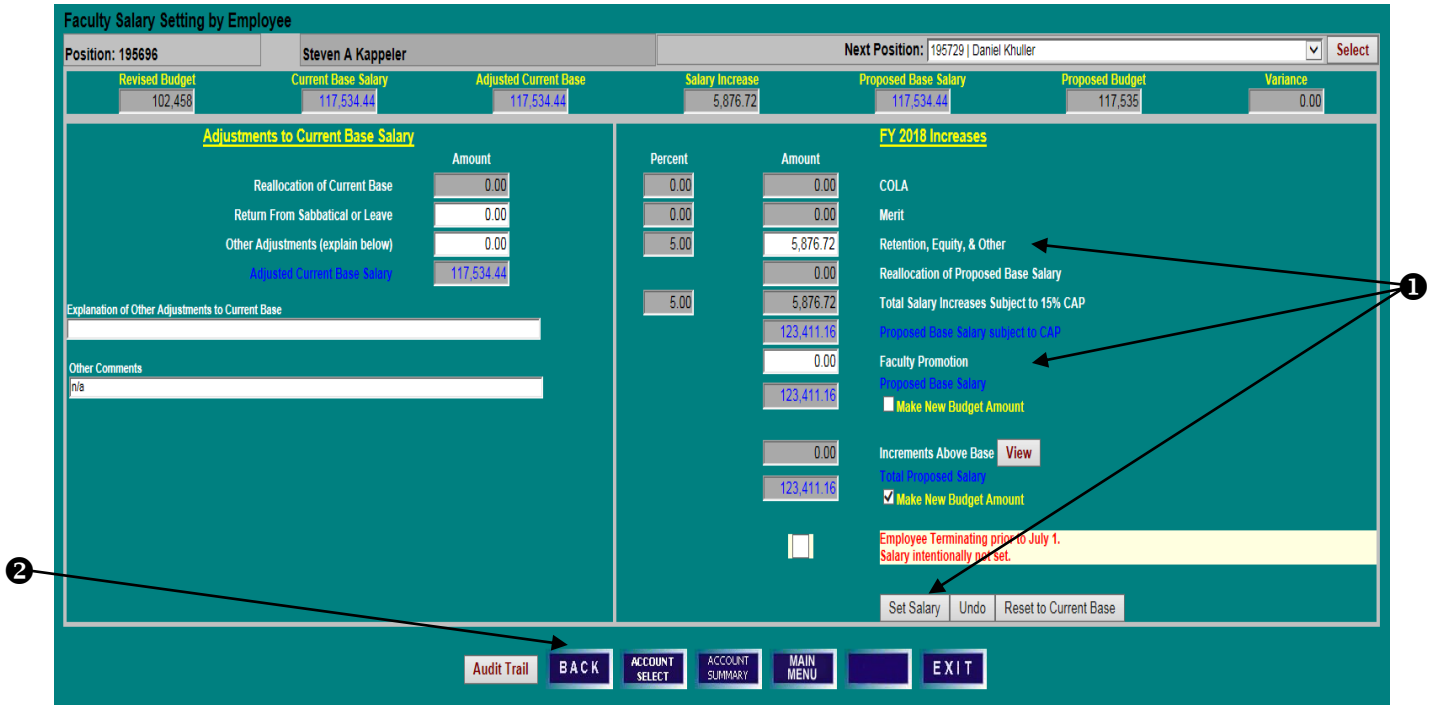


Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195696	Kappeler	Assoc Prof & Dir	1909130	1012	0.75	0.80	87,278	87,278	29,384	104,447.08	29,383.61	Yes
			1909140	1012	0.00	0.10	15,180	15,180	58,767	13,087.36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

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

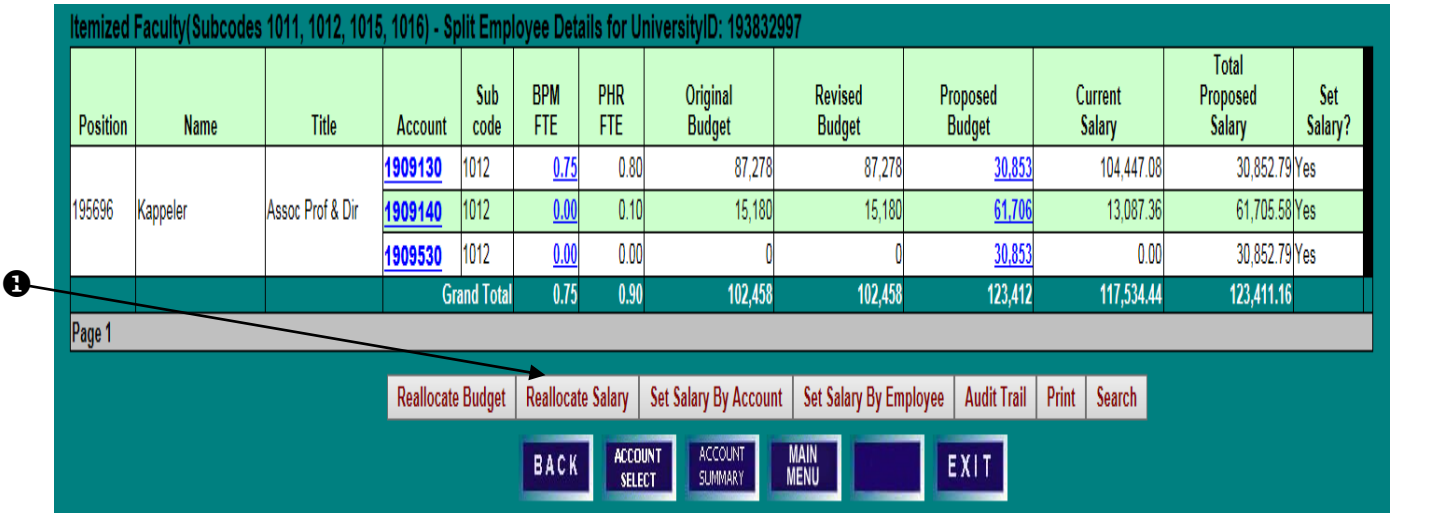
SALARY SETTING BY EMPLOYEE SCREEN

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.



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.



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	

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	☑
15054	1909140	58,767.22	50.00	0.00	0.00	2,938.36	0.00	0.00	61,705.58	50.00	☑
15054	1909530	29,383.61	25.00	0.00	0.00	1,469.18	0.00	0.00	30,852.79	25.00	☑
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	

Add a Line Item | Save | Cancel

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

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
	Variance	-1,282,396.03		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	

[1] [2] Page 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**" 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.

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	

Page 1

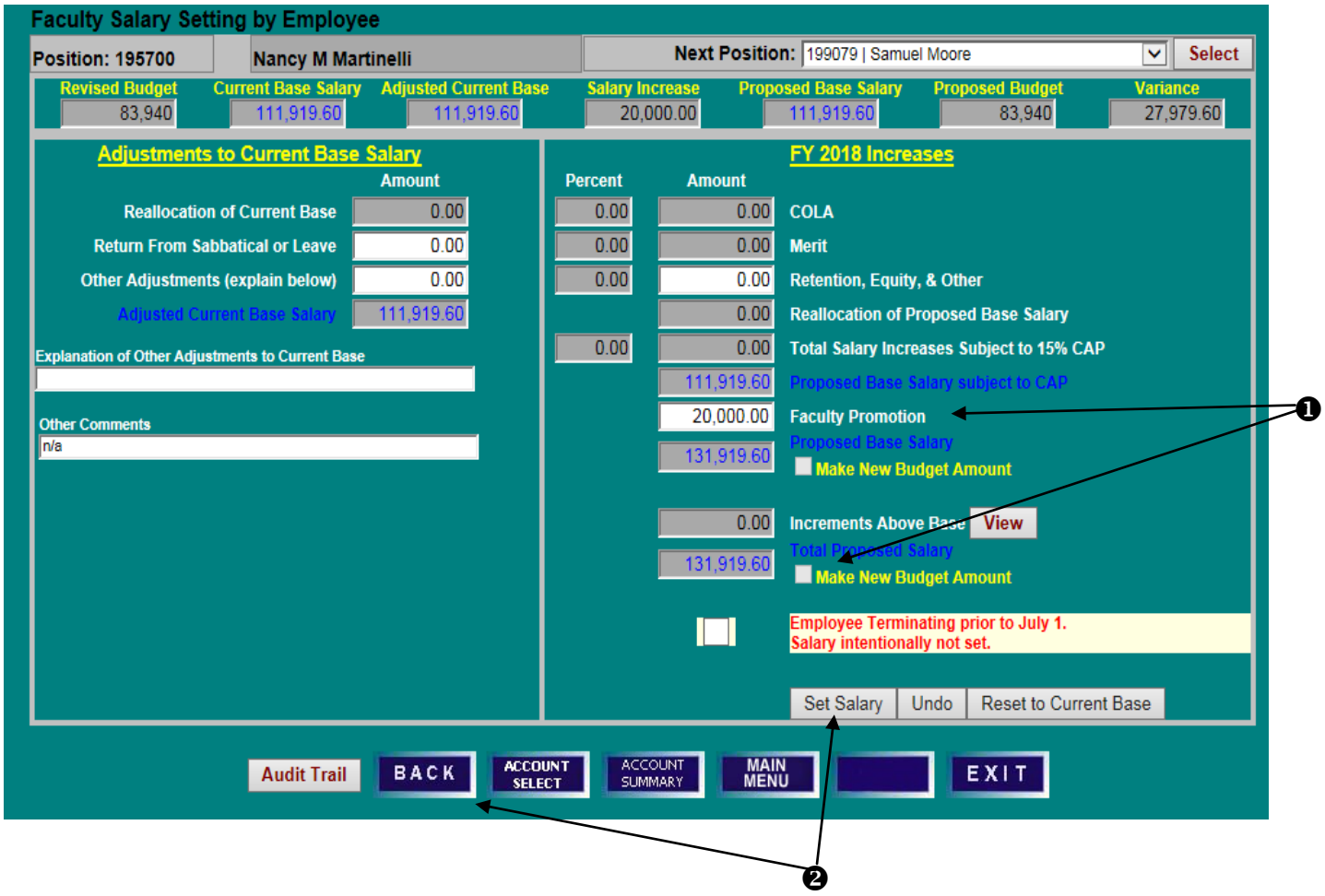
Reallocate Budget | Reallocate Salary | Set Salary By Account | Set Salary By Employee | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
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.



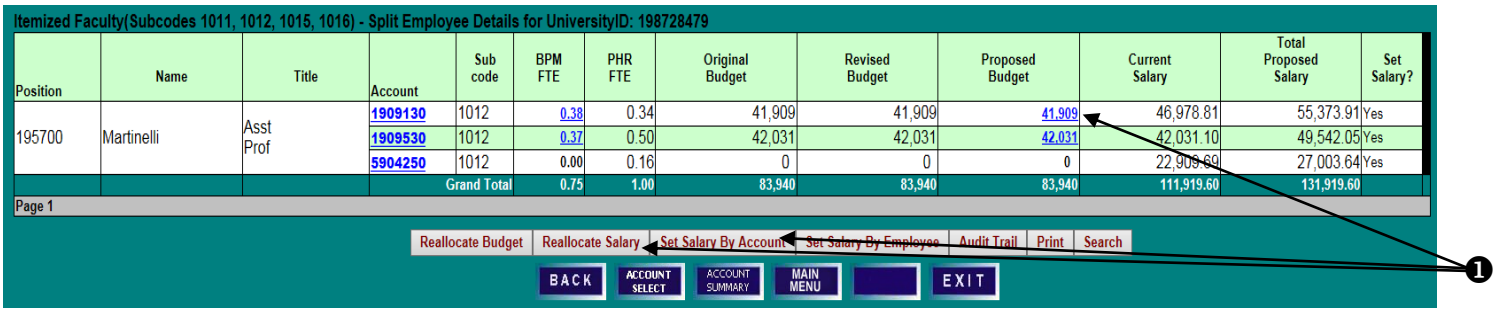
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS
DIRECT ADJUSTMENT OF POSITION BUDGET AND BPM FTE

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.**

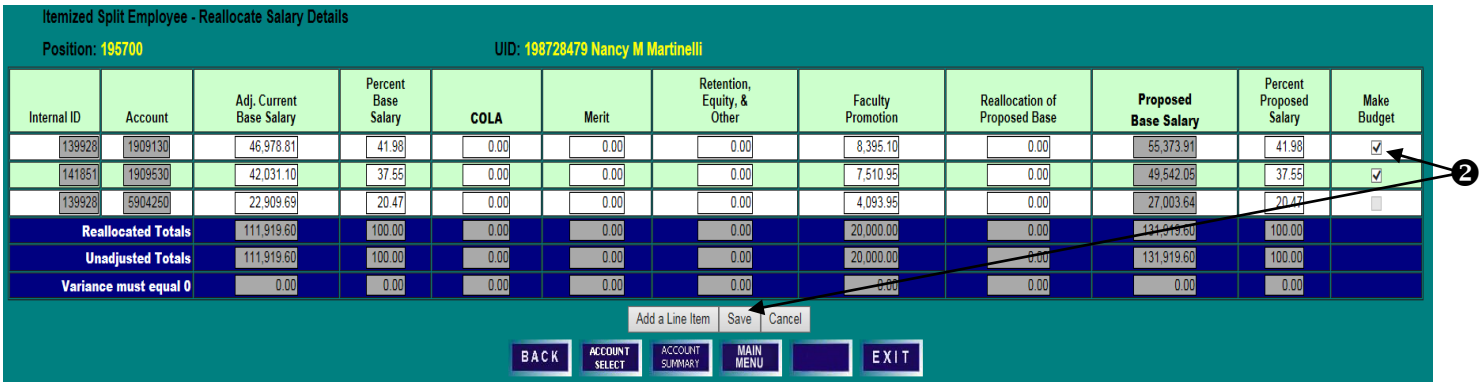
SPLIT EMPLOYEE DETAILS SCREEN

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



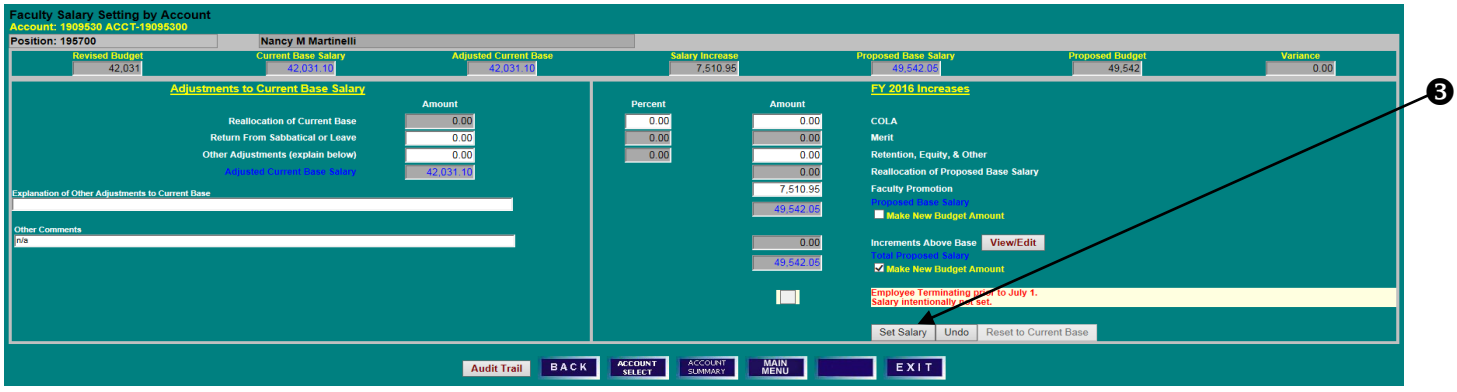
A) REALLOCATE SALARY SCREEN

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



B) SET SALARY BY ACCOUNT SCREEN

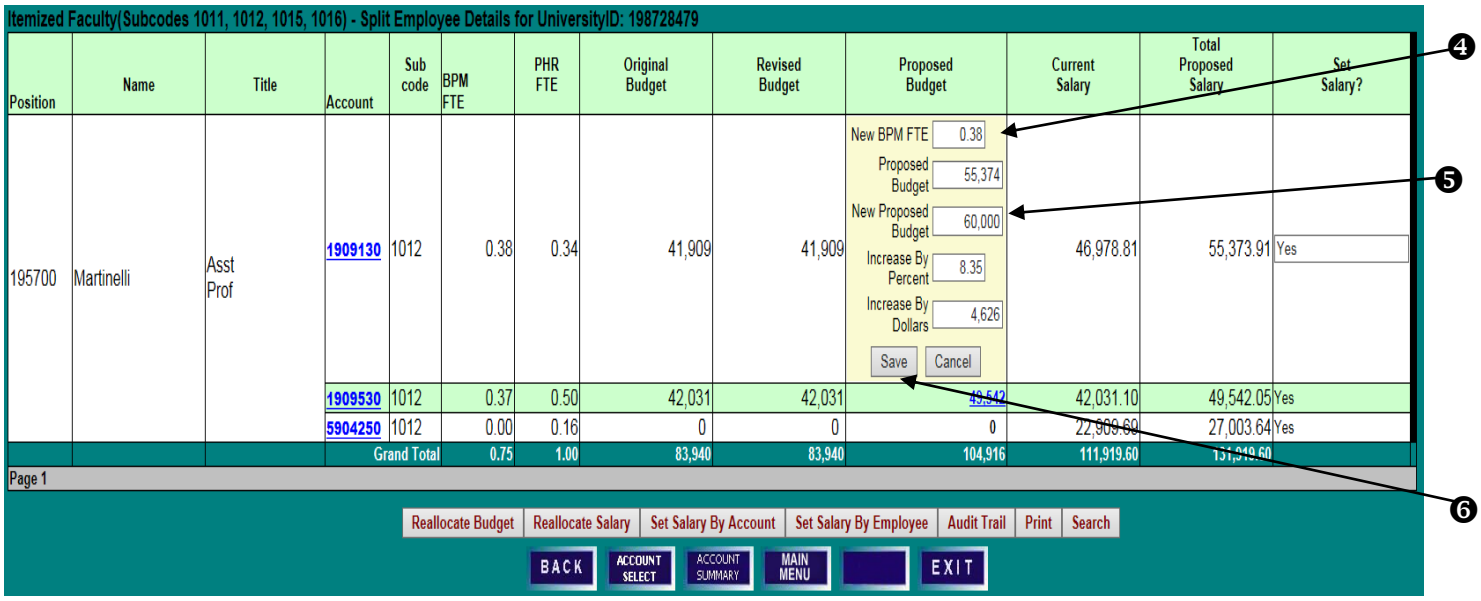
3) Click on "**Set Salary**"



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.



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

POSITION EMPLOYEE DETAILS SCREEN

1) Select an employee's "**UID**" and click "**Set Salary**."

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	195707	191281285	Shive	Dist Univ Prof	0.00	0.50	0	0	0	57,217.00	57,217.00	Yes
1012	195688	195012571	Slavin	Prof	0.00	0.30	0	0	0	64,693.63	64,693.63	Yes
1012	195832	195717100	Smith	Assoc Prof	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	Yes
1012	199247	196580512	Solomon	Asst Prof	0.38	0.43	46,572	46,572	46,572	62,427.05	62,427.05	Yes
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	Yes
1012	195723	197126979	Srivastava	Asst Prof	0.75	1.00	89,537	89,537	89,537	119,382.89	119,382.89	Yes
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	Yes
1012	195810	194656707	Stevens	Prof	0.38	0.33	60,613	60,613	60,613	49,361.12	49,361.12	Yes
1012	195720	191640136	Tsou	Prof	0.75	1.00	101,807	101,807	101,807	135,742.56	135,742.56	Yes
1012	199083	196532672	Underwood	Prof	0.38	0.30	53,009	53,009	53,009	52,210.95	52,210.95	Yes
1012	198991	196532313	Watters	Assoc Prof	0.00	0.09	0	0	0	15,525.46	15,525.46	Yes
1012	195706	194399161	Weinekandt	Prof	0.38	0.25	50,066	50,066	50,066	26,805.00	26,805.00	Yes
	Variance	-1,283,682.33		Grand Total	24.40	32.74	3,464,197	3,464,197	3,399,820	4,766,058.46	4,683,502.33	
				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	2,840,971	4,207,209.66	4,124,653.53	
				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] [2] [3] Page 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) Increments must be set at the account level. Click on an account number to select it, and then "**Set Salary by Account**," or, to distribute the base salary increases pro-rata automatically between the accounts first, click on "**Set Salary by Employee**." After setting salary, return to "**Set Salary by Account**" to adjust the account on which the increment is budgeted.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195832	Smith	Assoc Prof	1909130	1012	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	Yes
			1909530	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	70,979.38	Yes
			Grand Total		0.75	1.00	115,237	115,237	115,237	158,647.02	158,647.02	

Page 1

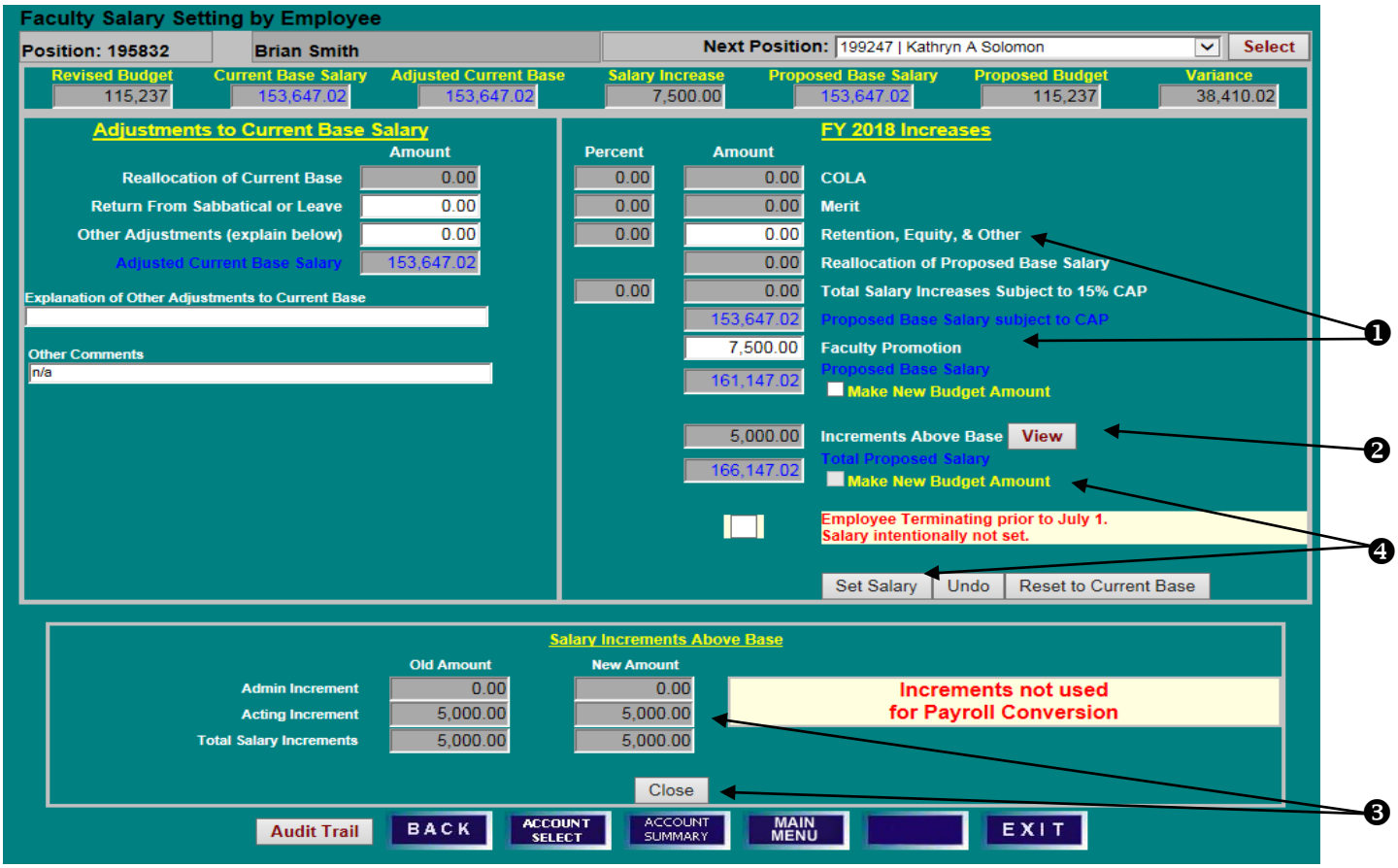
Reallocate Budget | Reallocate Salary | Set Salary By Account | Set Salary By Employee | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY EMPLOYEE SCREEN

1) Enter any applicable salary increases. Changes to base salary will be distributed to each account pro-rata based on its respective share of the "**Adjusted Current Base Salary**".
2) Increments above base may be viewed at the employee-level but must be set at the account level. Click on "**View**" to open the "**Salary Increments Above Base**" edit box.
3) The "**New Amount**" field is blocked from edit. A mouse-over tool tip will remind users that "Increments must be set at the account level." Click "**Close**."
4) The "**Make New Budget Amount**" box next to "**Total Proposed Salary**" is unchecked and not accessible for split employees with salary increments. The "**Make New Budget Amount**" box next to "**Proposed Base Salary**" may be checked to make the budget equal to the proposed base salary. Click "**Set Salary**."



