



UNIVERSITY OF
MARYLAND

**BUDGET PREPARATION & MAINTENANCE
SYSTEM USER MANUAL
FY 2021 WORKING BUDGET**

University Budget Office

UNIVERSITY OF MARYLAND

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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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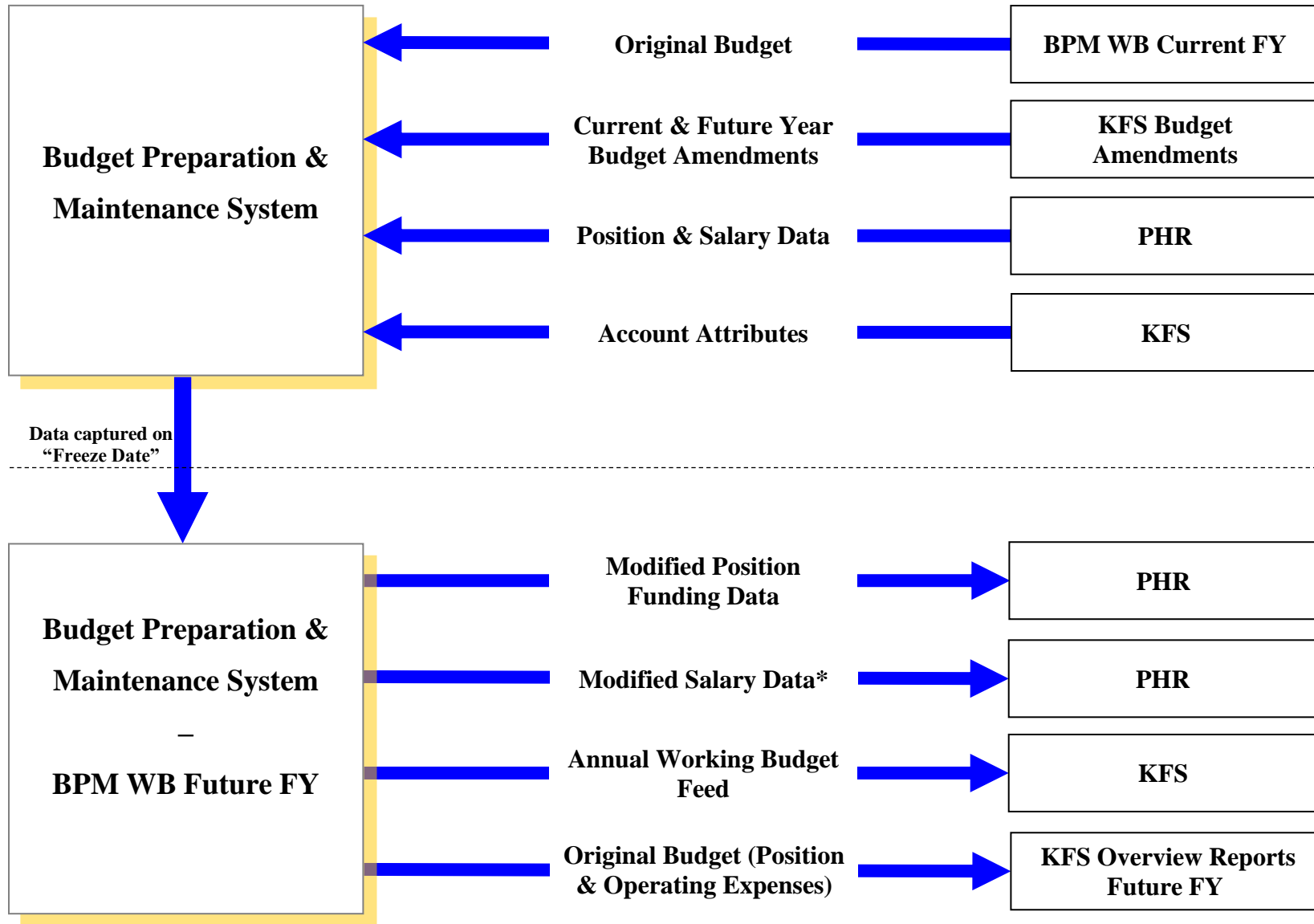
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OVERVIEW

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 object code 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 THE BUDGET SYSTEM



*Modified Salary Data will only be sent to PHR in years where there is a July merit.

OVERVIEW

POSITION BUDGETING AND SALARY SETTING IN BPM

Set Salary Amount:

When COLA/Merit are not applicable:

- For all regular status employees, COLA and merit will be blocked from edit on the set salary screens.
- The “Salary Set?” flag will be set at “No” when BPM is opened to users. Users will need to set salaries for itemized employees (Object 1011 to 1016) who have other types of salary adjustments or funding changes.

Default Is Make Position Budget at the July 1, 20xx Salary Amount:

- The “position budget” will equal “salary” on the “set salary” screen if “make new budget amount” is checked on budgetable accounts (likewise for the “reallocate salary” screen and the “salary spreadsheets”).

Payroll Conversion:

When COLA and Merit are not applicable:

- 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.