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

SPLIT EMPLOYEE DETAILS SCREEN

1) To adjust an increment above base, click on an account number, and then click "**Set Salary by Account**."

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195832	Smith	Assoc Prof	1909130	1012	0.38	0.50	57,693	57,693	57,693	87,667.64	91,702.91	Yes
			1909530	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	74,444.11	Yes
			Grand Total		0.75	1.00	115,237	115,237	115,237	158,647.02	166,147.02	

Page 1

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

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SALARY SETTING BY ACCOUNT SCREEN

1) Click on "**View/Edit**" to open the Salary Increments Above Base edit box.
2) Enter a "**New Amount**" and click "**Update Budgeted Increments Above Base**." Note that increments above base are not fed into PHR and are included in BPM for budgeting purposes only.

Faculty Salary Setting by Account
Account: 1909130 ACCT-1909130
Position: 195832 Brian Smith

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
57,693	82,667.64	82,667.64	4,035.27	86,702.91	57,693	29,009.91

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	82,667.64

Explanation of Other Adjustments to Current Base

Other Comments
n/a

FY 2018 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	0.00	Reallocation of Proposed Base Salary
	4,035.27	Faculty Promotion
	86,702.91	Proposed Base Salary
		Make New Budget Amount
	5,000.00	Increments Above Base View/Edit
	91,702.91	Total Proposed Salary
		Make New Budget Amount

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

Set Salary | Undo | Reset to Current Base

Salary Increments Above Base

	Old Amount	New Amount
Admin Increment	0.00	0.00
Acting Increment	5,000.00	7,500.00
Total Salary Increments	5,000.00	7,500.00

Increments not used for Payroll Conversion

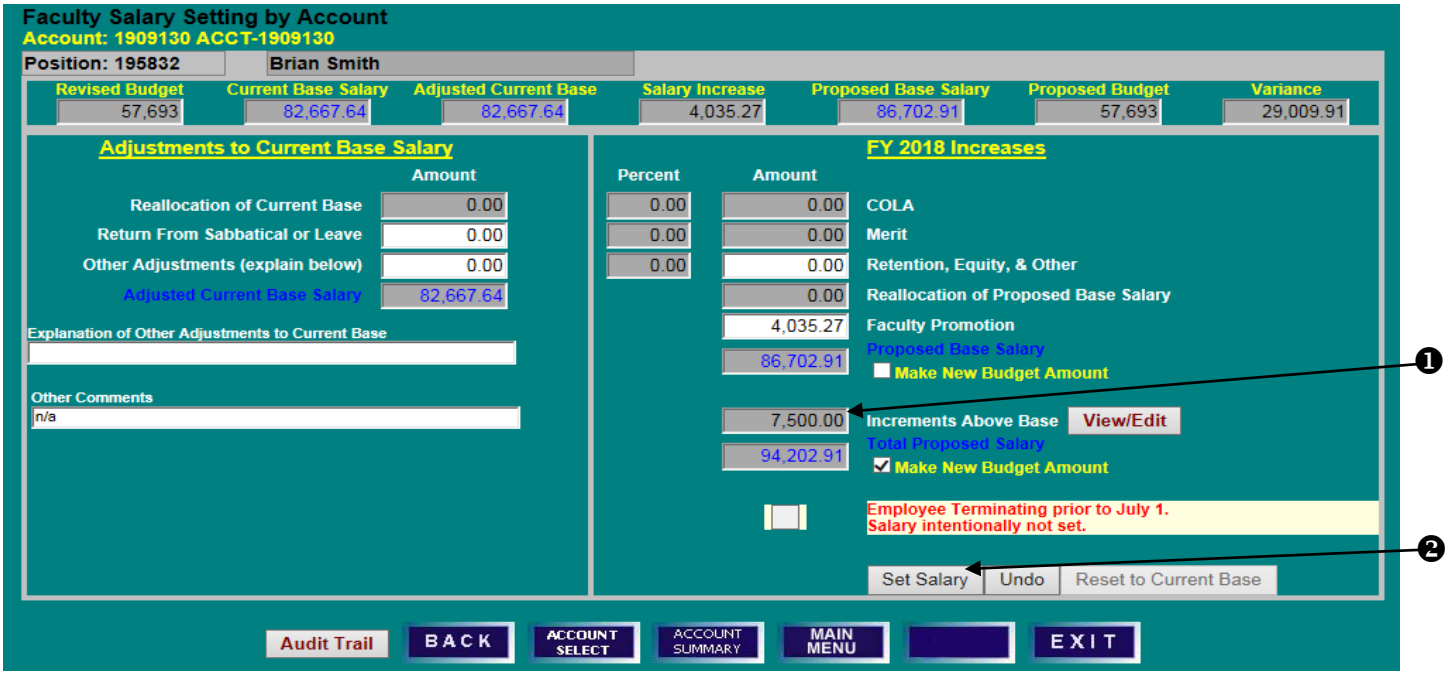
Update Budgeted Increments Above Base | Close

Audit Trail | BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

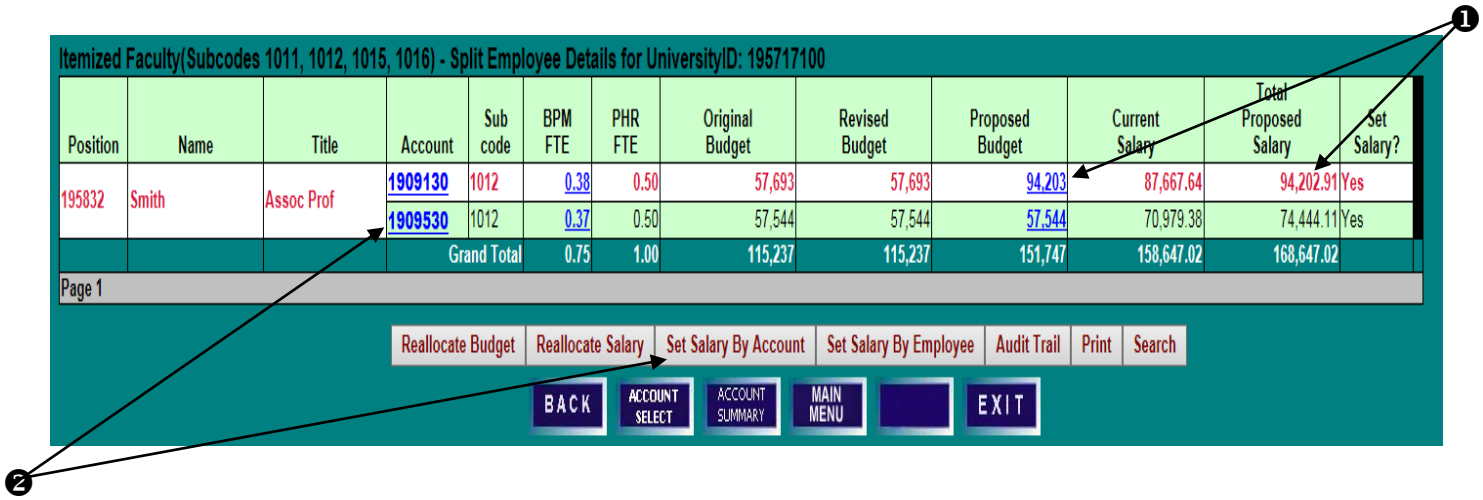
SALARY SETTING BY ACCOUNT SCREEN

1) Note the change to the increment amount.
2) With the "**Make New Budget Amount**" checked, click on "**Set Salary**."



SPLIT EMPLOYEE DETAILS SCREEN

1) Note that **Proposed Budget** has been updated to equal **Total Proposed Salary** including the increment.
2) If necessary, click on the next account number and then "**Set Salary by Account**" to update that account's budget and increment.



SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

POSITION EMPLOYEE DETAILS SCREEN

1) Salaries may be set utilizing a spreadsheet format. Click "**Set Salary by Spreadsheet**" from any **Position/ Employee Details** screen (Itemized Faculty, Exempt, or Non-Exempt).

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	195038	190619201	Yellin	Prof	0.00	0.50	0	0	0	74,601.92	74,601.92	Yes
1012	195060	194628964	Rodriguez	Prof	0.00	0.27	0	0	0	48,569.18	48,569.18	Yes
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	Yes
1012	195683	191433042	Briscoe	Prof	0.70	1.00	110,449	110,449	110,449	157,784.05	157,784.05	Yes
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	Yes
1012	195685	194492978	Olson	Prof	0.00	0.67	0	0	0	135,460.18	135,460.18	Yes
1012	195686	191365435	Williamson	Prof	0.75	1.00	153,961	153,961	153,961	205,280.79	205,280.79	Yes
1012	195688	195012571	Slavin	Prof	0.00	0.30	0	0	0	64,693.63	64,693.63	Yes
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	Yes
1012	195691	194356416	Dello-Russo	Prof & Assoc Chair	0.75	0.73	115,358	115,358	115,358	111,924.87	111,924.87	Yes
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	Yes
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	Yes
	Variance	-1,277,326.13		Grand Total	24.40	32.74	3,464,197	3,464,197	3,399,820	4,761,058.46	4,677,146.13	
				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	2,840,971	4,202,209.66	4,118,297.33	
				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	

Page 1 [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

❶

SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

SET SALARY BY SPREADSHEET

1) Click "**Show/Hide Columns**" to open column selection box.
2) Click on a checkbox ("✓") in the **Show** column to remove columns from current view.
3) Click "**Refresh**."

Account: 1909130 - Itemized Faculty Salary Setting Spreadsheet

UID	Name	Position	Set Salary By	Current Base Salary	Realloc Curr Base	Return fr Sabbatical or Leave	Other Fac Adjustmt	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Admin Increment	Acting Increment	Total Proposed Salary	Salary set?
199346467	Alders	195736	1909130	110,946.00	0.00	0.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	Yes
191663029	Arianna	195809	ALL	215,262.00	0.00	0.00	0.00	215,262.00	0.00		0.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	
			1909130	60,289.61	0.00	0.00	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	0.00	60,289.61	Yes
			1909530	75,656.05	0.00	0.00	0.00	75,656.05	0.00	0.00	0.00	0.00	0.00	75,656.05	0.00	0.00	75,656.05	0.00	0.00	75,656.05	Yes
			4900250	36,263.76	0.00	0.00	0.00	36,263.76	0.00	0.00	0.00	0.00	0.00	36,263.76	0.00	0.00	36,263.76	0.00	0.00	36,263.76	Yes
			4908180	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	0.00	21,526.29	Yes
			5903730	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	0.00	21,526.29	Yes
191389905	Benkassem	195730	1909130	93,948.42	0.00	0.00	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	0.00	93,948.42	Yes
191433042	Briscoe	195683	1909130	157,784.05	0.00	0.00	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	0.00	157,784.05	Yes
195049911	Buggs	195713	1909130	94,481.83	0.00	0.00	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	0.00	94,481.83	Yes
195622398	Burrows	195837	ALL	112,875.67	0.00	0.00	0.00	112,875.67	0.00		0.00	0.00	0.00	112,875.67	0.00	0.00	112,875.67	0.00	0.00	112,875.67	
			1909130	47,314.91	0.00	0.00	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	0.00	47,314.91	Yes
			Total	6,890,352.70	0.00	38,622.36	0.00	6,928,975.06	0.00		0.00	17,876.72	0.00	6,946,851.78		20,000.00	6,966,851.78	2,500.00	0.00	6,969,351.78	

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Show the spreadsheet with the following columns

Uncheck the box to hide the column from the spreadsheet

Column Name	Show
Reallocation of Current Base	☑
Return from Sabbatical or Leave	☑
Other Faculty Adjustment	☑
Faculty Promotion	☑
Admin Increment	☑
Acting Increment	☑

Refresh | Close

Audit Trail | Print | Search | Show/Hide Columns

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SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

4) As on the **Position/Employee Details** screens, sort and search functions are available on the **Salary Setting Spreadsheet**. To find an employee by Last Name, click on "**Search**," enter the name and click "**Search**" again. Users may also sort the spreadsheet data by clicking on any column heading. Clicking on "**Search**" after selecting a column will allow searches by that column description.
5) Salary may be set at the employee level ("**ALL**") or by account. Click on "**ALL**" or an account number in the "**Set Salary By**" column to open a row for editing.
6) Enter salary changes, noting the default checkbox that will **Set Budget equal to Total Proposed Salary** (deselect if necessary), and click on "**Set Salary**" at the end of the row.

Account: 1909130 - Itemized Faculty Salary Setting Spreadsheet

UID	Name	Position	Set Salary By	Current Base Salary	Other Adjustmt Comments	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Comments	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Total Proposed Base Salary	Set Budget = Prop Base Sal	Total Proposed Salary	Set Budget = Total Proposed Salary	Salary set?	Set Salary
195622398	Burrows	195837	1909530	65,560.76		65,560.76	0.00	0.00	0.00	0.00	n/a	0.00	65,560.76	0.00	65,560.76	☑	65,560.76	☑	Yes	☑
193601180	Cheng	198993	ALL	122,724.00		122,724.00	0.00	0.00	0.00	2,500.00	n/a	0.00	125,224.00	2.04	125,224.00	☐	125,224.00	☐		Set Salary Undo
			1909130	66,575.40		66,575.40	0.00	0.00	0.00	0.00	n/a	0.00	66,575.40	0.00	66,575.40	☑	66,575.40	☑	Yes	☑
			1909530	46,350.00		46,350.00	0.00	0.00	0.00	0.00	n/a	0.00	46,350.00	0.00	46,350.00	☑	46,350.00	☑	Yes	☑
			5905670	9,798.60		9,798.60	0.00	0.00	0.00	0.00	n/a	0.00	9,798.60	0.00	9,798.60	☑	9,798.60	☑	Yes	☑
194356416	Dello-Russo	195691	ALL	153,810.94		153,810.94	0.00		0.00	0.00	n/a	0.00	153,810.94	0.00	153,810.94	☑	153,810.94	☑		☑
			1909130	111,924.87		111,924.87	0.00	0.00	0.00	0.00	n/a	0.00	111,924.87	0.00	111,924.87	☑	111,924.87	☑	Yes	☑
			5908130	41,886.07		41,886.07	0.00	0.00	0.00	0.00	n/a	0.00	41,886.07	0.00	41,886.07	☑	41,886.07	☑	Yes	☑
194871315	Dorr	195815	ALL	165,163.42		165,163.42	0.00		0.00	0.00	n/a	0.00	165,163.42	0.00	165,163.42	☑	165,163.42	☑		☑
			1909130	61,329.64		61,329.64	0.00	0.00	0.00	0.00	n/a	0.00	61,329.64	0.00	61,329.64	☑	61,329.64	☑	Yes	☑
			1909530	62,543.82		62,543.82	0.00	0.00	0.00	0.00	n/a	0.00	62,543.82	0.00	62,543.82	☑	62,543.82	☑	Yes	☑
			2903880	41,289.96		41,289.96	0.00	0.00	0.00	0.00	n/a	0.00	41,289.96	0.00	41,289.96	☑	41,289.96	☑	Yes	☑
			Total	6,890,352.70		6,928,975.06	0.00		0.00	17,876.72		0.00	6,946,851.78		6,966,851.78		6,969,351.78			

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SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

7) After "**Set Salary**" is clicked, BPM distributes the increases pro-rata based on the account's adjusted current base salary.

Account: 1909130 - Itemized Faculty Salary Setting Spreadsheet

UID	Name	Position	Set Salary By	Current Base Salary	Realloc Curr Base	Return fr Sabbatical or Leave	Other Fac Adjustmt	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Admin Increment	Acting Increment	Total Proposed Salary	Salary set?
195622398	Burrows	195837	1909530	65,560.76	0.00	0.00	0.00	65,560.76	0.00	0.00	0.00	0.00	0.00	65,560.76	0.00	0.00	65,560.76	0.00	0.00	65,560.76	Yes
193601180	Cheng	198993	ALL	122,724.00	0.00	0.00	0.00	122,724.00	0.00		0.00	2,500.00	0.00	125,224.00	2.04	0.00	125,224.00	0.00	0.00	125,224.00	
			1909130	66,575.40	0.00	0.00	0.00	66,575.40	0.00	0.00	0.00	1,356.20	0.00	67,931.60	2.04	0.00	67,931.60	0.00	0.00	67,931.60	Yes
			1909530	46,350.00	0.00	0.00	0.00	46,350.00	0.00	0.00	0.00	944.19	0.00	47,294.19	2.04	0.00	47,294.19	0.00	0.00	47,294.19	Yes
			5905670	9,798.60	0.00	0.00	0.00	9,798.60	0.00	0.00	0.00	199.61	0.00	9,998.21	2.04	0.00	9,998.21	0.00	0.00	9,998.21	Yes
194356416	Dello-Russo	195691	ALL	153,810.94	0.00	0.00	0.00	153,810.94	0.00		0.00	0.00	0.00	153,810.94	0.00	0.00	153,810.94	0.00	0.00	153,810.94	
			1909130	111,924.87	0.00	0.00	0.00	111,924.87	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	0.00	111,924.87	0.00	0.00	111,924.87	Yes
			5908130	41,886.07	0.00	0.00	0.00	41,886.07	0.00	0.00	0.00	0.00	0.00	41,886.07	0.00	0.00	41,886.07	0.00	0.00	41,886.07	Yes
194871315	Dorr	195815	ALL	165,163.42	0.00	0.00	0.00	165,163.42	0.00		0.00	0.00	0.00	165,163.42	0.00	0.00	165,163.42	0.00	0.00	165,163.42	
			1909130	61,329.64	0.00	0.00	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	0.00	61,329.64	Yes
			1909530	62,543.82	0.00	0.00	0.00	62,543.82	0.00	0.00	0.00	0.00	0.00	62,543.82	0.00	0.00	62,543.82	0.00	0.00	62,543.82	Yes
			2903880	41,289.96	0.00	0.00	0.00	41,289.96	0.00	0.00	0.00	0.00	0.00	41,289.96	0.00	0.00	41,289.96	0.00	0.00	41,289.96	Yes
			Total	6,890,352.70	0.00	38,622.36	0.00	6,928,975.06	0.00		0.00	20,376.72	0.00	6,949,351.78		27,500.00	6,976,851.78	2,500.00	7,500.00	6,986,851.78	

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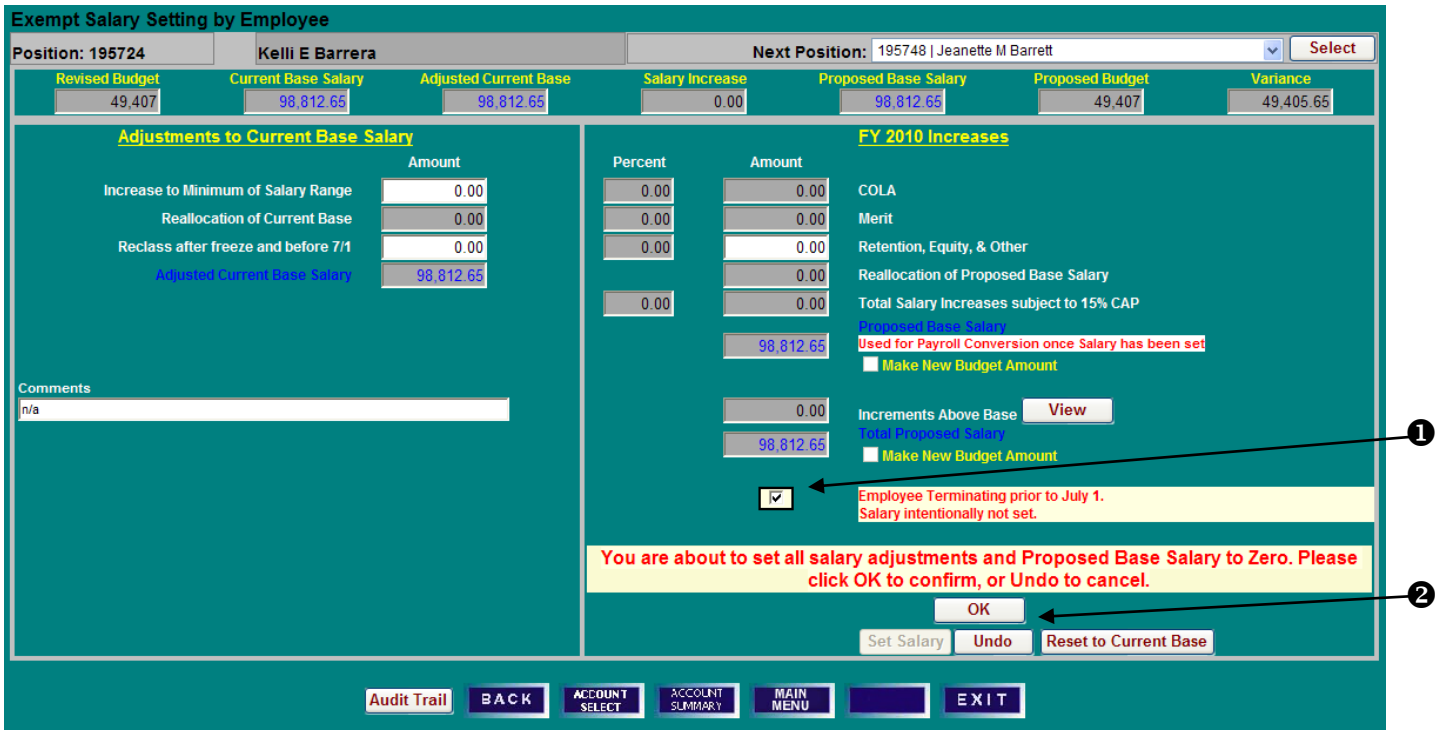
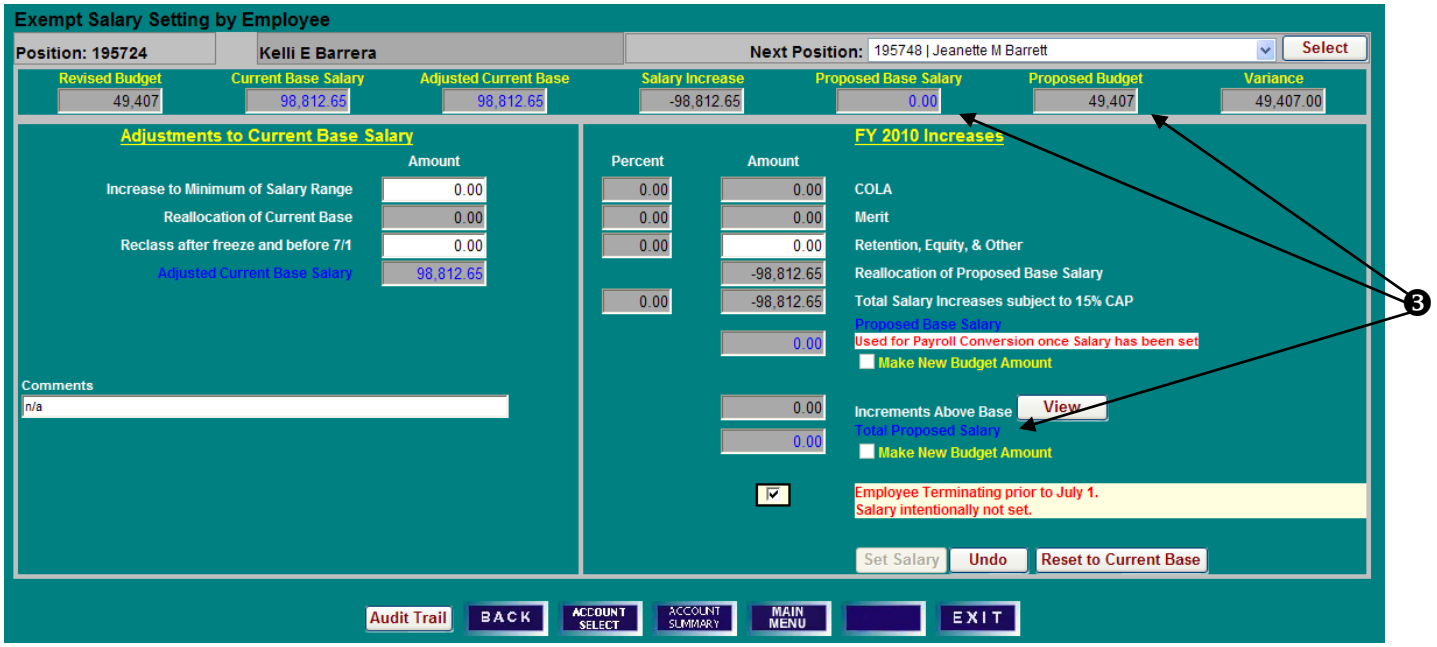
SET SALARY & POSITION BUDGET
EMPLOYEE TERMINATING PRIOR TO JULY 1

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 processed in PHR to be effective.
2) Click "**OK**" to confirm, or "**Undo**" to cancel.

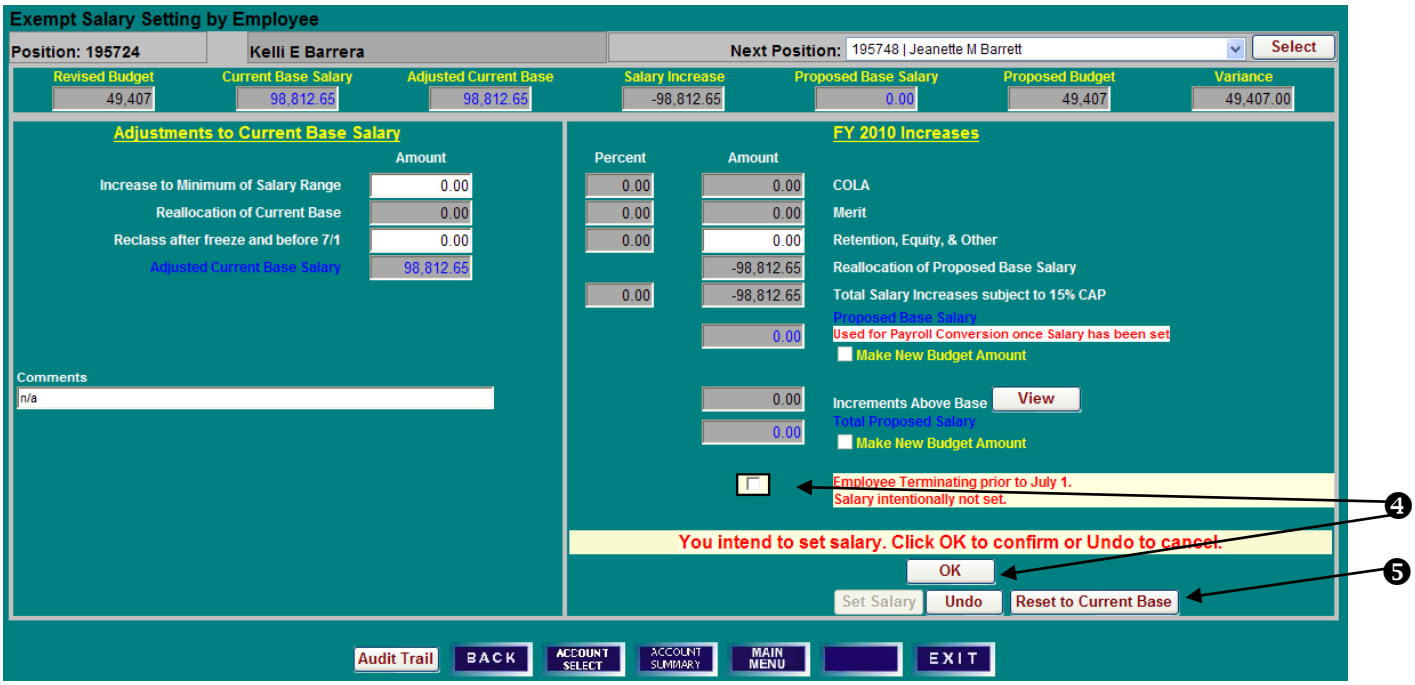


3) Note that the **Total Proposed Salary** and **Proposed Base Salary** are set to zero, but the **Proposed Budget** amount remains unchanged.

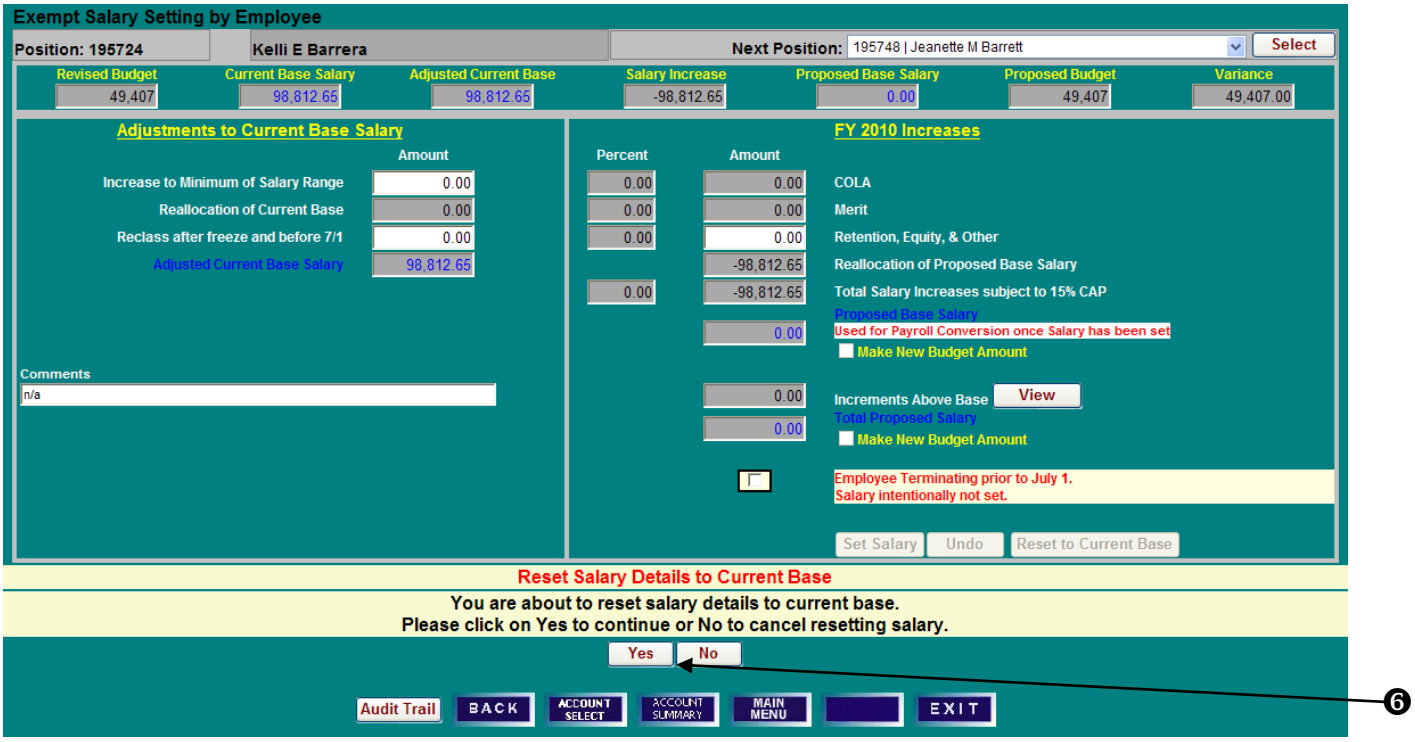


SET SALARY & POSITION BUDGET
EMPLOYEE TERMINATING PRIOR TO JULY 1
RESET TO CURRENT BASE

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.



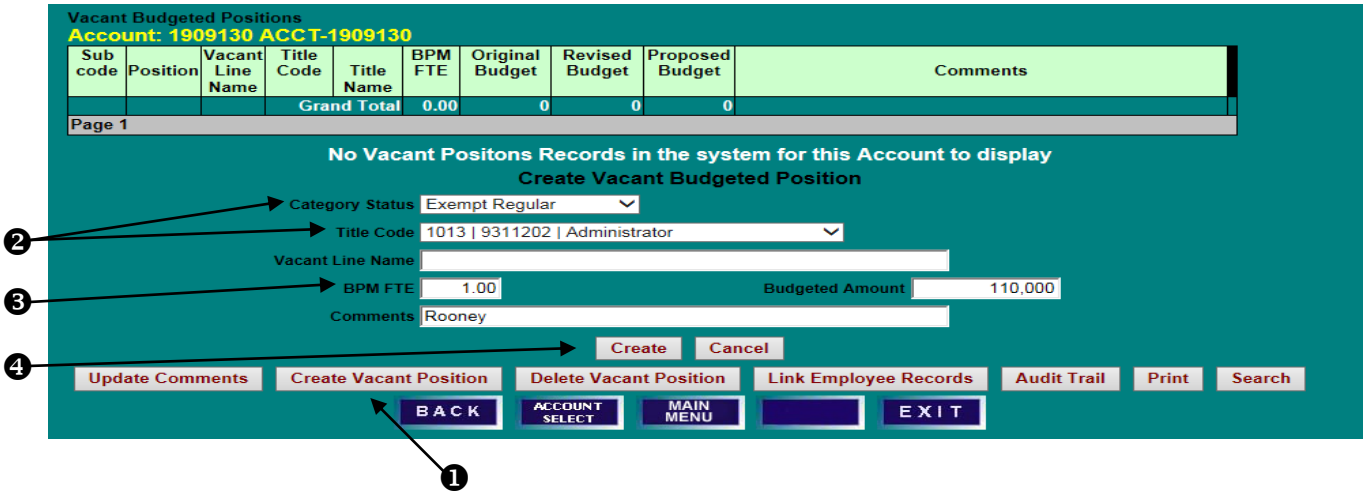
6) Click "**Yes**" to confirm the salary reset, and proceed with salary setting for the employee as usual.



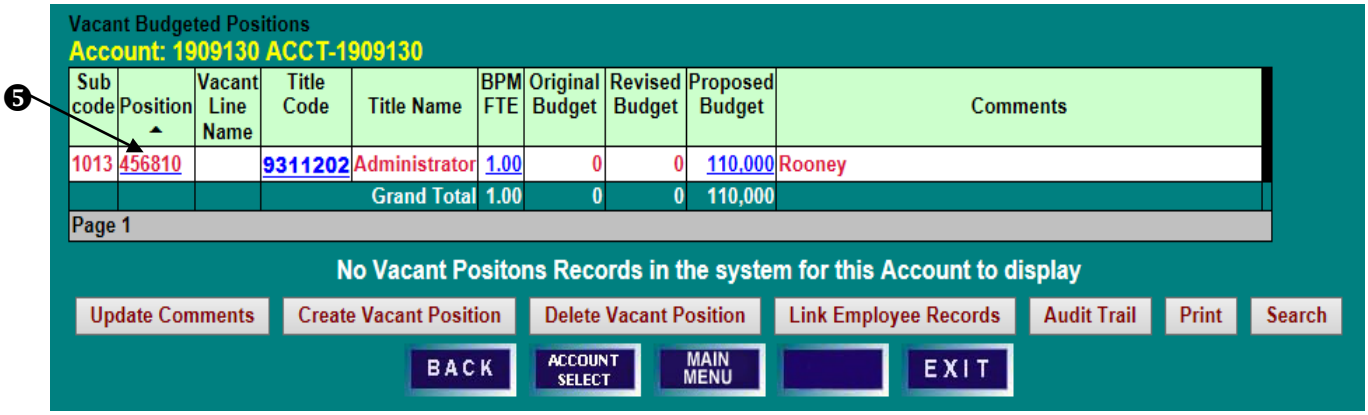
VACANT BUDGETED POSITIONS
CREATE/DELETE PENDING BUDGET POSITIONS

ACCOUNT BUDGET SUMMARY SCREEN
1) Click "**Vacant Positions**" to access a list of vacant budgeted positions.

VACANT BUDGETED POSITIONS SCREEN
1) Click on "**Create Vacant Position**."
2) Select appropriate "**Category Status**" and "**Title Code**" from the drop-down boxes.
3) Enter the "**BPM FTE**" and "**Budgeted Amount**."
   Note: Any BPM FTE or Amount entered here must be reduced elsewhere in your budget unless you have been given an allocation to increase your budget FTE or dollars.
4) Click "**Create**" to save the position and return to **Vacant Budgeted Positions** screen.



5) The Pending position has been assigned a temporary "4XXXXX number. Pending positions exist only in BPM and are intended to be a temporary place to budget until the permanent position is created in PHR. Once the permanent position is created in PHR, users should process an Elf Budget Amendment to move the budget from the temporary position to the permanent position.

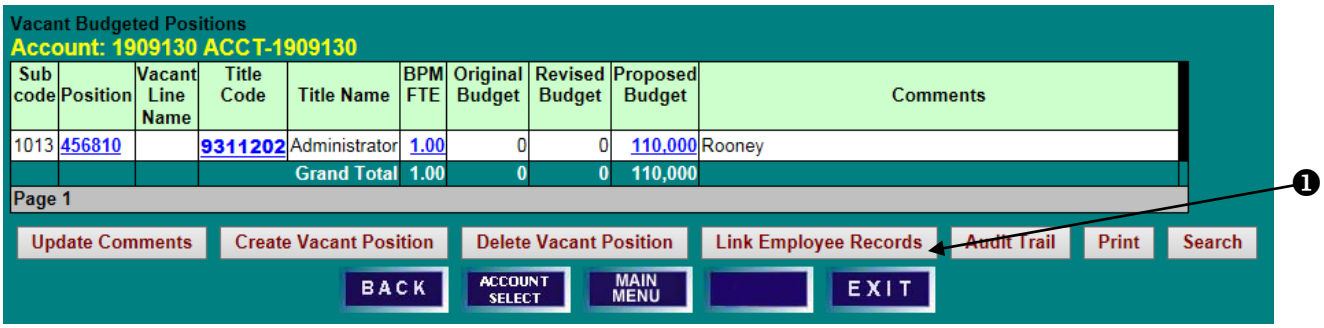


DELETE PENDING BUDGETED POSITION
1) Click on a pending "**Position**" number. Only pending positions assigned numbers beginning with "4" or "9" may be deleted as long as the position has **"BPM FTE," "Original Budget"** and "**Revised Budget"** all equal to zero.
2) Click "**Delete Vacant Position**." Click "**Delete**" to confirm the deletion or "**Cancel**" to leave the **Vacant Budgeted Positions** data unchanged.

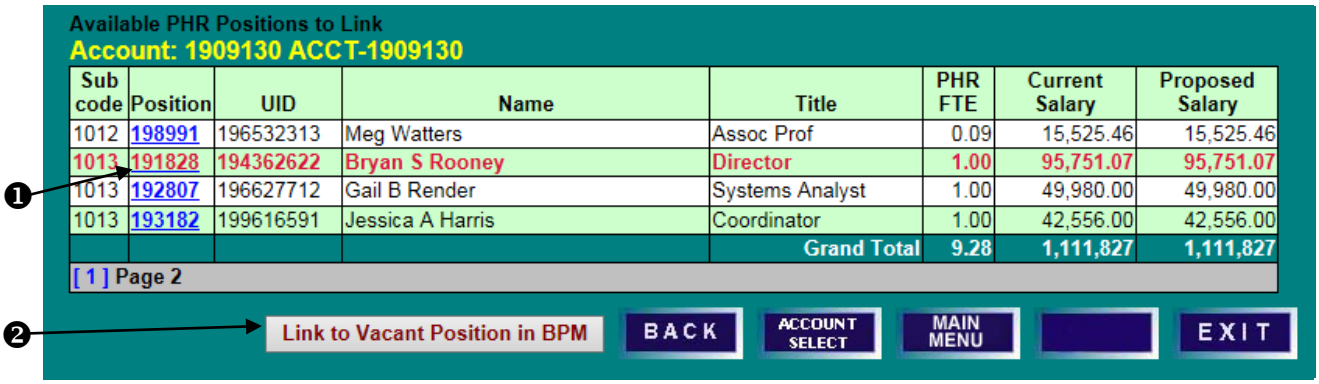
VACANT BUDGETED POSITION
LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT BUDGET SUMMARY SCREEN
1) Click "**Vacant Positions**" to access a list of vacant budgeted positions.

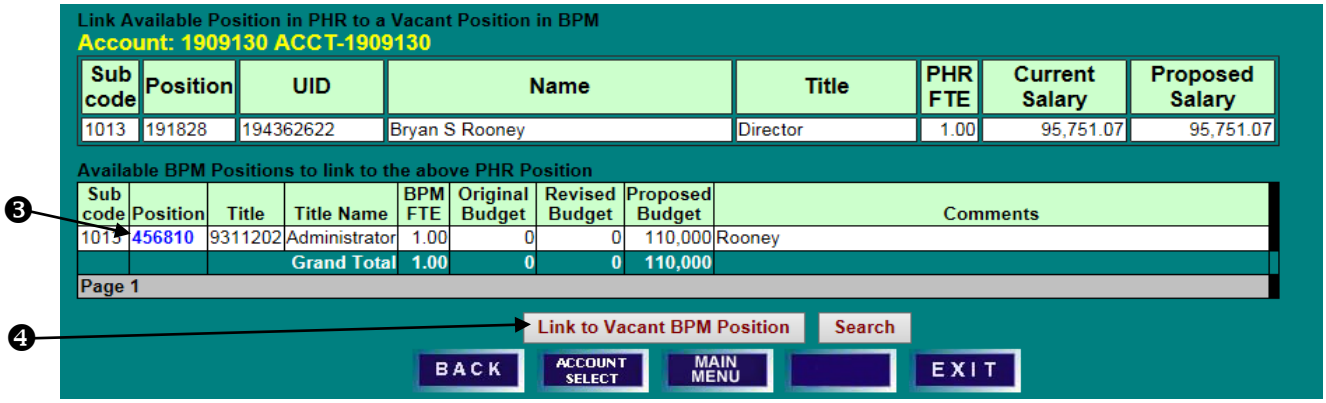
VACANT BUDGETED POSITIONS SCREEN
1) To view PHR employee records available to link to a vacant budgeted position, click on "**Link Employee Records**." Only employees with zero budget FTE and dollars are available to link.



AVAILABLE PHR POSITIONS TO LINK SCREEN
1) Select an employee record to link by clicking the "**Position**" number.
2) Click on "**Link to Vacant Position in BPM**."



LINK AVAILABLE POSITION IN PHR TO A VACANT POSITION IN BPM SCREEN
3) Select from the list of Available BPM Positions to link. Click on a "**Position**" number.
4) Click on "**Link to Vacant BPM Position**." The selected BPM position will be removed from the "**Vacant Budgeted Positions**" list and its budget will be moved to the selected available PHR position.



VACANT BUDGETED POSITION
LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT SUMMARY SCREEN

1) To view the linked budgeted position on the **Position/Employee Details Screen**, click on "**Faculty**," "**Exempt**," or "**Non-Exempt**" from the **Account Summary Screen** depending on the employment category of the linked employee.

POSITION/EMPLOYEE DETAILS SCREEN

1) Note that the PHR position number, Category Status, Title, and subcode have superseded those of the vacant BPM position. The vacant BPM position has been deleted.
2) This can be verified by selecting "**Audit Trail**" from the **Position/Employee Details** screen for the original BPM position Category/Status.

Position/Employee Details - Exempt(SUBCODE: 1013)
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?
1013	191828	194362622	Rooney	Director	1.00	1.00	0	0	110,000	95,751.07	95,751.07	Yes
1013	191941	195900250	Herbert	Coordinator	1.00	1.00	63,985	63,985	71,985	63,984.60	71,984.60	Yes
1013	192807	196627712	Render	Systems Analyst	0.00	1.00	0	0	0	49,980.00	49,980.00	Yes
1013	193182	199616591	Harris	Coordinator	0.00	1.00	0	0	0	42,556.00	42,556.00	Yes
1013	195681	193315971	Thorpe	Exec Dir	1.00	1.00	110,591	110,591	110,591	110,590.97	110,590.97	Yes
1013	195712	192272473	Semeiks	Director	1.00	1.00	72,959	72,959	72,959	72,959.38	72,959.38	Yes
1013	195724	193586296	Barrera	Director	0.50	0.55	49,407	49,407	49,407	54,627.05	54,627.05	No
1013	195734	190865929	Janicki	Director	0.90	1.00	69,580	69,580	69,580	77,312.29	77,312.29	Yes
1013	195737	195774790	Lee	Coordinator	1.00	1.00	48,820	48,820	48,820	48,819.62	48,819.62	Yes
1013	195739	192853856	Prokopy	Business Manager	1.00	1.00	51,090	51,090	51,090	51,089.63	51,089.63	Yes
1013	195742	192213155	Harpold	Coordinator	1.00	1.00	52,378	52,378	52,378	51,351.44	51,351.44	Yes
1013	195743	195309480	Aute	Coordinator	1.00	1.00	54,437	54,437	54,437	54,436.51	54,436.51	Yes
	Variance	-94,009.32		Grand Total	17.20	19.35	1,158,292	1,158,292	1,276,292	1,362,301.32	1,370,301.32	

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

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

AUDIT TRAIL SCREEN

Audit Trail - Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 1909130 ACCT-1909130

User	Date/Time	Action Taken	Sub code	UID	FTE	Budget	Salary	Comments
Trainer	4/5/2017 6:46:13 AM	Position Linked	1013	194362622	FTE Old: 0.00 New: 1.00	Budget Old: 0 New: 110,000		Linked PHR Employee to Vacant BPM Position with Vacant Position: 456810 Name: Bryan S Rooney

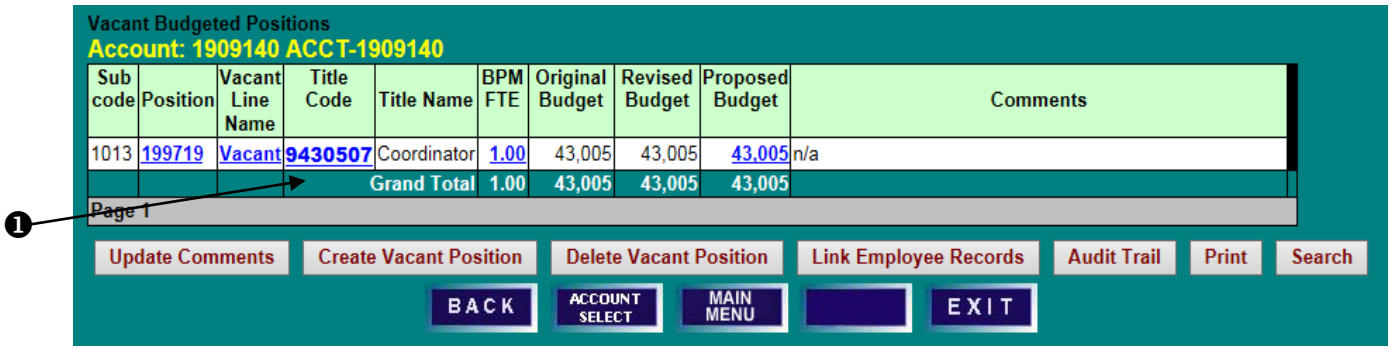
Page 1

Show All | Print | Search | BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

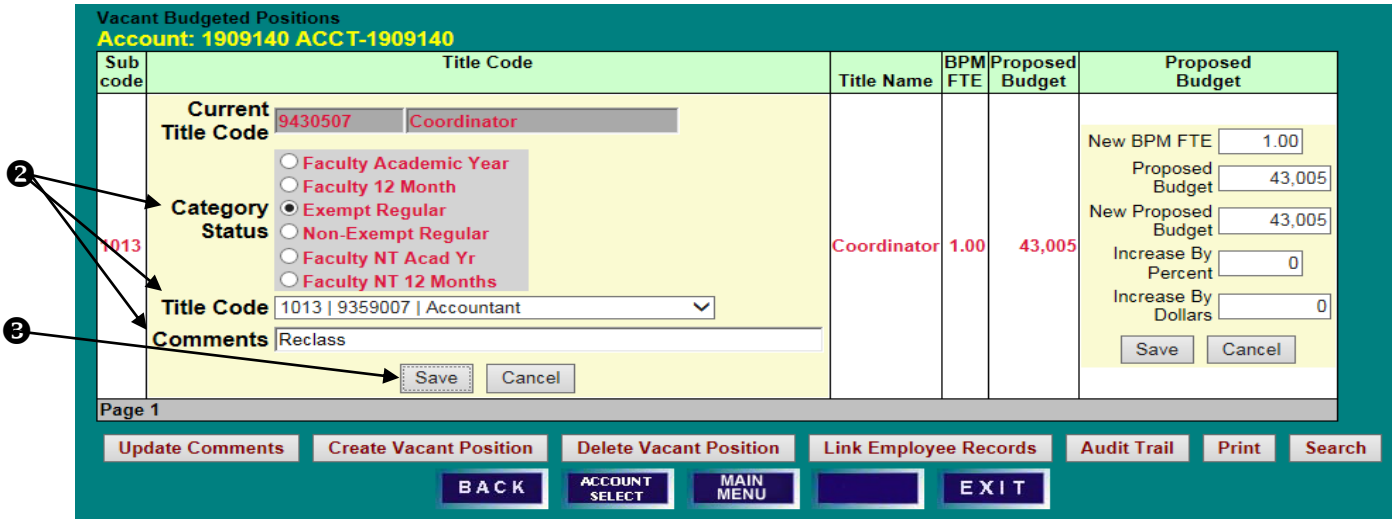
VACANT BUDGETED POSITION
UPDATE TITLE CODE/SUBCODE, BUDGET, NAME, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

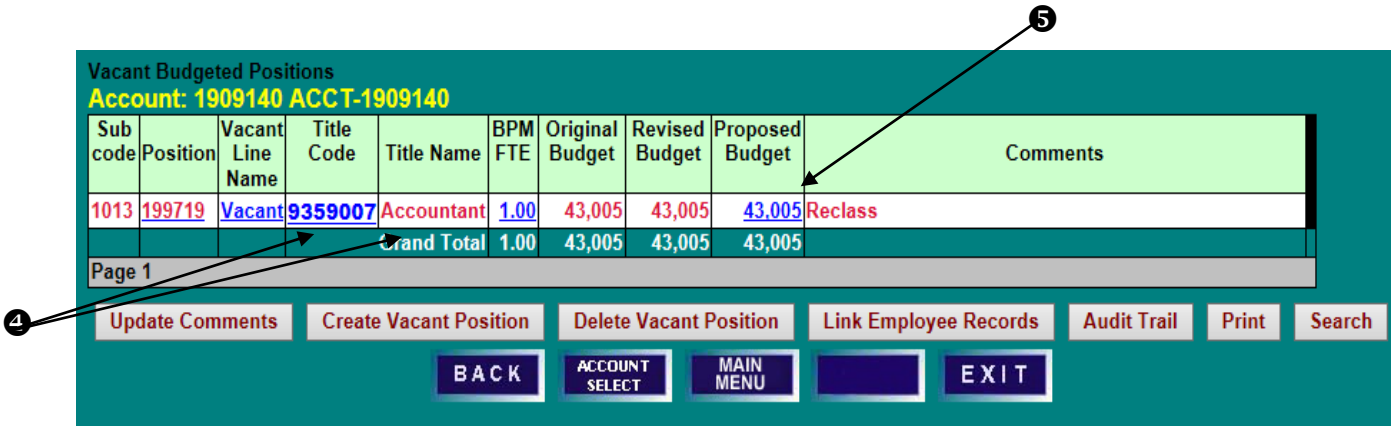
1) To change the **Title Code**, **Category Status**, and **Subcode,** of a Vacant Position, click on the blue "**Title Code**" of a position to open an edit box.



2) Select the appropriate "**Category Status**" and "**Title Code**," and enter any necessary "**Comments**."
3) Click "**Save**" to save changes or "**Cancel**" to reset the data. **Please note that a title code change in BPM <u>will not</u> feed to PHR.**



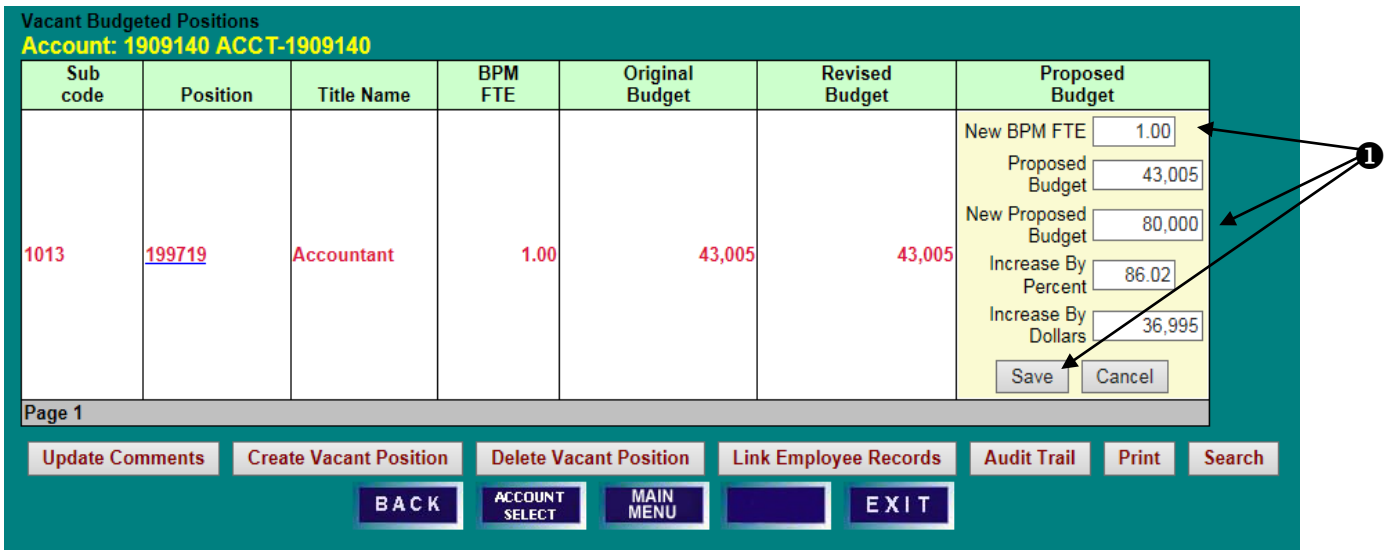
4) Review changes to the Vacant Position's attributes.
5) To update the "**BPM FTE"** and/or "**Proposed Budget"** for the position, click on the blue "**Proposed Budget**" amount to open an edit box.

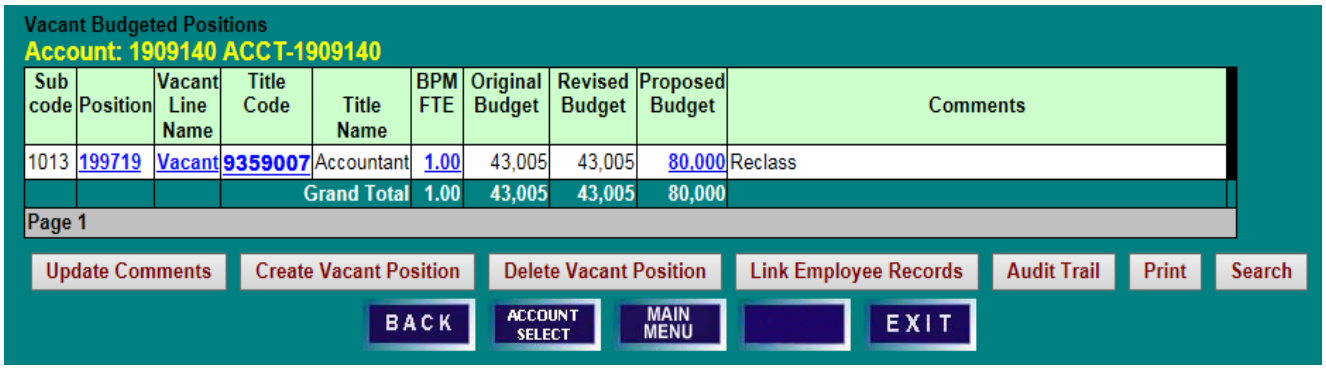


VACANT BUDGETED POSITION
UPDATE TITLE CODE/SUBCODE, BUDGET, NAME, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

1) Enter a "**New BPM FTE**" and/or change the position's **Proposed Budget** by percentage or dollars, and click "**Save.**"

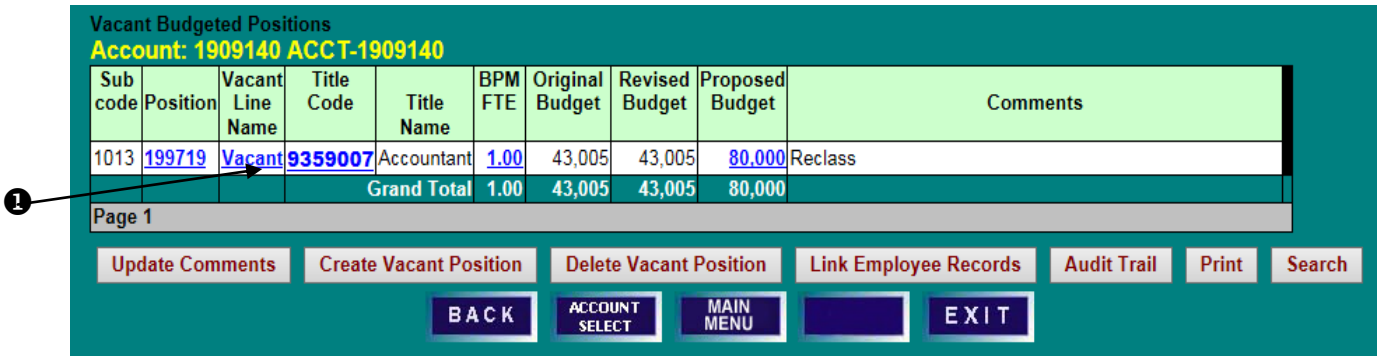




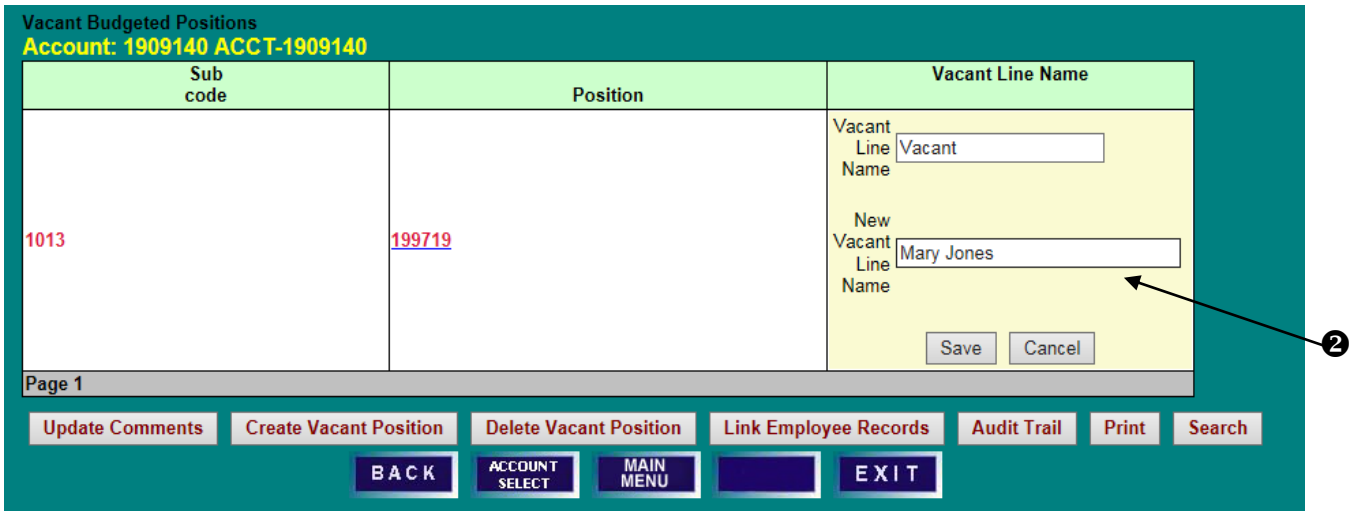
VACANT BUDGETED POSITION
UPDATE TITLE CODE/SUBCODE, BUDGET, NAME, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

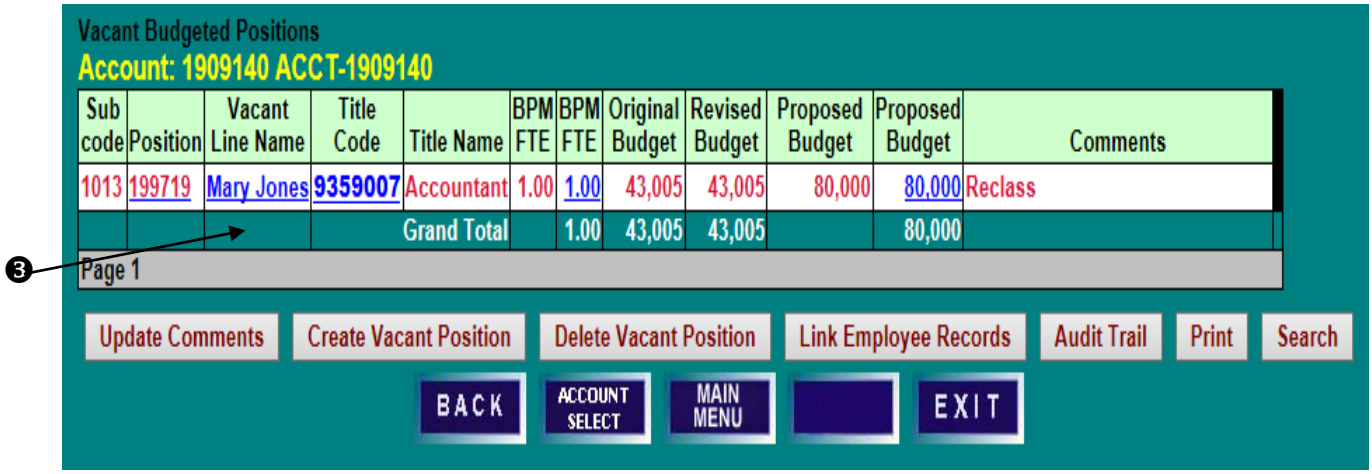
1) To change the **"Vacant Line Name"** on a Vacant Position, click on the blue "**Vacant Line Name**" to open an edit box.



2) Enter a "**New Vacant Line Name**" and click "**Save**"



3) Review changes to the ""**Vacant Line** Name" attribute.



SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

POOLED POSITION WORKSHEETS

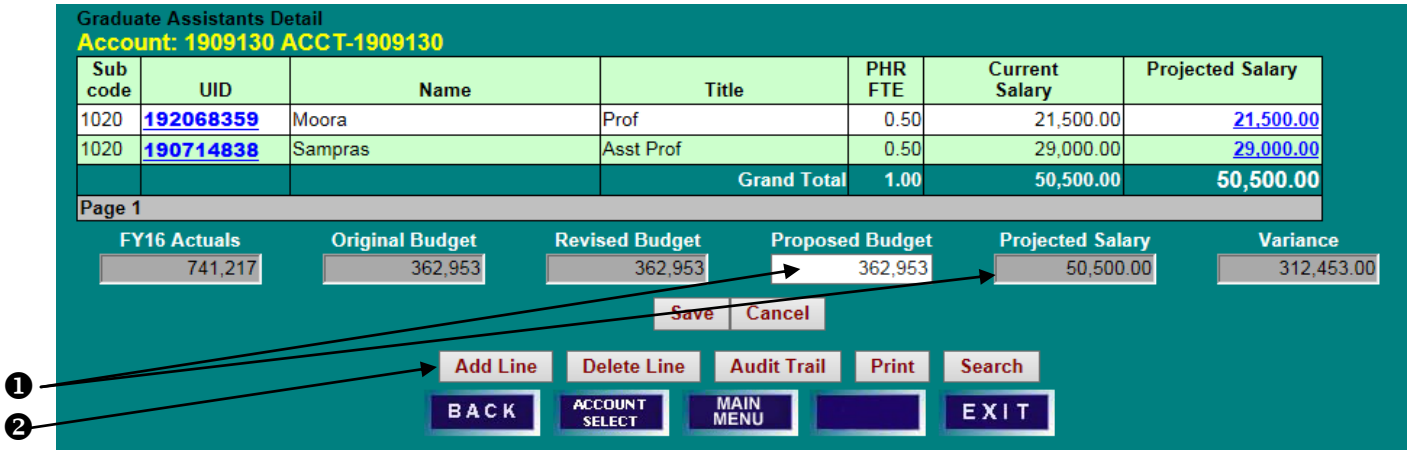
Each pooled detail screen can be used as a worksheet to help set pooled salary budgets. New employees may be added and deleted, and projected salaries can be changed on the worksheets. **Use of the worksheets is optional. Projected salary information IS NOT fed to PHR for payroll conversion**. Worksheet functionality is the same for each pooled detail screen and is described below, using the Graduate Assistant worksheet as the example.

ACCOUNT BUDGET SUMMARY SCREEN

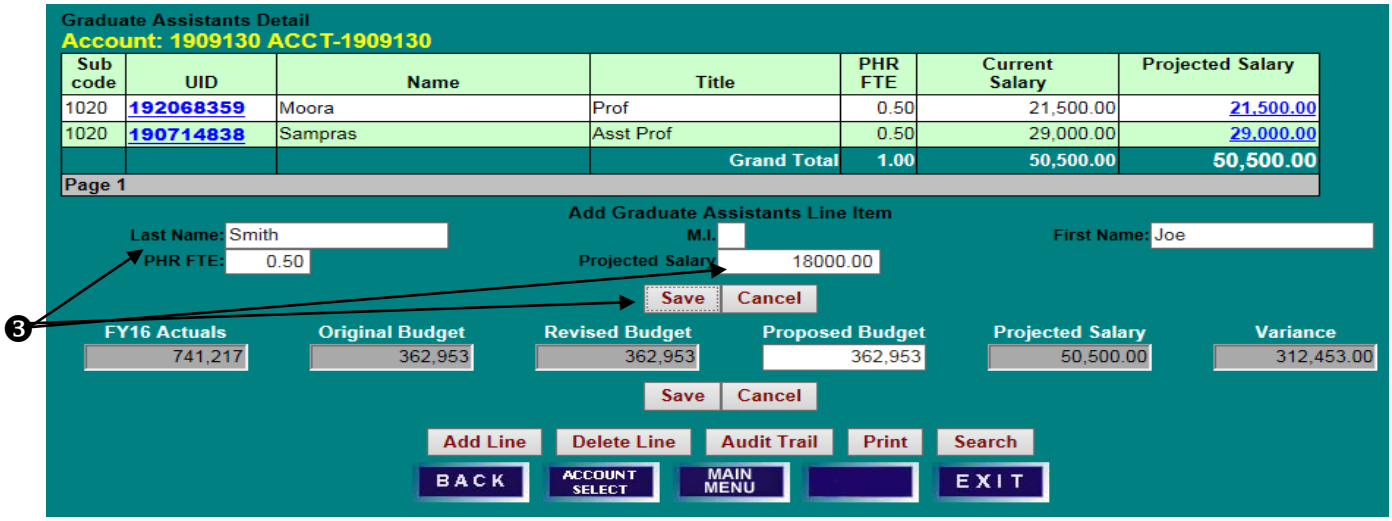
1) Access the worksheet for **Lecturers**, **Faculty Contractual**, **Contingent II**, or **Graduate Assistants** from the **Account Budget Summary** screen by clicking on the respective brown field name.

GRADUATE ASSISTANT DETAIL SCREEN

1) Note that the **Proposed Budget** amount matches the budget figure on the **Account Budget Summary** screen, but that **Projected Salary** may reflect a different figure.
2) To add a new line, click **"Add Line."**

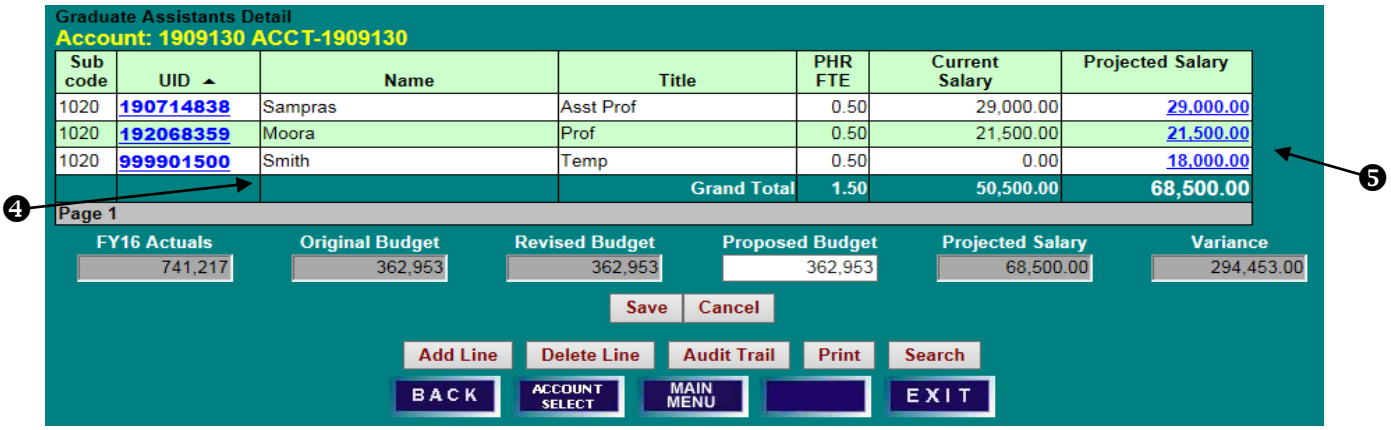


3) Enter the **Name**, "**PHR FTE**," and "**Projected Salary**" for the employee, and click "**Save**."

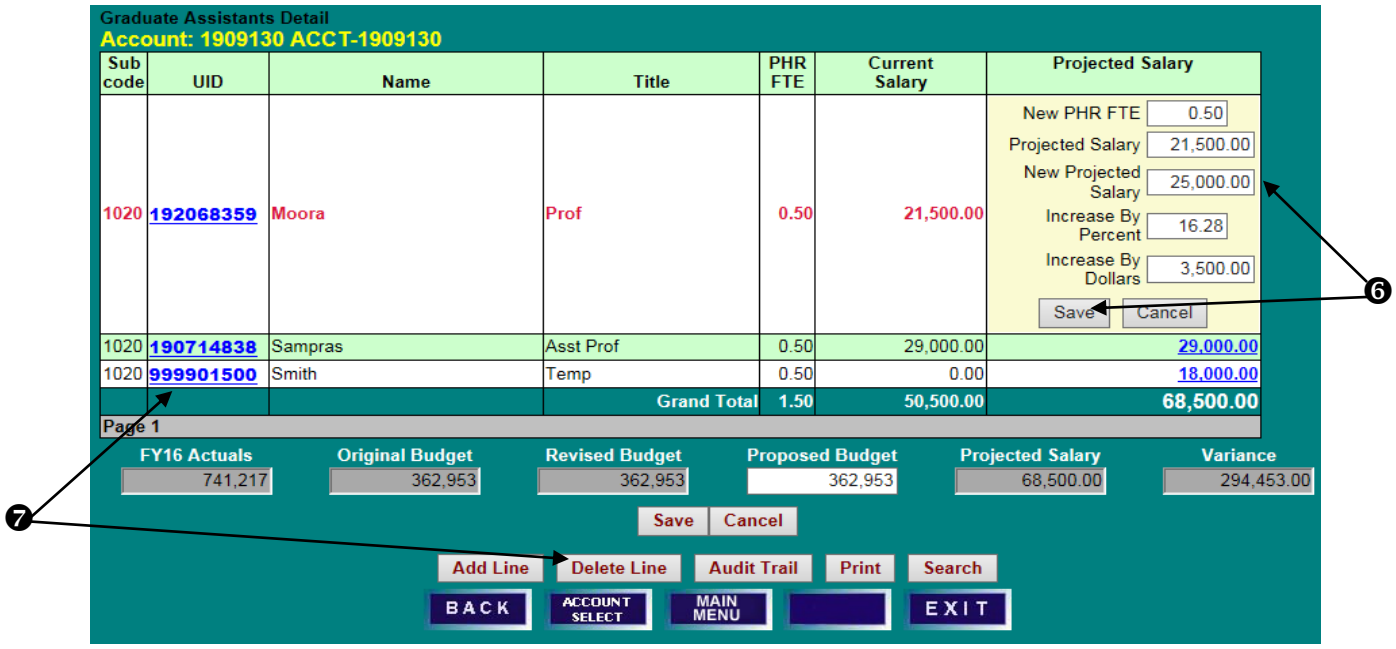


SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

4) Confirm that the employee has been added.
5) To update the "**PHR FTE**" or **"Projected Salary"** for an employee, click on the blue "**Projected Salary**" amount to open an edit box.

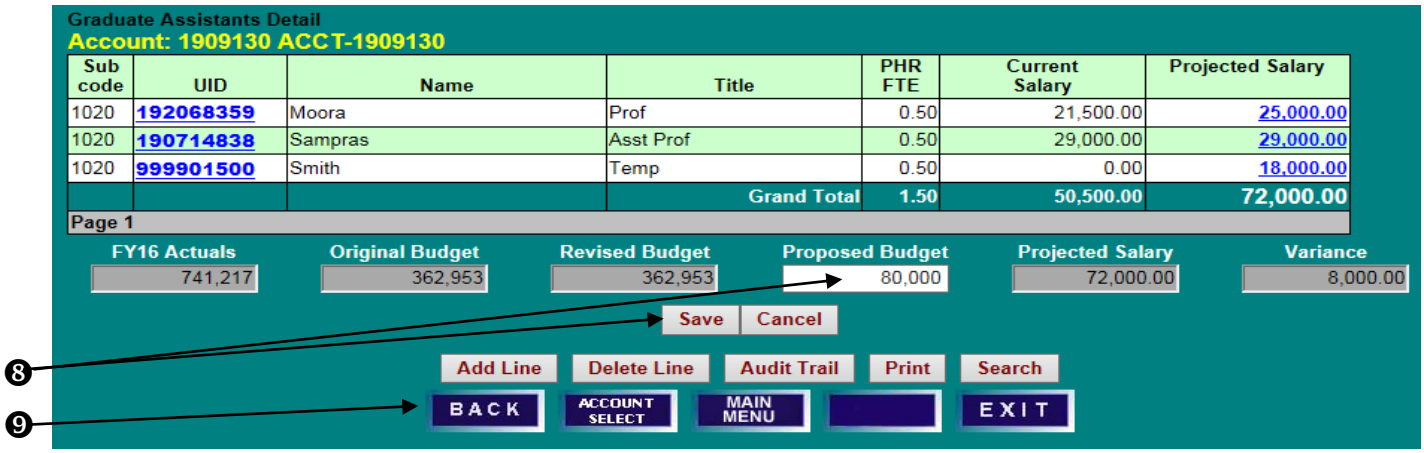


6) Enter a new "**New Projected Salary**," or change by percentage or dollars, and click "**Save**."
7) To delete a line, click on the "**UID**" to highlight the row, and then click **"Delete Line**." An employee line with "**Current Salary**" cannot be deleted, but that employee's "**Projected Salary**" can be reduced to zero.



SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

8) To update the pool budget, enter the new "**Proposed Budget**" amount and click "**Save**."
9) Click **"Back"** to return to the **Account Budget Summary** screen to review the updated budget.



SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING

OTHER SALARY & WAGES BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

1) Click on the red "**Other S/W**" field name to access the **Other S/W Subcode Budget Details** screen.

Account Budget Summary | **3906010** | **ACCT-3906010**

	Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	42,603		0.00
Graduate Assistant	0		0.00
Exempt	1,760,638	30.00	26.00
Non-Exempt	113,682	3.50	2.00
Labor & Assistants	1,572,225		
Fringe Benefits	578,469		
Overtime	23,000		
Turnover & Other	0		
Total Salaries / Wages	4,090,617	33.50	28.00

	Budget	BPM FTE	PHR FTE
Revenue	-6,960,489		
Itemized S/W	1,874,320	33.50	28.00
Non-Itemized S/W	42,603		0.00
Other S/W	2,173,694		
Operating Expense	4,005,646		
Account Total	1,135,774		

Program:	08	Auxiliary
Division:	70	DIV 70
Department:	17013	DEPT 17013
Dept-SubDept:	17013-01	DeptSub 17013-01
Support Indicator:	2	Self Support

Next Account | Vacant Positions | Print | ACCOUNT SELECT | MAIN MENU | EXIT

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OTHER S/W SUBCODE BUDGET DETAILS

1) Click on a blue **"Proposed Budget"** amount to open an edit box.

Other S/W Subcode 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
Labor & Assistants	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	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	1,497,825	N/A	0
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	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	1,557,225	0.00	0
		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	4,090,617	0.00	0

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Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

❶

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING

OTHER SALARY & WAGES BUDGET ADJUSTMENTS

2) Enter a **"New Proposed Budget,"** or make changes by percentage or dollars, and click "**Save**."

Other S/W Subcode 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
Labor & Assistants	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	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	Proposed Budget 1,497,825 New Proposed Budget 1,300,000 Increase By Percent -13.21 Increase By Dollars -197,825 Save Cancel	N/A	0
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	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	1,557,225	0.00	0
		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	4,090,617	0.00	0

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Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

3) Note the resulting "**Proposed Budget**" figure, as well as the "**Percent Change**" and "**$ Change**."

Other S/W Subcode 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
Labor & Assistants	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	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
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	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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Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

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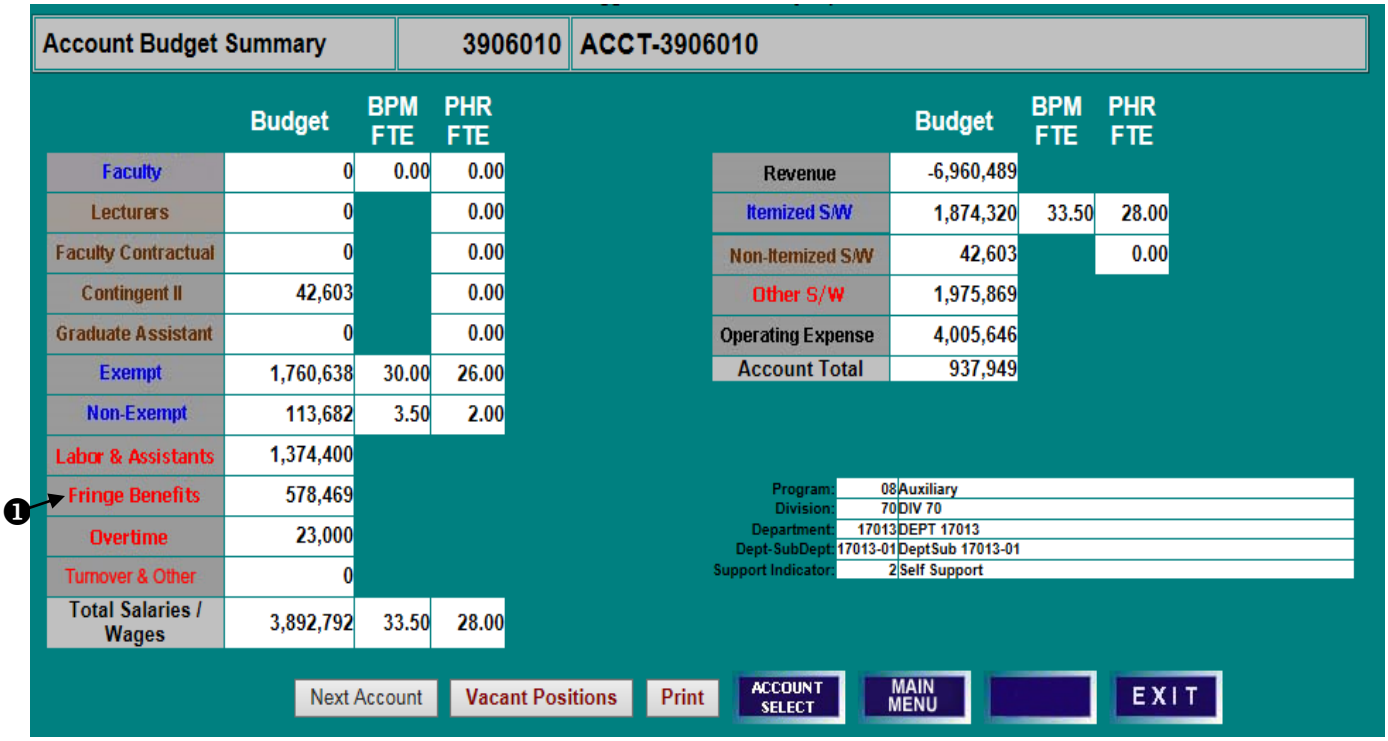
SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
FRINGE BENEFITS CALCULATOR

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
Faculty	0	0.00	0.00
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	42,603		0.00
Graduate Assistant	0		0.00
Exempt	1,760,638	30.00	26.00
Non-Exempt	113,682	3.50	2.00
Labor & Assistants	1,374,400		
Fringe Benefits	578,469		
Overtime	23,000		
Turnover & Other	0		
Total Salaries / Wages	3,892,792	33.50	28.00

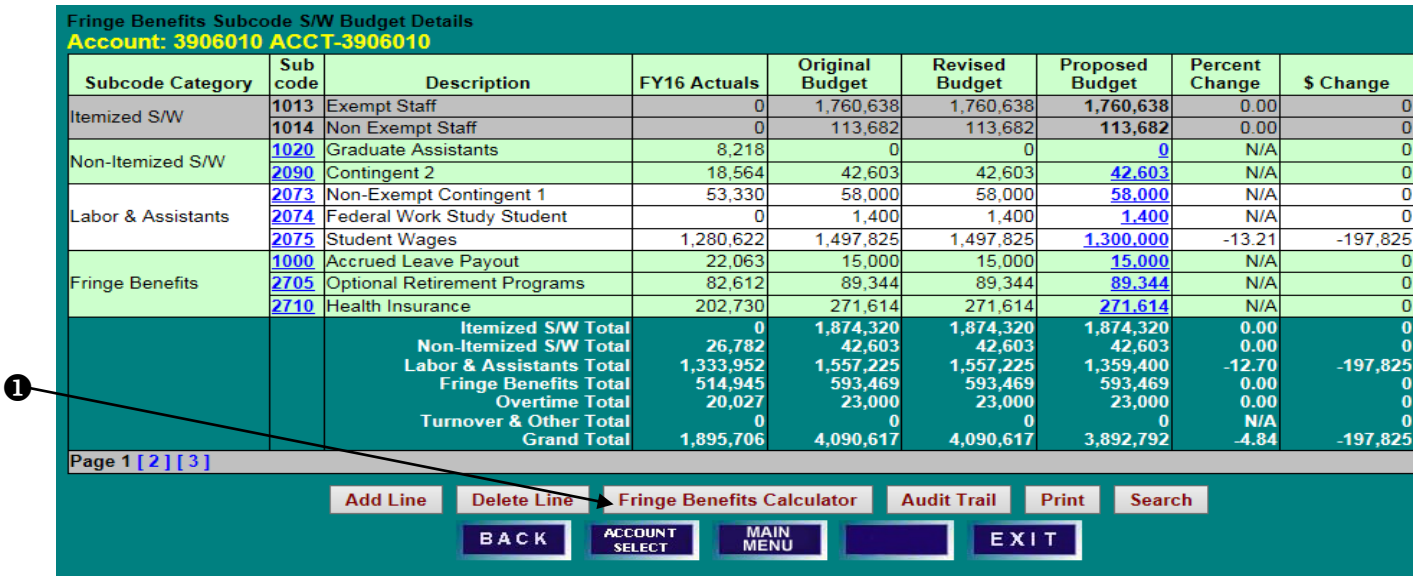
	Budget	BPM FTE	PHR FTE
Revenue	-6,960,489		
Itemized S/W	1,874,320	33.50	28.00
Non-Itemized S/W	42,603		0.00
Other S/W	1,975,869		
Operating Expense	4,005,646		
Account Total	937,949		

Program:	08	Auxiliary
Division:	70	DIV 70
Department:	17013	DEPT 17013
Dept-SubDept:	17013-01	DeptSub 17013-01
Support Indicator:	2	Self Support

Next Account | Vacant Positions | Print | ACCOUNT SELECT | MAIN MENU | EXIT

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
Labor & Assistants	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	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
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	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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Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search
BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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	1	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 Rigsby	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	11,500	521,226	
				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	15,000	86,825	-15,731	0	10,017	-147	6,200	1,800	0	74,117	

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Set Estimated Total as Proposed Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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	Other Benefits 9,626 New Other Benefits 11,500 Increase By Percent 19.47 Increase By Dollars 1,874 Save Cancel
			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

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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

[1] [2] Page 3

Set Estimated Total as Proposed Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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	0	5

[1] [2] Page 3

Set Estimated Total as Proposed Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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
Labor & Assistants	2073	Non-Exempt Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	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
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	3,000	-80.00	-12,000
	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	-11.67	-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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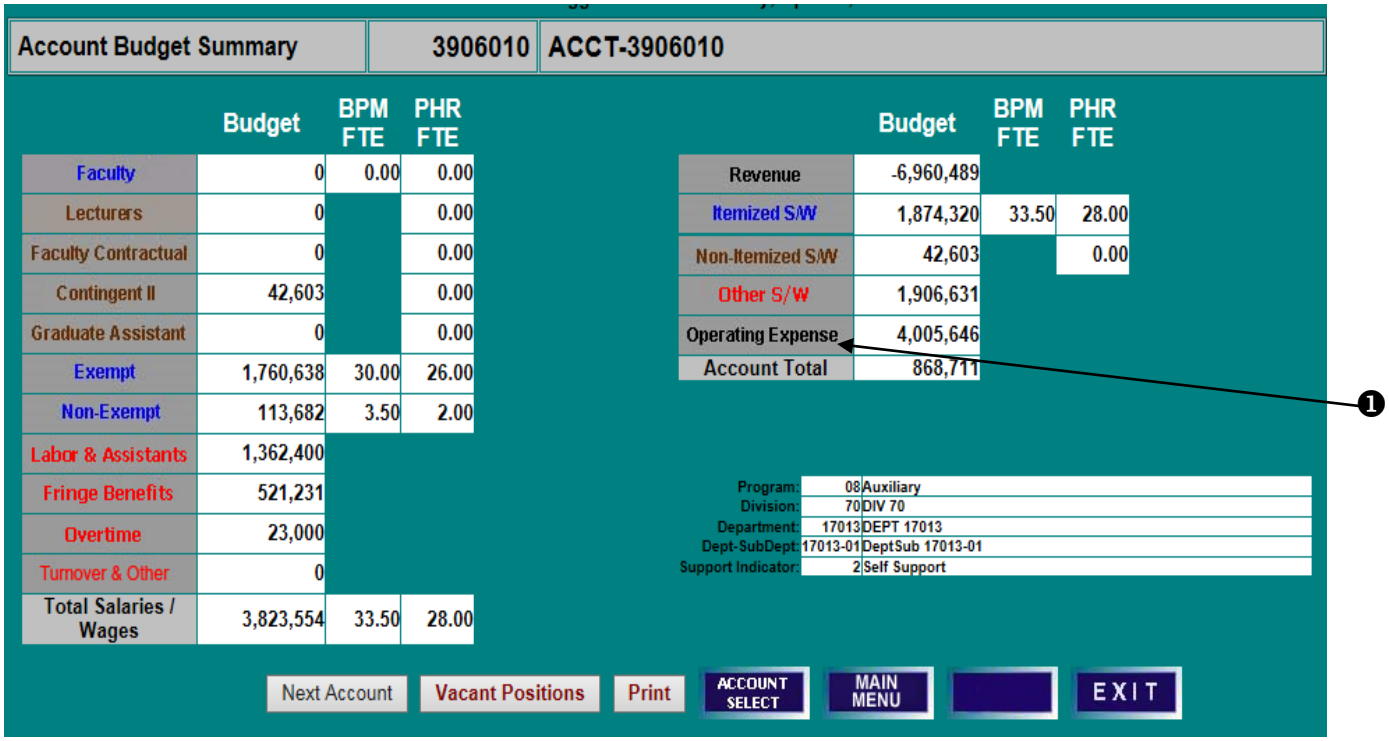
Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

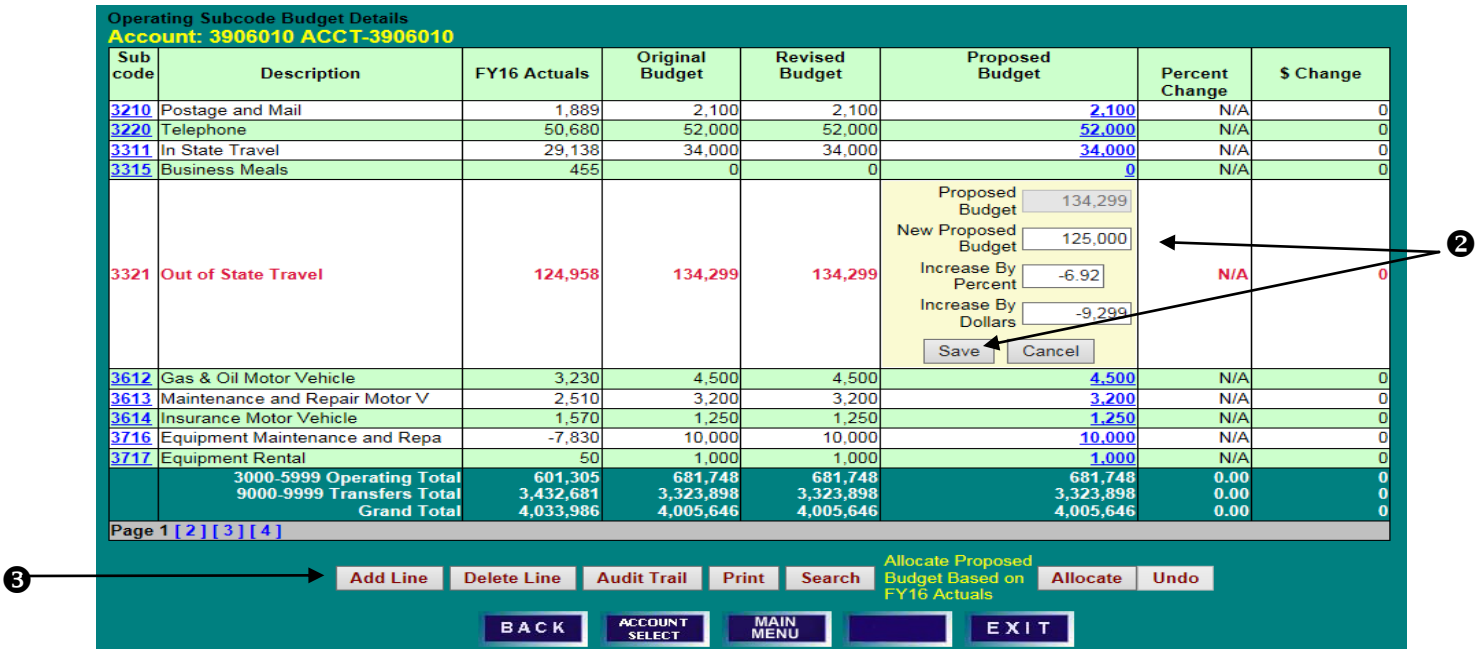
ACCOUNT BUDGET SUMMARY SCREEN

1) From the **Account Budget Summary** screen, click on "**Operating Expense**" (or "**Revenue**") to access the **Operating Subcode Budget Details** screen.



OPERATING SUBCODE BUDGET DETAILS SCREEN

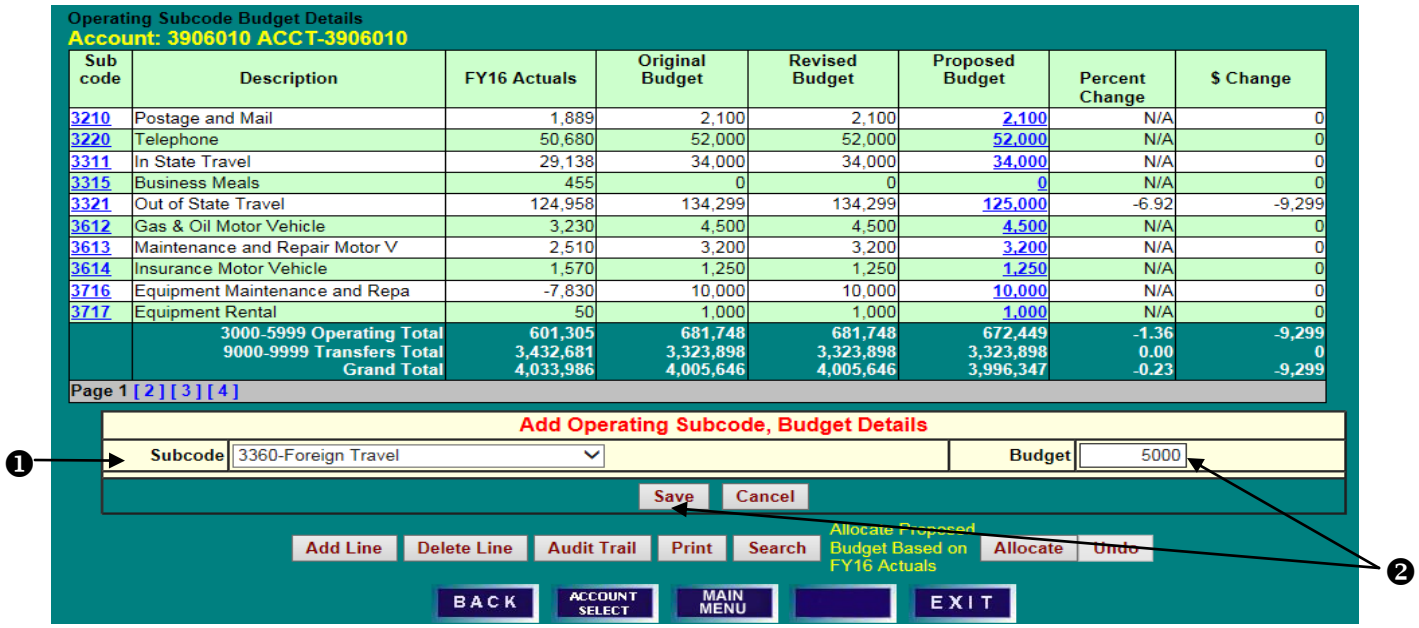
2) To adjust a subcode budget, click the "**Proposed Budget**" field to open an edit box. Enter changes and click "**Save**," or click "**Cancel**" to leave the field unchanged.
3) To add an operating budget expense subcode not already listed, click "**Add Line**."



SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

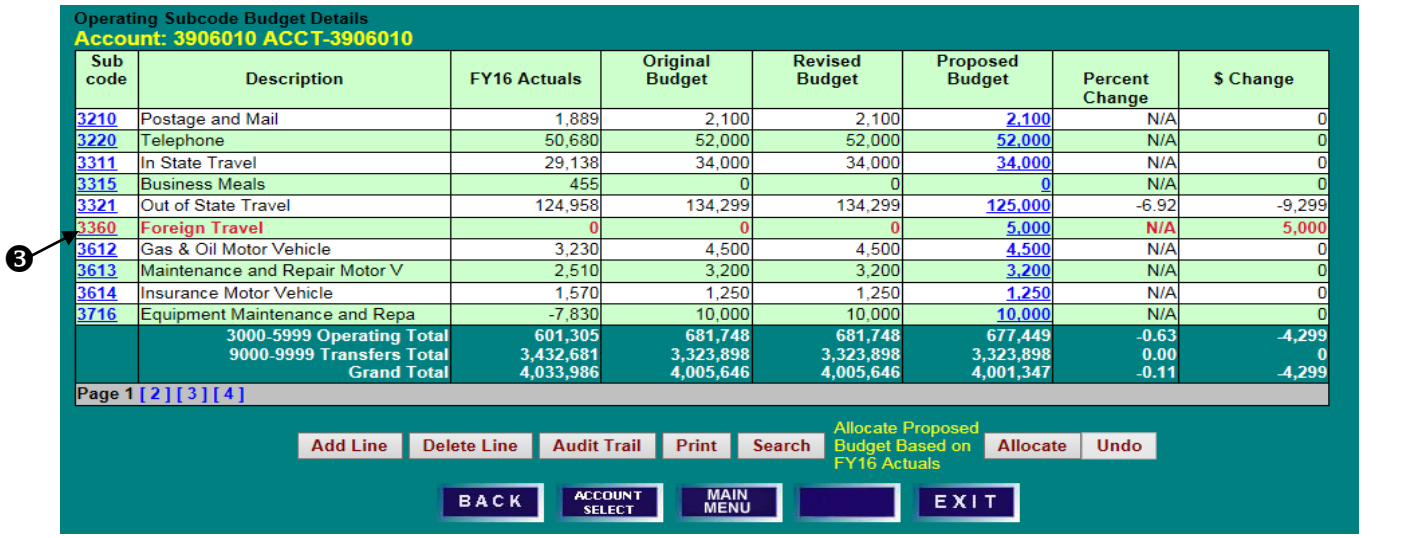
1) Select a "**Subcode**" from the drop-down box.
2) Enter the **Proposed Budget** amount in the "**Budget**" field, and click "**Save**."



Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	10,000	N/A	0
3717	Equipment Rental	50	1,000	1,000	1,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	672,449	-1.36	-9,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	3,996,347	-0.23	-9,299

Page 1 [2] [3] [4]

3) Confirm that the new row and associated "**Proposed Budget**" have been added to the Operating Budget.



Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATNG
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

1) In order to allocate "**Proposed Budget**" based on prior year actuals, click "**Allocate**."

Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY16 Actuals | Allocate | Undo

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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2) BPM will spread the total proposed operating budget for subcodes 3000 – 5999 in the same proportion as prior year actuals were expended. Click "**Yes**" to proceed with the allocation or "**No**" to cancel the action.

Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

Page 1 [2] [3] [4]

You are about to allocate the proposed budget based on prior year actuals. Are you sure?

Yes | No

❷

Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY16 Actuals | Allocate | Undo

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

3) Review the allocated subcode **Proposed Budget** amounts by subcode, as well as the percent and dollar changes.
4) The Allocation can be undone by clicking "**Undo**." This will restore the operating subcode budgets to their original amounts.

Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone	50,680	52,000	52,000	56,457	8.57	4,457
3311	In State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out of State Travel	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,749	39.92	499
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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5) Click "**Yes**" to confirm, or "**No**" to leave the operating budget allocation in place.

Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY16 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage and Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone	50,680	52,000	52,000	56,457	8.57	4,457
3311	In State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out of State Travel	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil Motor Vehicle	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maintenance and Repair Motor V	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance Motor Vehicle	1,570	1,250	1,250	1,749	39.92	499
3716	Equipment Maintenance and Repa	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

Page 1 [2] [3] [4]

You are about to restore budgets back to what they were prior to allocation. Are you sure?

Yes | No

Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY16 Actuals | Allocate | Undo

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

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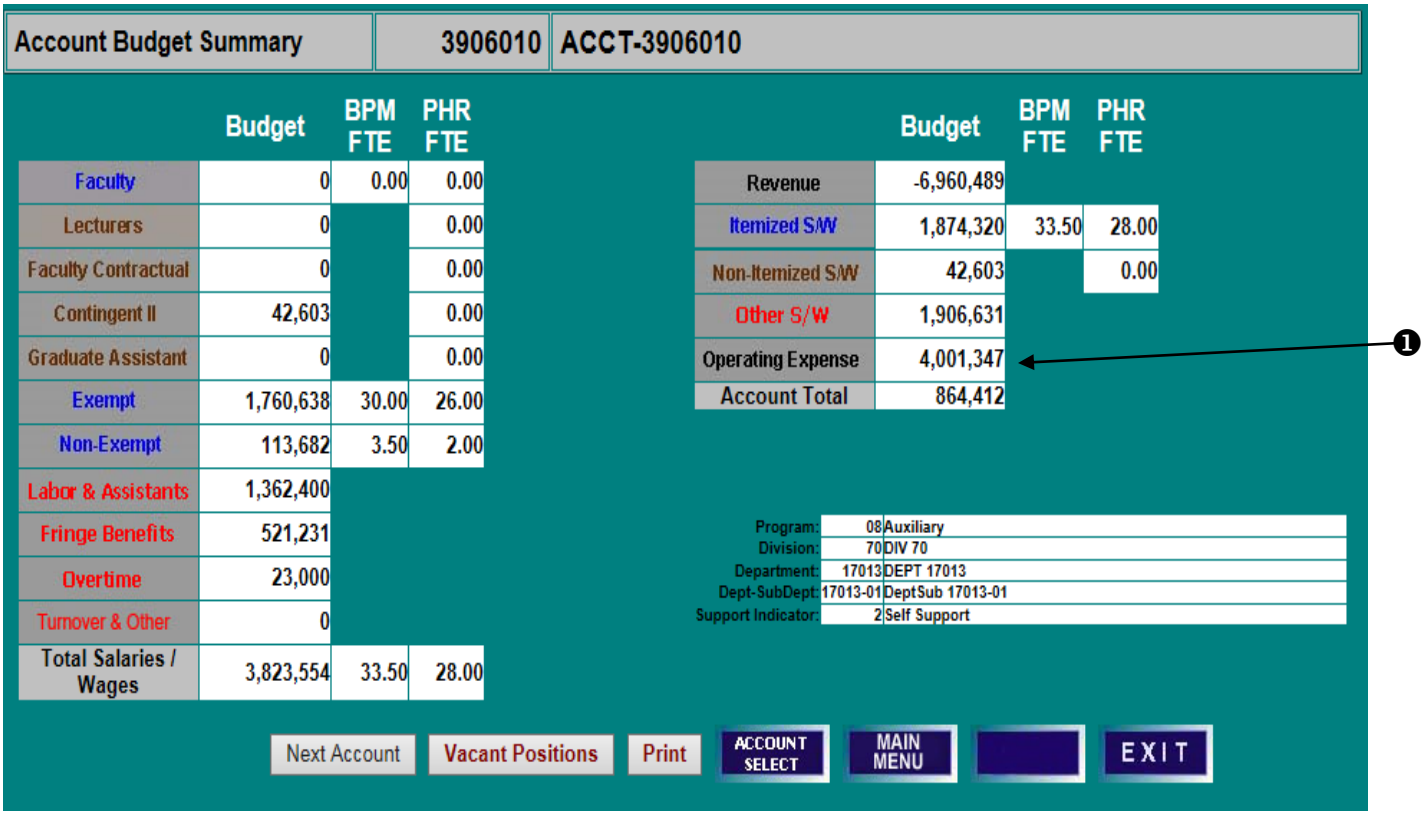
SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

1) Note that the "**Operating Expense**" budget figure has been updated on the **Account Budget Summary** screen. Also note that budget totals on this screen should agree to final BPM budget reports run for the account.



Account Budget Summary | 3906010 | ACCT-3906010

	Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	42,603		0.00
Graduate Assistant	0		0.00
Exempt	1,760,638	30.00	26.00
Non-Exempt	113,682	3.50	2.00
Labor & Assistants	1,362,400		
Fringe Benefits	521,231		
Overtime	23,000		
Turnover & Other	0		
Total Salaries / Wages	3,823,554	33.50	28.00

	Budget	BPM FTE	PHR FTE
Revenue	-6,960,489		
Itemized S/W	1,874,320	33.50	28.00
Non-Itemized S/W	42,603		0.00
Other S/W	1,906,631		
Operating Expense	4,001,347		
Account Total	864,412		

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Program:	08	Auxiliary
Division:	70	DIV 70
Department:	17013	DEPT 17013
Dept-SubDept:	17013-01	DeptSub 17013-01
Support Indicator:	2	Self Support

Next Account | Vacant Positions | Print | ACCOUNT SELECT | MAIN MENU | EXIT

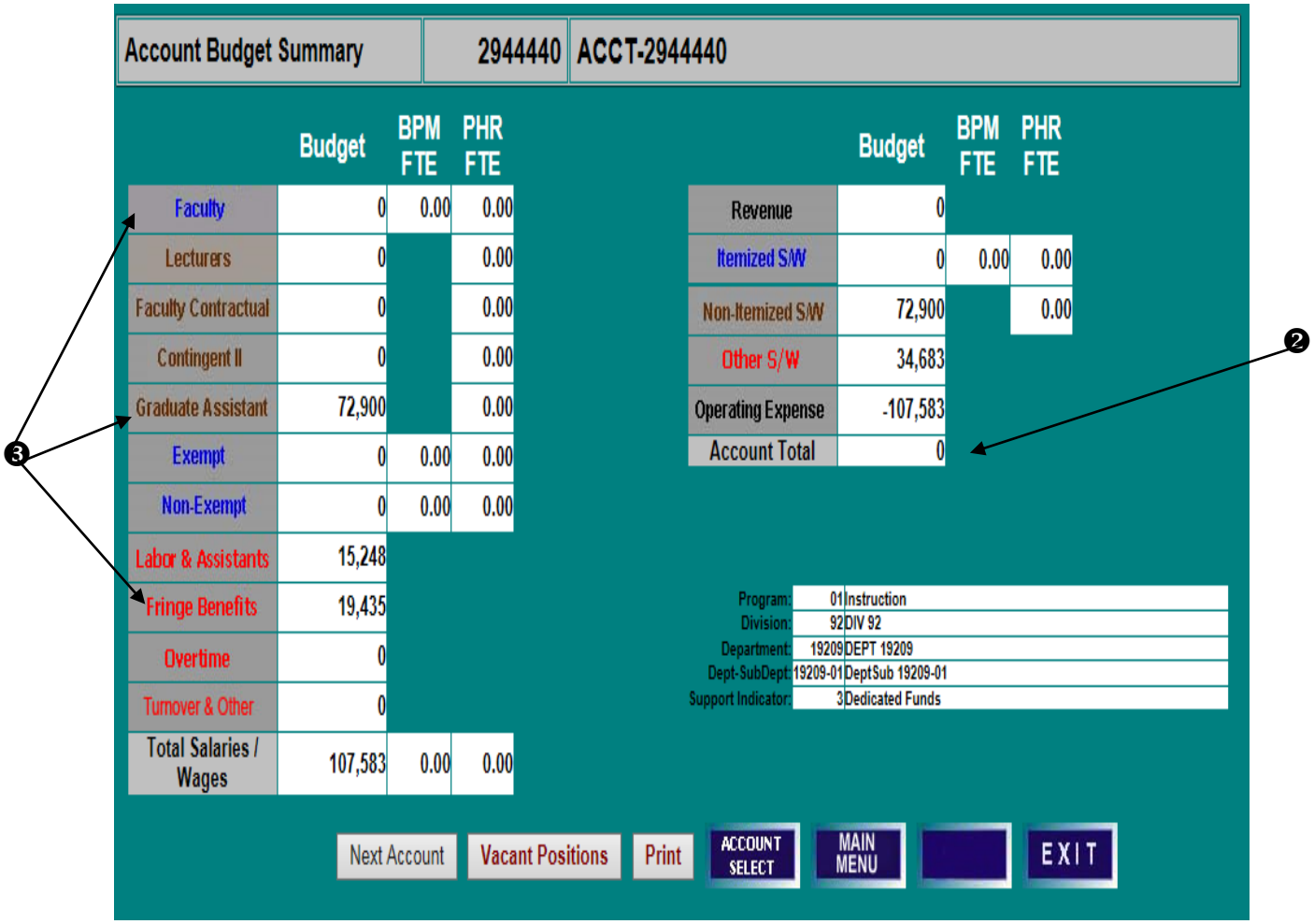
SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

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.



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**
The department expects to receive funding in FY 2018 but anticipates spending some or all of it in future years. For example, a faculty member receives "start-up" funds in FY 2018 but expects to spend it over a three-year period.	**0966** – Budgeted **Growth** of Fund Balance	**Positive** For the amount of funding **not** expected to be **expended in FY 2018; i.e., revenues exceed expenditures**
The department expects to spend into funding received in years prior to FY 2018. 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.	**0968 –** Budgeted **Use** of Fund Balance	**Negative** For the amount of funding **from prior** years expected to be **spent in FY 2018; i.e., expenditures exceed revenues**

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

Page 1

Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY16 Actuals | Allocate | Undo

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)	(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**	**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

Page 1

Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY16 Actuals | Allocate | Undo

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

BPM REPORTS MENU

BPM MAIN MENU

1) Click on "**Report Menu**" to access the BPM Report Menu screen.

BPM REPORTS MENU SCREEN

1) Select from Executive Level, Division, Department, Sub-Department or FRS Account from the **Main Category** drop-down lists, and
2) Select from Program, Element, Sub-Element, Major Fund Source or Support Indicator in the **Secondary Category** column, or
3) Enter an **KFS Account** number, and
4) Click on the desired report.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Proposed Budget Reports		
Budget Summary	Provides high-level summary of proposed budget, BPM FTE, and PHR FTE for the organization selected in 'Main Category'. Allows drill-down to Budget Summary Details, which shows details at the next lower organizational level than the one selected in 'Main Category'; i.e., departments within the division if division was selected in the 'Main Category'. .	Serves as an 'at-a-glance' overall proposed budget reference for internal budget discussions. .
Budget Summary Details	Provides a break-out of summarized proposed budget, BPM FTE, and PHR FTE by the next organizational level down for the one selected in the 'Main Category'. For example, if the organization selected in 'Main Category' is 'Division', the Budget Summary details would show information for the departments that make up that division. Provides further drill-down to the next lower organizational level.	Research differences between proposed budget entered into BPM Working Budget and BFA's (or college's) Budget Tracking Sheet.
Budget Summary Details by Account	Presents Budget FTE, Salary and Operating Budgets at the account level, subtotaled by Division, Department, and Sub-Department, depending on "Main Category" selections.	Reconcile budget entered into BPM Working Budget to BFA (or college's) budget tracking sheet.
Working Budget Changes Summary	Summarizes revised and proposed budget, including total dollar, percent changes, and BPM FTE. Also, presents BPM FTE for the proposed budget. Allows drill-down to Detail of Working Budget Changes, which shows information at lower organizational levels than the organization in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'.	Reconcile proposed budget entered into BPM Working Budget to BFA (or college's) Budget Tracking Sheet. Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet. **Required for Review Checklist**
Working Budget Changes Detail	Provides a break-out of summarized revised and proposed budget, including total dollar, percent changes, and BPM FTE, by the next organizational level down from the one selected in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'. Provides further drill-down to the next lower organizational level. Also, displays BPM FTE for the proposed budget.	Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Subcode Summary	Summarizes revised and proposed budget dollars by subcode with the percentage and dollar change. Also presents FTE for the proposed budget.	Use to compute turnover and compare to budget guidelines. Confirm expected subcode changes are accurate and research reconciliation differences. **Required for Review Checklist**
Itemized Position Details	Provides revised and proposed budget details by account then subcode, position number, and title code along with BPM FTE, dollar and percentage change.	Confirm budgets have been updated for each position and assess the reasonableness of the budgets.
Title Code Summary	Summarizes revised and proposed budget dollars by title code with the dollar and percentage change. Also presents BPM FTE for the proposed budget.	Assess overall reasonableness of proposed itemized personnel budget (dollars and FTE).
Position Vacancy	Provides revised and proposed budget for each vacant position, sorted by account then by subcode. Also provides BPM FTE, dollar and percentage change, and comments.	Assess accuracy of vacant positions (whether truly vacant and appropriateness of budget).
Detail Budget	Provides details of budget by account, then subcode, of itemized positions, non-itemized positions, and operating (non-salary and wages) budget.	Research details of summarized budget. For future reference purposes, print or save an electronic version when the working budget is finalized. **Required for Review Checklist**
BPM FTE > 1	Provides positions whose BPM FTE in total is greater than 1.00.	Identify positions over budgeted that need to be fixed to not exceed 1 FTE. **Required for Review Checklist**
Budget to Salary Comparison Reports		
Salary Variance Summary	Compares summarized proposed budget to proposed salary and BPM FTE to PHR FTE. Provides drill-down to the Salary Variance Summary Details as well as the Salary Variance by Position report at the next lower organizational level.	Verify proposed salaries have been adequately budgeted.
Salary Variance Summary Details	Provides a break-out of the comparison of summarized proposed budget to proposed salary and BPM FTE to PHR FTE by the next organizational level down for the one selected in the 'Main Category'. Provides further drill-down to the next organizational level or to the Salary Variance by Position report.	Research salary to budget comparison variances and assess reasonableness of budget.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Salary Variance by Position	Compares position-level proposed budget to proposed salary and BPM FTE to PHR FTE summarized at the next organizational level down for the one selected in the 'Main Category'.	Research salary to budget comparison variances, and assess reasonableness of budget. **Required for Review Checklist**
Audit		
Audit Trail Report	Details changes made to the working budget.	Research adjustments made to the working budget.
Proposed Salary Reports		
Salary Certification Summary - All Employees - Itemized Faculty - Exempt - Non-exempt - By Account	Provides proposed salary details (COLA, merit, etc.) in the organizational level selected in 'Main Category'. f the employee's funding spans multiple organizations, the report only shows the portion of the salary within the organization selected . The first four summarize by employee and then provide the details for the accounts within the organization. The last report "By Account" is ordered by the accounts within the organization and then by the employees within that account.	Verify proposed salaries have been set for employees appropriately; i.e., Total salary is equal to base salary and increments in ARS PLUS approved COLA, merit, retention and promotion.
Salary Summary by Employee- All-% Incr > 10.00	Identifies persons whose proposed salary increase (the combination of COLA, merit, retention, equity, and other) on all accounts paid exceeds 10% of the person's adjusted current base.	Identify persons whose proposed salaries may need the President's approval as the increase exceeds 10% of the person's adjusted current base. **Required for Review Checklist**
Salary Summary by Employee-All Accounts	Provides total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in 'Main Category'.	Verify total proposed salary for the employee is reasonable.
Salary Details by Employee – All Accounts	Breaks down an employee's total proposed salary by account. Provides an account-level detail of the Salary Summary by Employee – All Accounts.	Research composition of an employee's total proposed salary from all sources. **Required for Review Checklist**
Increments Above Base Details by Employee - All Accounts	Provides detail of current and proposed administrative and acting salary increments.	Identify and verify employee administrative and acting increments that should be included in proposed salary budgets. **Please note that increments are not used for payroll conversion.**

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Salary Adjustments	Provides changes to salaries made by users to total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in 'Main Category'.	Identify persons for whom salary changes were made and verify salary changes inputted are accurate. **Required for Review Checklist**
Adjustments to Current Base Salary – All Accounts-Faculty	Provides a detail of current base adjustments to faculty salaries; i.e., moves, reallocations and terminations, return from sabbatical or leave, and other faculty adjustments.	Verify adjustments to current base are appropriate. **Required for Review Checklist in years when COLA and Merit are applicable**
Adjustments to Current Base Salary – All Accounts – Exempt	Provides a detail of current base adjustments to exempt salaries; i.e., increases to salary range minimum, moves, reallocation or termination, and reclasses after freeze and before 7/1.	Verify adjustments to current base are appropriate. **Required for Review Checklist in years when COLA and Merit are applicable**
Adjustments to Current Base Salary – All Accounts – Non-Exempt	Provides a detail of current base adjustments to non-exempt salaries; i.e., increase to salary range minimum, complete probation before 7/1, move, reallocation or termination, and early completion of probation before July 1st.	Verify adjustments to current base are appropriate. **Required for Review Checklist in years when COLA and Merit are applicable**
Salary Not Set by Account – All Positions *(1)*	Identifies persons whose salaries have not been set in the accounts belonging in the organization selected in 'Main Category'.	Verify all salaries have been set in the accounts for which you are responsible.
Salary Not Set by Employee – All Positions *(1)*	Identifies persons whose salaries have not been set in the entirety. .	Verify all salaries have been set (in total) for all employees. **Required for Review Checklist in years when COLA and Merit are applicable**

(*1*) In years where COLA and Merit are not applicable, salaries are loaded as 'set', so these reports should not show any data. The report example shows the message you will receive when trying to run this report when all salaries have been set.

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REPORT DESCRIPTIONS
BUDGET SUMMARY

Budget Summary

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

	Proposed Budget	BPM FTE	PHR FTE
Itemized S & W			
Itemized Faculty (1011, 1012, 1015, 1016)	3,498,036	24.40	35.54
Exempt (1013)	1,354,269	18.20	20.35
Non-Exempt (1014)	410,122	7.40	9.00
Sub-Total Itemized S & W	**5,262,427**	**50.00**	**64.89**
Non-Itemized S & W			
Lecturers (1018)	0		0.00
Faculty Contractual (2069)	0		0.00
Contingent II (2090)	0		0.00
Graduate Assistants (1020)	152,900		1.50
Sub-Total Non-Itemized S & W	**152,900**		**1.50**
Other S & W			
Labor & Assistants (2000-2081)	400,239		
Fringe Benefits (1000, 27xx)	19,435		
Overtime (21xx)	0		
Turnover & Other (29xx)	0		
Sub-Total Other S & W	**419,674**		
Total Salaries & Wages	**5,835,001**	**50.00**	**66.39**
Operating Expenses (3xxx and above)	559,162		
Total Expenditures (1xxx and above)	**6,394,163**		
Revenue (0xxx)	(944,889)		
TOTAL	**5,449,274**	**50.00**	**66.39**

Print Budget Summary | Go to Budget Summary Details | Go to Subcode Summary

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
BUDGET SUMMARY DETAILS

1) Click on the hyper-linked (blue letters and numbers) to drill-down to further details.

First Drill-down: From Department/Sub-Department to Accounts

Budget Summary Details

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

Dept SubDept	Dept SubDept Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
19209-01	ub 19209-01	48.50	65.29	5,079,739	152,900	49,683	5,282,322	170,426	5,452,748	(50,000)	5,402,748
19209-02	ub 19209-02	1.50	1.10	182,688	0	369,991	552,679	388,736	941,415	(894,889)	46,526
	Department Total	50.00	66.39	5,262,427	152,900	419,674	5,835,001	559,162	6,394,163	(944,889)	5,449,274

Page 1

Back | Print Budget Summary Detail

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

Second Drill-down: From Account Budget Summary to Itemized S&W Summary

Budget Summary Details

Dept SubDept: 19209-01 ub 19209-01
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

Account	Account Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
1908640	ACCT-1908640	0.00	0.00	0	0	0	0	0	0	0	0
1909130	ACCT-1909130	48.50	65.29	5,079,739	80,000	15,000	5,174,739	228,009	5,402,748	0	5,402,748
1909150	ACCT-1909150	0.00	0.00	0	0	0	0	0	0	0	0
1909160	ACCT-1909160	0.00	0.00	0	0	0	0	0	0	0	0
2944440	ACCT-2944440	0.00	0.00	0	72,900	34,683	107,583	(57,583)	50,000	(50,000)	0
	Account Total	48.50	65.29	5,079,739	152,900	49,683	5,282,322	170,426	5,452,748	(50,000)	5,402,748

Page 1

Back | Print Budget Summary Detail

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

Budget Summary Details for Itemized S & W

Dept SubDept: 19209-01 ub 19209-01
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

Account	Account Name	Itemized Faculty (1011, 1012, 1015, 1016)	Exempt (1013)	Non-Exempt (1014)	Itemized S&W
1908640	ACCT-1908640	0	0	0	0
1909130	ACCT-1909130	3,436,330	1,276,292	367,117	5,079,739
1909150	ACCT-1909150	0	0	0	0
1909160	ACCT-1909160	0	0	0	0
2944440	ACCT-2944440	0	0	0	0
	Account Total	3,436,330	1,276,292	367,117	5,079,739

Page 1

Print | Close

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
BUDGET SUMMARY DETAILS BY ACCOUNT

Budget Summary Details by Account

Report printed by: Trainer on Friday, April 07, 2017 at 1:30:30 PM

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

KFS Account	FRS Account Name	BPM FTE	Itemized Salaries & Wages	Non-Itemized Salaries & Wages	Other Salaries & Wages	Total Salaries & Wages	Total Operating Expenses (3xxx and above)	Total Expenses	Total Revenue	Total
Division: 92 DIV 92										
Department: 19209 DEPT 19209										
1908640	ACCT-1908640	0.00	0	0	0	0	0	0	0	0
1909130	ACCT-1909130	48.50	5,079,739	80,000	15,000	5,174,739	228,009	5,402,748	0	5,402,748
1909140	ACCT-1909140	1.50	182,688	0	369,991	552,679	388,736	941,415	-894,889	46,526
1909150	ACCT-1909150	0.00	0	0	0	0	0	0	0	0
1909160	ACCT-1909160	0.00	0	0	0	0	0	0	0	0
2944440	ACCT-2944440	0.00	0	72,900	34,683	107,583	-57,583	50,000	-50,000	0
	Department Total	50.00	5,262,427	152,900	419,674	5,835,001	559,162	6,394,163	-944,889	5,449,274
	Division Total	50.00	5,262,427	152,900	419,674	5,835,001	559,162	6,394,163	-944,889	5,449,274
	Grand Total	50.00	5,262,427	152,900	419,674	5,835,001	559,162	6,394,163	-944,889	5,449,274

REPORT DESCRIPTIONS
WORKING BUDGET CHANGES SUMMARY

Working Budget Changes Summary

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

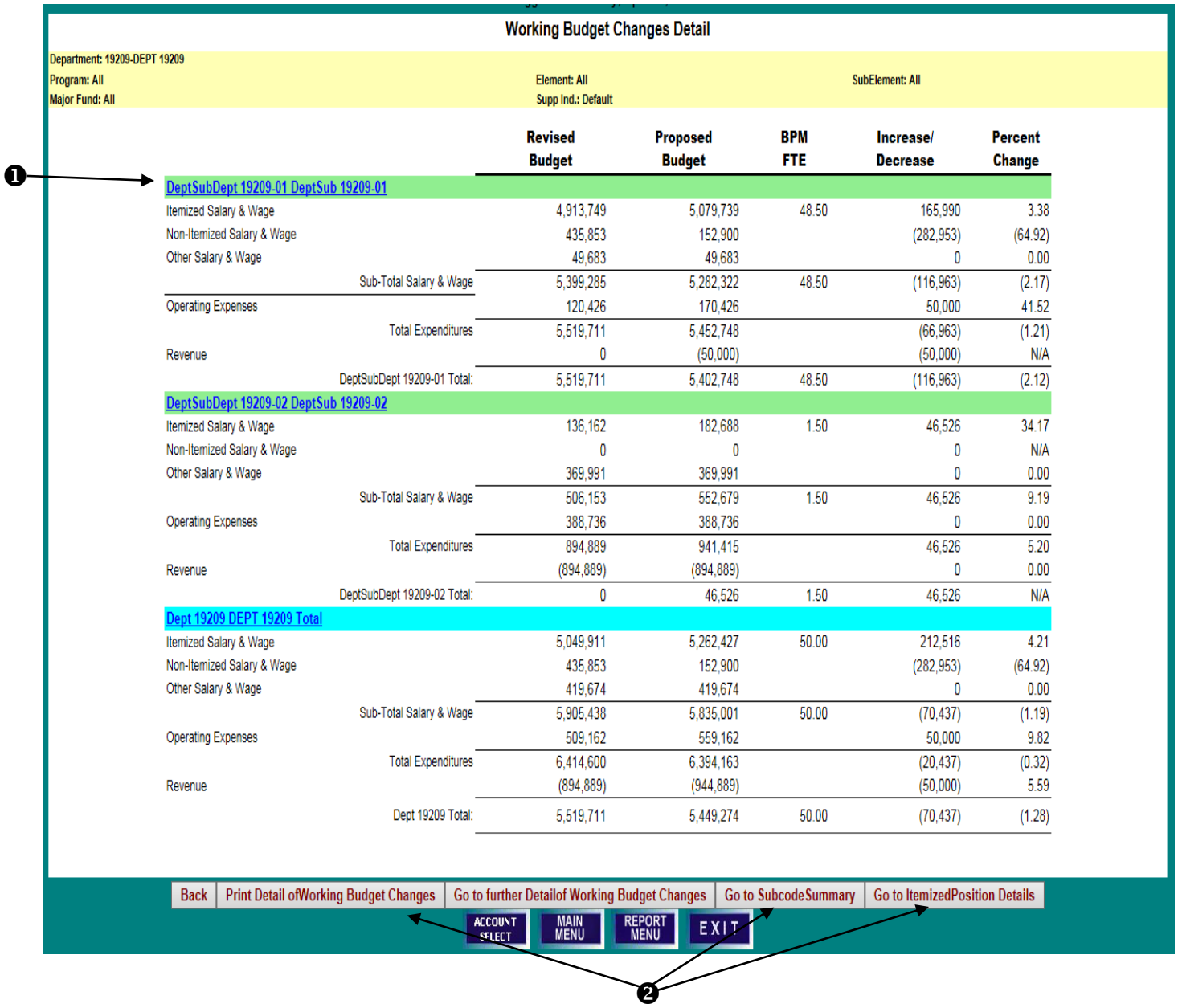
	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
Itemized S & W					
Itemized Faculty (1011, 1012, 1015, 1016)	3,479,377	3,498,036	24.40	18,659	0.54
Exempt (1013)	1,236,269	1,354,269	18.20	118,000	9.54
Non-Exempt (1014)	334,265	410,122	7.40	75,857	22.69
Sub-Total Itemized S & 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 ofWorking Budget Changes | Go to SubcodeSummary | Go to ItemizedPosition Details

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCIPTIONS
WORKING BUDGET CHANGES DETAIL

1) To Print, Go to Further Details, Go to Subcode Summary, or Go to Itemized Position Details, first click on the hyper-linked letters in the green unit header line.
2) Then click on the "Print" or "Go to" action desired.



Working Budget Changes Detail

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

	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
DeptSubDept 19209-01 DeptSub 19209-01					
Itemized Salary & Wage	4,913,749	5,079,739	48.50	165,990	3.38
Non-Itemized Salary & Wage	435,853	152,900		(282,953)	(64.92)
Other Salary & Wage	49,683	49,683		0	0.00
Sub-Total Salary & Wage	5,399,285	5,282,322	48.50	(116,963)	(2.17)
Operating Expenses	120,426	170,426		50,000	41.52
Total Expenditures	5,519,711	5,452,748		(66,963)	(1.21)
Revenue	0	(50,000)		(50,000)	N/A
DeptSubDept 19209-01 Total:	5,519,711	5,402,748	48.50	(116,963)	(2.12)
DeptSubDept 19209-02 DeptSub 19209-02					
Itemized Salary & Wage	136,162	182,688	1.50	46,526	34.17
Non-Itemized Salary & Wage	0	0		0	N/A
Other Salary & Wage	369,991	369,991		0	0.00
Sub-Total Salary & Wage	506,153	552,679	1.50	46,526	9.19
Operating Expenses	388,736	388,736		0	0.00
Total Expenditures	894,889	941,415		46,526	5.20
Revenue	(894,889)	(894,889)		0	0.00
DeptSubDept 19209-02 Total:	0	46,526	1.50	46,526	N/A
Dept 19209 DEPT 19209 Total					
Itemized Salary & Wage	5,049,911	5,262,427	50.00	212,516	4.21
Non-Itemized Salary & Wage	435,853	152,900		(282,953)	(64.92)
Other Salary & Wage	419,674	419,674		0	0.00
Sub-Total Salary & Wage	5,905,438	5,835,001	50.00	(70,437)	(1.19)
Operating Expenses	509,162	559,162		50,000	9.82
Total Expenditures	6,414,600	6,394,163		(20,437)	(0.32)
Revenue	(894,889)	(944,889)		(50,000)	5.59
Dept 19209 Total:	5,519,711	5,449,274	50.00	(70,437)	(1.28)

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 Reimbursem		(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

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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
ITEMIZED POSITION DETAILS

Itemized Position Details

Report printed by: Trainer on Friday, April 07, 2017 at 2:02:49 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: 1909130 ACCT-1909130									
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 Dziczkaniec	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
1012	195696	Steven A Kappeler	9123801	Assoc Prof & Dir	0.75	87,278	30,853	(56,425)	-64.65
				Acct: 1909140 FTE: 0.00 Budget: 61,706					
				Acct: 1909530 FTE: 0.00 Budget: 30,853					
1012	195700	Nancy M Martinelli	9217502	Asst Prof	0.38	41,909	55,374	13,465	32.13
				Acct: 1909530 FTE: 0.37 Budget: 49,542					
				Acct: 5904250 FTE: 0.00 Budget: 0					
1012	195706	Edward H Weinekandt	9148510	Prof	0.38	50,066	50,066	0	0.00
				Acct: 1909530 FTE: 0.62 Budget: 176,195					
1012	195707	Shana Shive	9148518	Dist Univ Prof	0.00	0	0	0	N/A
1012	195710	Micheal Graham	9123509	Assoc Prof	0.75	98,383	98,383	0	0.00
				Acct: 2901430 FTE: 0.00 Budget: 0					

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REPORT DESCRIPTIONS
TITLE CODE SUMMARY

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

Title Code Summary

Title Code	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
9123509	Assoc Prof	2.00	171,026	171,026	0	0.00
9148510	Prof	4.00	387,823	387,823	0	0.00
9123509	Assoc Prof	2.66	407,882	408,475	593	0.15
9123801	Assoc Prof & Dir	0.75	102,458	92,559	(9,899)	-9.66
9148510	Prof	9.88	1,654,837	1,669,337	14,500	0.88
9148518	Dist Univ Prof	0.00	0	0	0	N/A
9149101	Prof & Chair	1.00	214,000	214,000	0	0.00
9149103	Prof & Assoc Chair	1.10	185,212	185,212	0	0.00
9217502	Asst Prof	3.01	356,139	369,604	13,465	3.78
	Itemized Faculty (1011, 1012, 1015, 1016)	**24.40**	**3,479,377**	**3,498,036**	**18,659**	**0.54**
9320505	Assoc Dir	1.00	74,707	74,707	0	0.00
9332020	Director	7.40	558,040	668,040	110,000	19.71
9334401	Exec Dir	1.00	110,591	110,591	0	0.00
9359005	Business Manager	1.00	51,090	51,090	0	0.00
9430507	Coordinator	6.80	362,641	370,641	8,000	2.21
9757003	Systems Analyst	1.00	79,200	79,200	0	0.00
	Exempt (1013)	**18.20**	**1,236,269**	**1,354,269**	**118,000**	**9.54**
08AC300	Account Clerk III	1.00	30,388	30,388	0	0.00
08CKU00	Cook	0.50	43,005	43,005	0	0.00
09AA200	Admin Asst II	0.00	0	32,516	32,516	N/A
09ACC00	Accounting Assoc	0.00	0	38,619	38,619	N/A
10PM100	Prog Mgmt Spec	2.90	110,618	115,340	4,722	4.27
14ISC00	IT Support Assoc	1.00	50,002	50,002	0	0.00
15EN300	Eng Tech III	2.00	100,252	100,252	0	0.00
	Non-Exempt (1014)	**7.40**	**334,265**	**410,122**	**75,857**	**22.69**
	Grand Total:	**50.00**	**5,049,911**	**5,262,427**	**212,516**	**4.21**

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	1.00	$43,005	$80,000	$36,995	86.02	Reclass
		Mary Jones							
			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					
4600		Student Aid				0	0	0	N/A
9949		Grad Fellow Trsfer				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 Dziczkaniec	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

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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.

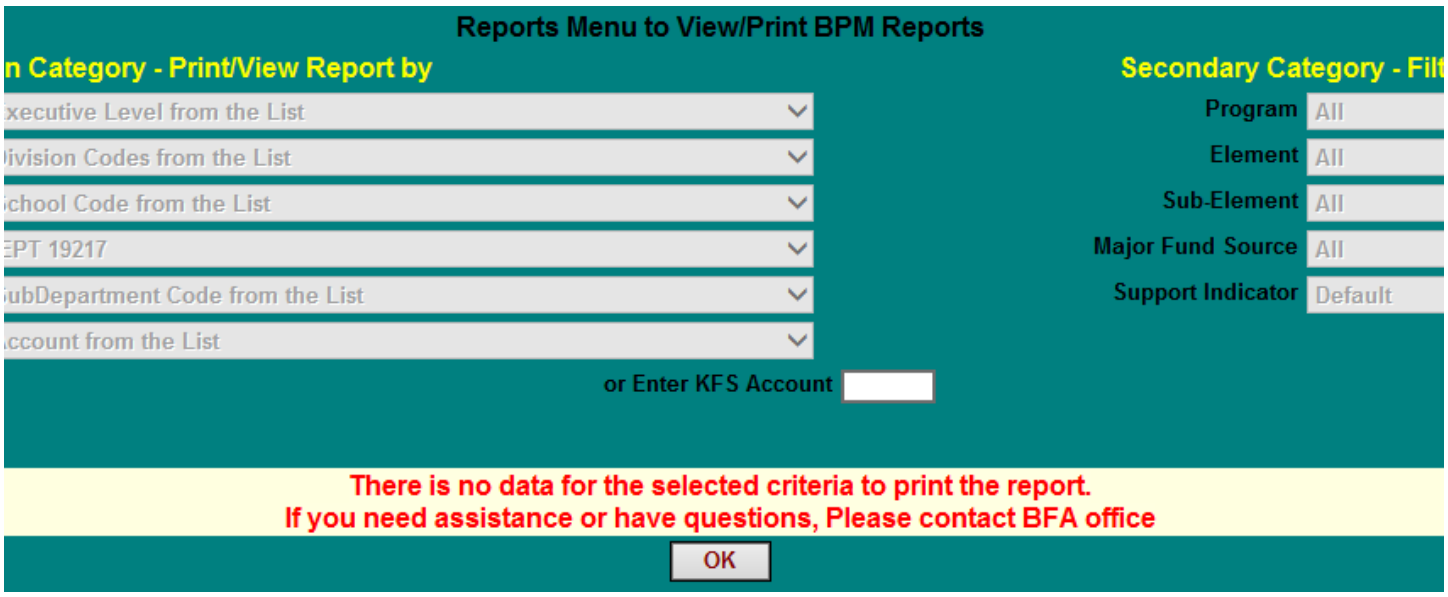
BPM FTE > 1.00 by Position - All Accounts

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.



REPORT DESCRIPTIONS
SALARY VARIANCE SUMMARY

Salary Variance Summary

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

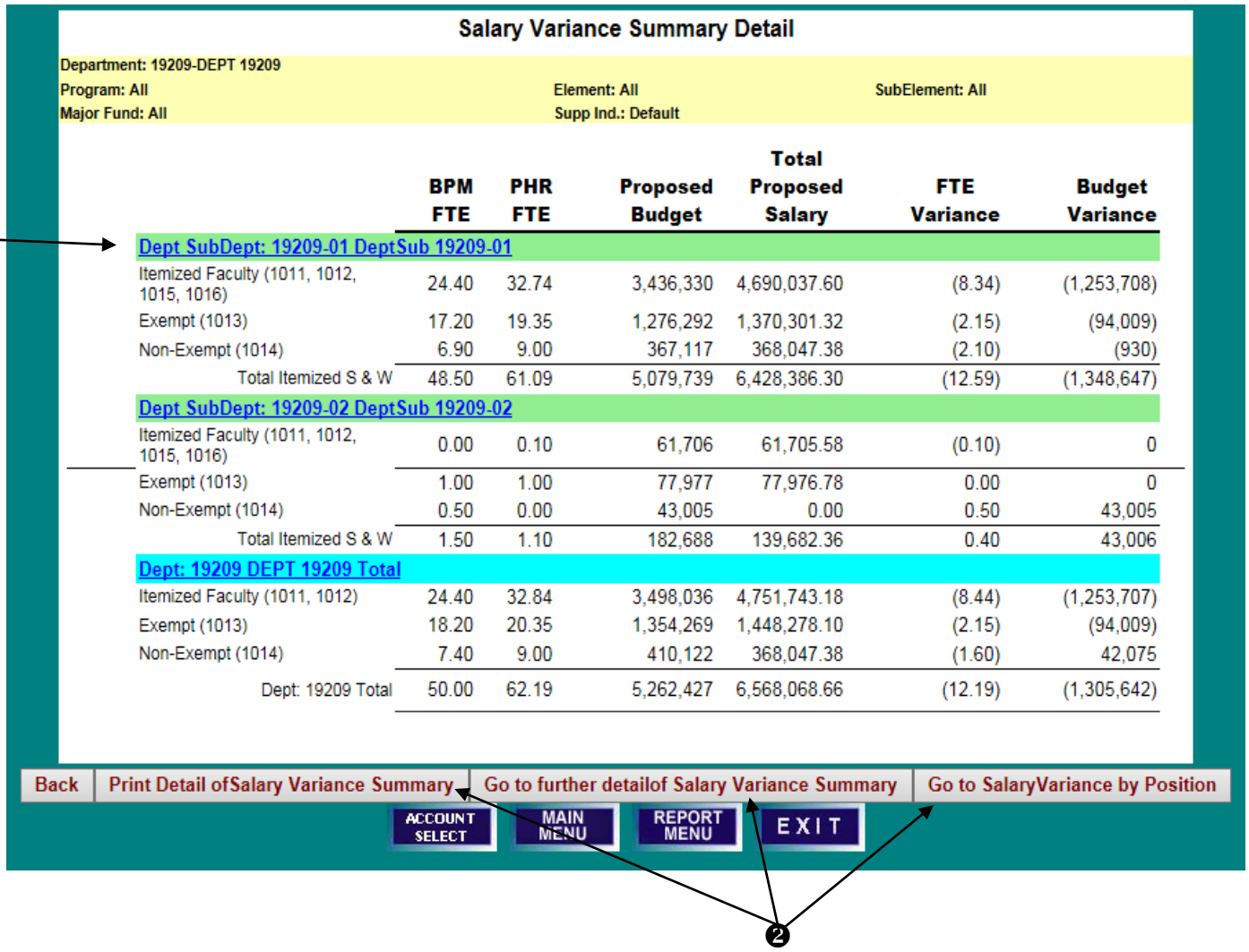
Itemized S & W	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Itemized Faculty (1011, 1012, 1015, 1016)	24.40	32.84	3,498,036	4,751,743.18	(8.44)	(1,253,707)
Exempt (1013)	18.20	20.35	1,354,269	1,448,278.10	(2.15)	(94,009)
Non-Exempt (1014)	7.40	9.00	410,122	368,047.38	(1.60)	42,075
Total Itemized S & W	**50.00**	**62.19**	**5,262,427**	**6,568,068.66**	**(12.19)**	**(1,305,642)**

Print Salary Variance Summary | Go to Detail ofVariance Summary | Go to SalaryVariance by Position

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
SALARY VARIANCE SUMMARY DETAILS

1) To Print, Go to Further Details of Salary Variance Summary, or Go to Salary Variance by Position, first click on the hyper-linked letters in the green unit header line.
2) Then click on the "Print: or "Go to" action desired.



Salary Variance Summary Detail

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

	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Dept SubDept: 19209-01 DeptSub 19209-01						
Itemized Faculty (1011, 1012, 1015, 1016)	24.40	32.74	3,436,330	4,690,037.60	(8.34)	(1,253,708)
Exempt (1013)	17.20	19.35	1,276,292	1,370,301.32	(2.15)	(94,009)
Non-Exempt (1014)	6.90	9.00	367,117	368,047.38	(2.10)	(930)
Total Itemized S & W	48.50	61.09	5,079,739	6,428,386.30	(12.59)	(1,348,647)
Dept SubDept: 19209-02 DeptSub 19209-02						
Itemized Faculty (1011, 1012, 1015, 1016)	0.00	0.10	61,706	61,705.58	(0.10)	0
Exempt (1013)	1.00	1.00	77,977	77,976.78	0.00	0
Non-Exempt (1014)	0.50	0.00	43,005	0.00	0.50	43,005
Total Itemized S & W	1.50	1.10	182,688	139,682.36	0.40	43,006
Dept: 19209 DEPT 19209 Total						
Itemized Faculty (1011, 1012)	24.40	32.84	3,498,036	4,751,743.18	(8.44)	(1,253,707)
Exempt (1013)	18.20	20.35	1,354,269	1,448,278.10	(2.15)	(94,009)
Non-Exempt (1014)	7.40	9.00	410,122	368,047.38	(1.60)	42,075
Dept: 19209 Total	50.00	62.19	5,262,427	6,568,068.66	(12.19)	(1,305,642)

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 Dziczkaniec	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 Starkey	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 S 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	96,340.48	-0.03	(3,489.48)
1012	195691	194356416	Gary L Dello-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 Weinekandt	9148510	Prof	0.38	0.25	50,066	26,805.00	0.13	23,261.00
1012	195707	191281285	Shana Shive	9148518	Dist Univ Prof	0.00	0.50	0	57,217.00	-0.50	(57,217.00)
1012	195710	194627325	Micheal 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 Loizeaux	9148510	Prof	0.38	0.50	92,562	92,561.14	-0.12	0.86
1012	195729	194578962	Daniel Khulier	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	Philip 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	Staci 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

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REPORT DESCRIPTIONS
AUDIT TRAIL

Audit Trail Report

Report printed by: Trainer on Friday, April 07, 2017 at 4:59:03 PM
Report Selection By Department: 19209-DEPT 19209

User Name	Date & Time	Action Taken	Position	Subcode	UniversityID	Employee Name	Account	FTE	Budget	Salary
Susan Bobiltz	3/31/2017 10:15:20 AM	Set Salaries and Budget	195740	1014	196010088	Braves, Carrie	1909130		Old Budget: 37,231 New: 38,162	Old Salary: 37,230.83 New: 38,161.60
	Comments: Name: Carrie I Braves – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195741	1014	193326205	Campoli, Sean	1909130		Old Budget: 56,232 New: 57,638	Old Salary: 56,231.97 New: 57,637.77
	Comments: Name: Sean K Campoli – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195745	1014	193432579	Stein, Patricia	1909130		Old Budget: 50,002 New: 51,252	Old Salary: 50,002.26 New: 51,252.32
	Comments: Name: Patricia T Stein – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195749	1014	198057197	Klipatrick, Alice	1909130		Old Budget: 0 New: 33,329	Old Salary: 32,516.28 New: 33,329.19
	Comments: Name: Alice M Klipatrick – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195744	1014	191256030	Vaswani, Richard	1909130		Old Budget: 39,855 New: 40,851	Old Salary: 39,854.75 New: 40,851.12
	Comments: Name: Richard C Vaswani – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195731	1014	199264457	Strauch, Joseph	1909130		Old Budget: 44,020 New: 45,120	Old Salary: 44,019.73 New: 45,120.22
	Comments: Name: Joseph Strauch -- Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	190808	1014	196318146	Emerson, Melissa	1909130		Old Budget: 30,388 New: 31,147	Old Salary: 30,387.66 New: 31,147.35
	Comments: Name: Melissa M Emerson – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	198372	1014	195408664	Fetters, Ronald	1909130		Old Budget: 0 New: 39,585	Old Salary: 38,619.14 New: 39,584.62
	Comments: Name: Ronald Fetters – Set Salary and Budget.									
Susan Bobiltz	3/31/2017 10:15:23 AM	Set Salaries and Budget	195705	1014	196065286	Holz, Angela	1909130		Old Budget: 33,532 New: 38,189	Old Salary: 37,257.62 New: 38,189.06
	Comments: Name: Angela L Holz – Set Salary and Budget.									

REPORT DESCRPITIONS
SALARY CERTIFICATION SUMMARY—ALL EMPLOYEES

Salary Certification Summary - All Employees

Report printed by: Trainer on Friday, April 07, 2017 at 5:06:02 PM

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

Name	Dept	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Amount	Retention, Equity, and Other Increases	Reallocation, or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
DEPT																				
19209	19209																			
Alders, Kristine		1909130	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	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia		Total		0.49	103,342.19	0.00	103,342.19	0.00	0.00	0.00	0.00	0.00	0.00	103,342.19	0.00	0.00	103,342.19	0.00	103,342.19	Yes
		1909130	1012	0.29	60,289.61	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	60,289.61	Yes
		4908180	1012	0.10	21,526.29	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	21,526.29	Yes
		5903730	1012	0.10	21,526.29	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	21,526.29	Yes
Aute, Denise		1909130	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	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, Kelli		Total		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	0.00	98,812.65	0.00	98,812.65	No
		1909130	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	No
		5904130	1013	0.30	29,363.65	0.00	29,363.65	0.00	0.00	0.00	0.00	0.00	0.00	29,363.65	0.00	0.00	29,363.65	0.00	29,363.65	No
		5907040	1013	0.15	14,821.95	0.00	14,821.95	0.00	0.00	0.00	0.00	0.00	0.00	14,821.95	0.00	0.00	14,821.95	0.00	14,821.95	No
Barrett, Jeanette		1909130	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	0.00	53,882.49	0.00	53,882.49	Yes
Benkassem, Jennifer		1909130	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	0.00	93,948.42	0.00	93,948.42	Yes
Boches, Graham		1909130	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	0.00	35,510.10	0.00	35,510.10	Yes
Bozeman, Pedro		1909130	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	Yes
Braves, Carrie		1909130	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Briscoe, Gregory		1909130	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	0.00	157,784.05	0.00	157,784.05	Yes
Buggs, Robert		1909130	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	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph		1909130	1012	0.41	47,314.91	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	47,314.91	Yes
Campoli, Sean		1909130	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	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard		Total		0.50	76,374.00	0.00	76,374.00	0.00	0.00	0.00	0.00	1,555.81	0.00	77,929.81	2.04	0.00	77,929.81	0.00	77,929.81	Yes
		1909130	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	1,356.20	0.00	67,931.60	2.04	0.00	67,931.60	0.00	67,931.60	Yes
		5905670	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	199.61	0.00	9,998.21	2.04	0.00	9,998.21	0.00	9,998.21	Yes
Conner, Donald		1909130	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	0.00	98,888.76	0.00	98,888.76	Yes
Daly, Michael		1909130	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	0.00	156,856.84	0.00	156,856.84	Yes
Dello-Russo, Gary		Total		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	0.00	153,810.94	0.00	153,810.94	Yes
		1909130	1012	0.73	111,924.87	0.00	111,924.87	0.00	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	0.00	111,924.87	0.00	111,924.87	Yes
		5908130	1012	0.27	41,886.07	0.00	41,886.07	0.00	0.00	0.00	0.00	0.00	0.00	41,886.07	0.00	0.00	41,886.07	0.00	41,886.07	Yes
Dorr, Prakash		1909130	1012	0.50	61,329.64	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	61,329.64	Yes

REPORT DESCRIPTIONS
SALARY CERTIFICATION BY ACCOUNT—ALL EMPLOYEES

Salary Certification by Account - All Employees

Report printed by: Trainer on Friday, April 07, 2017 at 5:15:26 PM

Report Selection By Department: 19209-DEPT 19209

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 Termianation	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Exec Level: 20 Sr VP Academic Affairs&Provost				Division: 92 DIV 92						Department: 19209 DEPT 19209								
Account: 1909130 ACCT-1909130																		
Alders, Kristine	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	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia	1012	0.29	60,289.61	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	60,289.61	Yes
Aute, 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	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, Kelli	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	No
Barrett, 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	0.00	53,882.49	0.00	53,882.49	Yes
Benkassem, 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	0.00	93,948.42	0.00	93,948.42	Yes
Boches, Graham	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	0.00	35,510.10	0.00	35,510.10	Yes
Bozeman, Pedro	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	Yes
Braves, Carrie	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
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	0.00	157,784.05	0.00	157,784.05	Yes
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	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph	1012	0.41	47,314.91	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	47,314.91	Yes
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	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	1,356.20	0.00	67,931.60	2.04	0.00	67,931.60	0.00	67,931.60	Yes
Conner, 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	0.00	98,888.76	0.00	98,888.76	Yes
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	0.00	156,856.84	0.00	156,856.84	Yes
Dello-Russo, Gary	1012	0.73	111,924.87	0.00	111,924.87	0.00	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	0.00	111,924.87	0.00	111,924.87	Yes
Dorr, Prakash	1012	0.50	61,329.64	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	61,329.64	Yes
Dziczkaniec, 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	0.00	92,212.30	0.00	92,212.30	Yes
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	0.00	30,387.66	0.00	30,387.66	Yes
Fetters, 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	0.00	38,619.14	0.00	38,619.14	Yes
Flanders, Gail	1012	0.32	59,765.03	0.00	59,765.03	0.00	0.00	0.00	0.00	0.00	0.00	59,765.03	0.00	0.00	59,765.03	0.00	59,765.03	Yes
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	0.00	95,954.74	0.00	95,954.74	Yes
Ghozati, Kathren	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	0.00	81,957.63	0.00	81,957.63	Yes
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	0.00	146,728.17	0.00	146,728.17	Yes
Graham, Micheal	1012	0.89	117,345.70	0.00	117,345.70	0.00	0.00	0.00	0.00	0.00	0.00	117,345.70	0.00	0.00	117,345.70	0.00	117,345.70	Yes
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	0.00	89,244.72	2,500.00	91,744.72	Yes
Harpold, 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	0.00	51,351.44	0.00	51,351.44	Yes
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	0.00	42,556.00	0.00	42,556.00	Yes
Herbert, 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	0.00	71,984.60	0.00	71,984.60	Yes
Holz, 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	0.00	37,257.62	0.00	37,257.62	Yes
Hovemeyer, 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	0.00	85,235.39	0.00	85,235.39	Yes
Howard, Timothy	1012	0.45	45,728.05	0.00	45,728.05	0.00	0.00	0.00	0.00	0.00	0.00	45,728.05	0.00	0.00	45,728.05	0.00	45,728.05	Yes
Isaacs, Andre	1012	0.50	45,868.17	0.00	45,868.17	0.00	0.00	0.00	0.00	0.00	0.00	45,868.17	0.00	0.00	45,868.17	0.00	45,868.17	Yes
Janicki, 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	0.00	77,312.29	0.00	77,312.29	Yes
Jeffers, Ray	1012	0.46	120,072.39	0.00	120,072.39	0.00	0.00	0.00	0.00	0.00	0.00	120,072.39	0.00	0.00	120,072.39	0.00	120,072.39	Yes

REPORT DESCRIPTIONS

SALARY SUMMARY BY EMPLOYEE—ALL —% INCR > 15.00

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 Increments	Total Proposed Salary	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	15.54	0.00	89,244.72	2,500.00	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	15.54	0.00	89,244.72	2,500.00	91,744.72	

REPORT DESCRIPTIONS
SALARY SUMMARY BY EMPLOYEE—ALL ACCOUNTS

Salary Summary by Employee - All Accounts

Report printed by: Trainer on Saturday, April 08, 2017 at 2:08:07 PM

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 Increments	Total Proposed Salary	Salary Set?
Alders, Kristine	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	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia	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	0.00	215,262.00	0.00	215,262.00	Yes
Aufe, 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	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, 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	0.00	98,812.65	0.00	98,812.65	No
Barrett, 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	0.00	53,882.49	0.00	53,882.49	Yes
Benkassem, 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	0.00	93,948.42	0.00	93,948.42	Yes
Boches, Graham	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	0.00	35,510.10	0.00	35,510.10	Yes
Bozeman, Pedro	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	Yes
Braves, 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	0.00	37,230.83	0.00	37,230.83	Yes
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	0.00	157,784.05	0.00	157,784.05	Yes
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	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph	1012	0.91	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	0.00	112,875.67	0.00	112,875.67	Yes
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	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard	1012	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	0.00	125,224.00	Yes
Conner, 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	0.00	98,888.76	0.00	98,888.76	Yes
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	0.00	156,856.84	0.00	156,856.84	Yes
Dello-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	0.00	153,810.94	0.00	153,810.94	Yes
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	0.00	165,163.42	0.00	165,163.42	Yes
Dziczkaniec, 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	0.00	92,212.30	0.00	92,212.30	Yes
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	0.00	30,387.66	0.00	30,387.66	Yes
Fetters, 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	0.00	38,619.14	0.00	38,619.14	Yes
Flanders, 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	0.00	92,157.25	0.00	92,157.25	Yes
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	0.00	30,005.85	0.00	30,005.85	Yes
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	0.00	95,954.74	0.00	95,954.74	Yes
Ghozati, Kathren	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	0.00	81,957.63	0.00	81,957.63	Yes
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	0.00	146,728.17	0.00	146,728.17	Yes
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	0.00	131,176.81	0.00	131,176.81	Yes
Gubrud, Asante	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	0.00	77,976.78	0.00	77,976.78	Yes
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	0.00	89,244.72	2,500.00	91,744.72	Yes
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	0.00	31,806.00	0.00	31,806.00	Yes
Harpold, 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	0.00	51,351.44	0.00	51,351.44	Yes
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	0.00	42,556.00	0.00	42,556.00	Yes
Herbert, 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	0.00	71,984.60	0.00	71,984.60	Yes
Holz, 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	0.00	37,257.62	0.00	37,257.62	Yes
Hovemeyer, 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	0.00	85,235.39	0.00	85,235.39	Yes
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	0.00	101,510.01	0.00	101,510.01	Yes
Isaacs, Andre	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	0.00	274,156.17	0.00	274,156.17	Yes
Janicki, 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	0.00	77,312.29	0.00	77,312.29	Yes
Jeffers, Ray	1012	0.96	188,864.41	0.00	188,864.41	0.00	0.00	0.00	0.00	0.00	0.00	188,864.41	0.00	0.00	188,864.41	0.00	188,864.41	Yes
Kane, Bruce	1012	0.50	143,671.00	0.00	143,671.00	0.00	0.00	0.00	0.00	0.00	0.00	143,671.00	0.00	0.00	143,671.00	0.00	143,671.00	Yes

REPORT DESCRIPTIONS
SALARY DETAILS BY EMPLOYEE—ALL ACCOUNTS

Salary Summary by Employee - All Accounts

Report printed by: Trainer on Saturday, April 08, 2017 at 2:11:43 PM

Department: 18209-DEPT 18209 | 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 Increments	Total Proposed Salary	Salary Set?
Alders, Kristine	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	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia	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	0.00	215,262.00	0.00	215,262.00	Yes
Aufe, 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	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, 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	0.00	98,812.65	0.00	98,812.65	No
Barrett, 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	0.00	53,882.49	0.00	53,882.49	Yes
Benkassem, 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	0.00	93,948.42	0.00	93,948.42	Yes
Boches, Graham	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	0.00	35,510.10	0.00	35,510.10	Yes
Bozeman, Pedro	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	Yes
Braves, 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	0.00	37,230.83	0.00	37,230.83	Yes
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	0.00	157,784.05	0.00	157,784.05	Yes
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	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph	1012	0.91	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	0.00	112,875.67	0.00	112,875.67	Yes
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	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard	1012	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	0.00	125,224.00	Yes
Conner, 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	0.00	98,888.76	0.00	98,888.76	Yes
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	0.00	156,856.84	0.00	156,856.84	Yes
Dello-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	0.00	153,810.94	0.00	153,810.94	Yes
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	0.00	165,163.42	0.00	165,163.42	Yes
Dziczkaniec, 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	0.00	92,212.30	0.00	92,212.30	Yes
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	0.00	30,387.66	0.00	30,387.66	Yes
Fetters, 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	0.00	38,619.14	0.00	38,619.14	Yes
Flanders, 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	0.00	92,157.25	0.00	92,157.25	Yes
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	0.00	30,005.85	0.00	30,005.85	Yes
Gawlkoski, 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	0.00	95,954.74	0.00	95,954.74	Yes
Ghozati, Kathren	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	0.00	81,957.63	0.00	81,957.63	Yes
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	0.00	146,728.17	0.00	146,728.17	Yes
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	0.00	131,176.81	0.00	131,176.81	Yes
Gubrud, Asante	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	0.00	77,976.78	0.00	77,976.78	Yes
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	0.00	89,244.72	2,500.00	91,744.72	Yes
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	0.00	31,806.00	0.00	31,806.00	Yes
Harpold, 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	0.00	51,351.44	0.00	51,351.44	Yes
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	0.00	42,556.00	0.00	42,556.00	Yes
Herbert, 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	0.00	71,984.60	0.00	71,984.60	Yes
Holz, 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	0.00	37,257.62	0.00	37,257.62	Yes
Hovemeyer, 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	0.00	85,235.39	0.00	85,235.39	Yes
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	0.00	101,510.01	0.00	101,510.01	Yes
Isaacs, Andre	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	0.00	274,156.17	0.00	274,156.17	Yes
Janicki, 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	0.00	77,312.29	0.00	77,312.29	Yes

REPORT DESCRIPTIONS

INCREMENTS ABOVE BASE DETAILS BY EMPLOYEE—ALL ACCOUNTS

Increments Above Base Details by Employee - All Accounts

Report printed by: Trainer on Friday, April 09, 2010 at 3:24:56 PM

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	Total Proposed Base Salary	Old Admin Increment	Admin Increment	Old Acting Increment	Acting Increment	Total Increments	Total Proposed Salary	Salary Set?
Hale, Nicholas	DEPT	19209	112913	1012	0.28	38,622.36	89,244.72	0.00	0.00	0.00	2,500.00	2,500.00	91,744.72	Yes
Kapoor, Matthew	DEPT	19209	112913	1012	1.00	205,000.00	205,000.00	0.00	0.00	9,000.00	9,000.00	9,000.00	214,000.00	Yes
Olson, Mark			Total		1.00	174,000.18	174,000.18	0.00	0.00	5,000.00	5,000.00	5,000.00	179,000.18	Yes
	ENGR	Dean-Clark School of	112200	1012	0.33	38,540.00	38,540.00	0.00	0.00	5,000.00	5,000.00	5,000.00	43,540.00	Yes
	DEPT	19209	112913	1012	0.67	135,460.18	135,460.18	0.00	0.00	0.00	0.00	0.00	135,460.18	Yes
Rooney, Bryan	DEPT	19209	112913	1013	1.00	95,751.07	95,751.07	0.00	0.00	9,512.00	9,512.32	9,512.32	105,263.39	Yes
Smith, Brian			Total		1.00	153,647.02	161,147.02	0.00	0.00	5,000.00	6,000.00	6,000.00	167,147.02	Yes
	DEPT	19209	112913	1012	0.50	82,667.64	86,702.91	0.00	0.00	5,000.00	0.00	0.00	86,702.91	Yes
	DEPT	19217	112953	1012	0.50	70,979.38	74,444.11	0.00	0.00	0.00	6,000.00	6,000.00	80,444.11	Yes
	DEPT	19209	526812	1012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Yes
			Grand Total		4.28	667,020.63	725,142.99	0.00	0.00	28,512.00	32,012.32	0.00	757,155.31	

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	Reallocation or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	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	0.00	53,882.49	Yes
	DEPA	tment 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	0.00	26,941.24	Yes
	DEPA	tment 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	0.00	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	0.00	127,875.67	Yes
	DEPA	tment 19209	112913	1012	0.41	47,314.91	-19,096.00	28,218.91	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.91	13.29	0.00	31,968.91	0.00	31,968.91	Yes
	DEPA	tment 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	0.00	31,968.92	Yes
	DEPA	tment 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	0.00	63,937.84	Yes
Cheng, 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	0.00	125,224.00	Yes
	DEPA	tment 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	0.00	69,075.40	Yes
	DEPA	tment 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	0.00	46,350.00	Yes
	DEPA	tment 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	0.00	9,798.60	Yes
Hale, Nicholas	DEPA	tment 19209	112913	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	0.00	89,244.72	2,500.00	91,744.72	Yes
Herbert, John	DEPA	tment 19209	112913	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	0.00	71,984.60	0.00	71,984.60	Yes
Kapoor, Matthew	DEPA	tment 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	9,000.00	214,000.00	Yes
Martinelli, Nancy			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	20,000.00	131,919.60	0.00	131,919.60	Yes
	DEPA	tment 19209	112913	1012	0.34	46,978.81	0.00	46,978.81	0.00	0.00	0.00	0.00	0.00	0.00	46,978.81	0.00	8,395.10	55,373.91	0.00	55,373.91	Yes
	DEPA	tment 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	7,510.95	49,542.05	0.00	49,542.05	Yes
	DEPA	tment 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	4,093.95	27,003.64	0.00	27,003.64	Yes
Rooney, Bryan	DEPA	tment 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	9,512.32	105,263.39	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	7,500.00	161,147.02	6,000.00	167,147.02	Yes
	DEPA	tment 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	4,035.27	86,702.91	0.00	86,702.91	Yes
	DEPA	tment 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	3,464.73	74,444.11	6,000.00	80,444.11	Yes
Vaswani, Richard	DEPA	tment 19209	112913	1014	1.00	39,854.75	996.37	40,851.12	0.00	0.00	0.00	0.00	0.00	0.00	40,851.12	0.00	0.00	40,851.12	0.00	40,851.12	Yes
			Grand Total		9.19	998,261.56	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	27,500.00	1,102,880.29	27,012.32	1,129,892.61	

REPORT DESCRIPTIONS
ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—FACULTY

Adjustments To Current Base Salary - All Accounts - Faculty

Report printed by: Trainer on Monday, April 06, 2009 at 11:52:06 AM

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-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Reallocation or Termination	Return From Sabbatical or Leave	Other Faculty Adjustments	Adjusted Current Base Salary	Salary Increases Subject to CAP	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Salary Set?
Hale, Nicholas	Department 19209	112913	1012	0.28	38,622.36	0.00	38,622.36	0.00	77,244.72	12,000.00	89,244.72	15.54	0.00	89,244.72	Yes
		Grand Total		0.28	38,622.36	0.00	38,622.36	0.00	77,244.72	12,000.00	89,244.72	15.54	0.00	89,244.72	

REPORT DESCRIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—EXEMPT

Adjustments To Current Base Salary - All Accounts - Exempt

Report printed by: Trainer on Monday, April 06, 2009 at 11:53:48 AM

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-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to Salary Range Minimum	Reallocation or Termination	Reclass after freeze and before 7/1	Adjusted Current Base Salary	Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base	Salary Set?
Herbert, John	Department 19209	112913	1013	1.00	63,984.60	0.00	0.00	8,000.00	71,984.60	0.00	71,984.60	0.00	Yes
Comments: reclass to Asst Director													
		Grand Total		1.00	63,984.60	0.00	0.00	8,000.00	71,984.60	71,984.60	71,984.60	0.00	

REPORT DESCIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—NON-EXEMPT

Adjustments To Current Base Salary - All Accounts - Non-Exempt

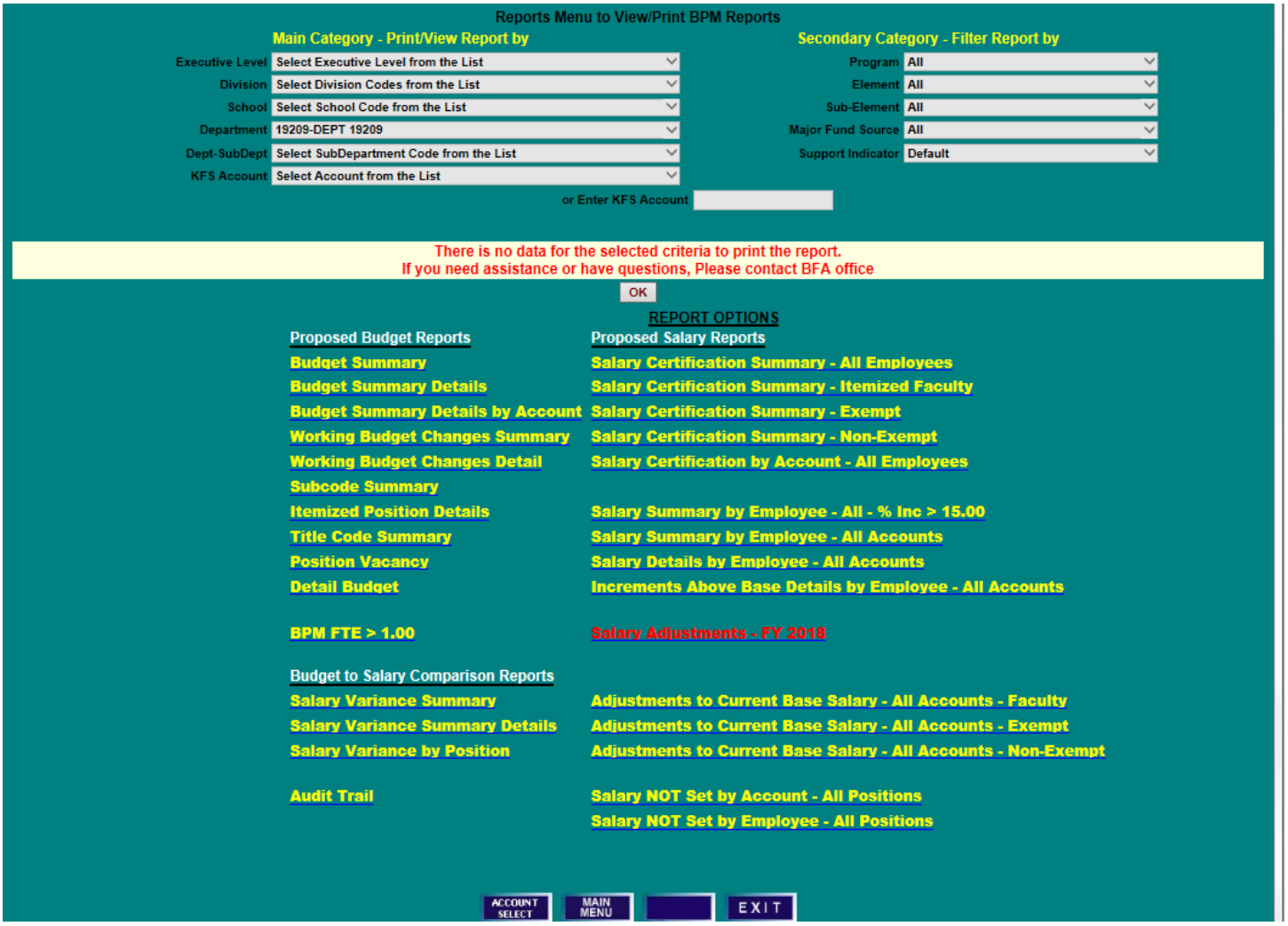
Report printed by: Trainer on Wednesday, April 08, 2009 at 10:16:47 AM

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-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to Salary Range Minimum	Complete probation before 7/1	Reallocation or Termination	Reclass after freeze and before 7/1	Early completion of probation before 7/1	Adjusted Current Base Salary	Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base	Salary Set?
Vaswani, Richard	Department 19209	112913	1014	1.00	39,854.75	0.00	0.00	0.00	0.00	996.37	40,851.12	0.00	40,851.12	0.00	Yes
		Grand Total		1.00	39,854.75	0.00	0.00	0.00	0.00	996.37	40,851.12	40,851.12	40,851.12	0.00	

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.



APPENDIX
SALARY SETTING SCREEN FIELD DEFINITIONS

ADJUSTMENTS TO CURRENT BASE SALARY	PURPOSE	RESPONSIBILITY
ALL TYPES OF EMPLOYEES		
Reallocation of Current Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by BPM system from a reallocation of adjusted current base salary in the "Reallocate Salary" screen. Please see the example "Reallocate Salary to Multiple Funding Sources." Adjusted current base salary is the base salary that is in effect at the close of business June 30th and is the starting point for any July 1st salary	System update
FACULTY		
Return From Sabbatical or Leave	Enter the amount needed to restore the current year salary to the normal pay level for a faculty member returning from sabbatical leave, or an extended leave without pay, at the beginning of next year.	User update
Other Faculty Adjustments	Enter the dollar amount of: a) administrative increment that is being converted to base salary in the next fiscal year, or b) base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1. Enter comments to explain the reason for Other Faculty Adjustments.	User update
EXEMPT & NON-EXEMPT		
Increase to Minimum of Salary Range	Enter the increase to employee salary required by changes to the Board of Regents' approved salary	User update
Reclass after freeze and before July 1	Enter the dollar amount of the base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1.	User update
NON-EXEMPT		
Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to employee salary when probation is completed on schedule, after freezing PHR data for BPM, but before July 1.	User update
Early Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to current base for an employee who completes probation **early** and before July This is limited to non-bargaining unit employees only.	User update

APPENDIX
SALARY SETTING SCREEN DEFINITIONS

PROPOSED SALARY INCREASES	PURPOSE	RESPONSIBILITY
Proposed Salary Increases Subject to Cap		
COLA	The Cost Of Living Adjustment is automatically calculated and loaded into BPM in years that COLA is applicable. The system re-calculates and loads this amount for any Adjustments to Current Base Salary that are processed.	System calculation
Merit - Faculty & Exempt	In years merit is applicable, enter either the percent or amount of merit increase for the employee, or for the employee/account if setting salary for a split-funded employee at the account level.	User update
Merit - Non-Exempt	A merit increase calculated as 2.5% of Adjusted Current Base Salary + COLA will be loaded into BPM, in years merit is applicable.	System calculation
Mandatory Merit Adjustment—Non-Exempt	In years merit is applicable, reduce employee salary by amount that exceeds the maximum of the pay range (BFA will notify unit of appropriate amount), eliminate Merit for any employee who does not meet expectations on his or her performance review, or eliminate merit for employees who will be on initial or promotion probation as of July 1st. Enter comments to explain the adjustment.	User update
Retention, Equity, & Other Increases - Faculty & Exempt only	Enter the amount of any other proposed base salary increase except faculty promotion. Enter comments to provide the reason for the increase.	User update
Reallocation of Proposed Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by the BPM system for a reallocation between accounts processed on a split-funded salary AFTER the new fiscal year salaries are set, or for termination prior to July 1.	System update
Other Proposed Salary Increase NOT subject to CAP - Faculty Only		
Faculty Promotion	Enter the dollar amount for a faculty promotion. This amount will be included in Proposed Base Salary, but excluded in identifying increases exceeding the increase cap.	User update
Increments Above Base		
Administrative & Acting Increments	Current year administrative and/or acting increment total amounts will be loaded into BPM for budget and reporting purposes only. The user can update the proposed year "New" amount that is displayed in the employee's total salary and choose to include it in the position budget. **These amounts are NOT included in the proposed salary amount converted to PHR as July 1 salary.** A PHR action must be completed in order for the employee to receive an administrative or acting increment.	System load User update