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 2021 WORKING BUDGET SCHEDULE

DAY	DATE	TIME	WORKING BUDGET PHASE
Monday	February 17		Divisions will receive security access instructions for their FY21 Working Budget BPM users from their Budget Analyst.
Friday	February 28	5:00 PM	Divisions return to Budget Office user access sheets.
Monday	March 2	8:00 AM	Budget 101 training will be made available to the campus via pre-recorded video on the Budget Office and Finance webpages.
Friday	March 6	12:00 Noon	Last day to request new accounts or account modifications in order to be processed for the freeze data for Working Budget Phase I.
Friday	March 6	12:00 Noon	Last day to process KFS Future Year Only Budget Amendments prior to freeze of Live Budget data for BPM Working Budget (due by Noon). After this date, future year budget adjustments should be made in BPM.
Monday-Tuesday	March 16-17		Spring Break
Friday	March 27	12:00 Noon	Open BPM Phase I. Budget System open to Divisions and Colleges to begin budgeting OPERATING activity ONLY.
Tuesday	April 7	5:00 PM	Last day for approved updates to PHR prior to freeze of data for BPM Working Budget. Appointments that expire on or before 6/30/20 will not be included in BPM WB. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 2) for academic year faculty--will be included in the FY 21 Working Budget System.
Friday	April 10	5:00 PM	Close BPM Phase I. Remove access for Divisions and Colleges.
Tuesday	April 15		Budget Office staff to continue training campus users on navigation and functionality of the Budget System.
Wednesday	April 22		Budget Office staff to continue training campus users on navigation and functionality of the Budget System.

Thursday	April 23	12:00 Noon	BPM Phase II Open. Budget System open to Divisions and Colleges. Budget Office send out tracking control sheets to Colleges.
Monday	May 4	12:00 Noon	Budget System open to Departmental users.
Wednesday	May 13	5:00 PM	Budget System closed to Departmental users.
Tuesday	May 26	5:00 PM	BPM Phase II Close. Budget System closed to Divisions and Colleges. Tracking control sheets due to Budget Operations Office.
Tuesday	June 16		Payroll distributes payroll conversion reports to units for verification and correction in PHR.
Monday	June 29	11:00 PM	Last day for units to make payroll corrections in PHR for July1 salaries and funding/account.
	August		BFA loads working budget into KFS.

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 **Firefox is strongly recommended**. Other allowed browsers include the latest versions of Internet Explorer.
- 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), Hyper-Text Mark-up Language (HTML), and Comma-Separated Values Format (CSV). To view reports, you will need to select view using HTML or download using local directory.
- 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.

Please refer to the latest version of the FAQ related to BPM login issues that may arise. The FAQ can be found on the BFA site and the Finance Site on the links below.

[BFA Link](#) : The BPM Citrix Virtual Workspace Login FAQ can be found under BFA Announcements by following the path below:

ARES Home > Budget & Fiscal Analysis > BFA Announcements > BPM - Citrix Virtual WorkSpace-FAQ

[Finance Site Link](#): The BPM Citrix Virtual Workspace Login FAQ can be found on the Finance site by following the path below:

Home > Budget > Budget Planning Resources > BPM > Login FAQs - Revised 02-21-2020

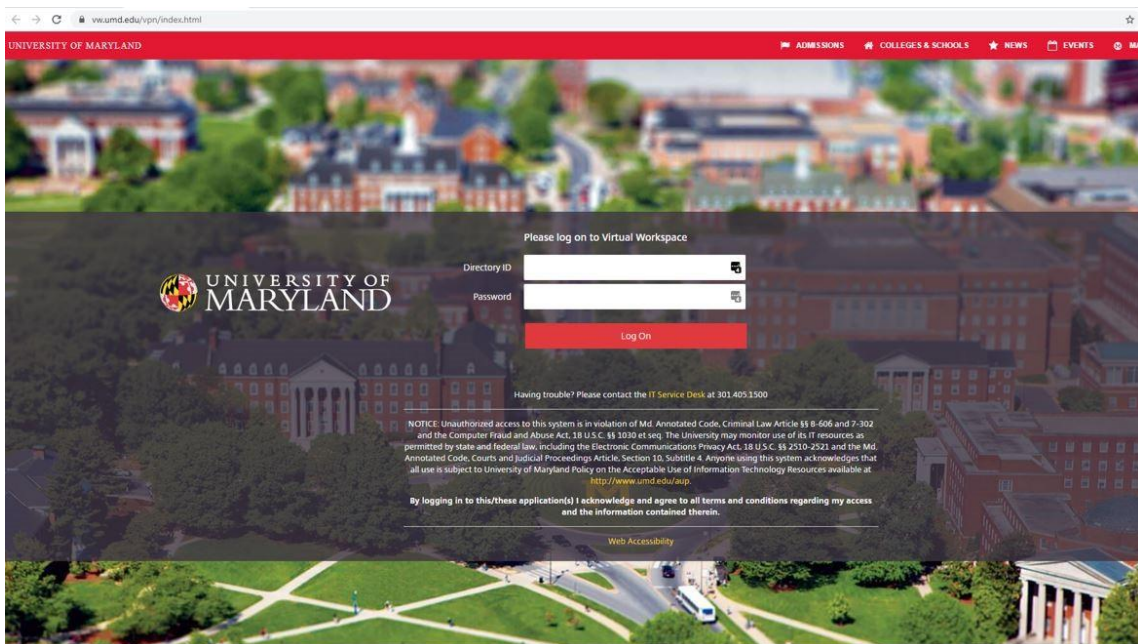
BPM LOG-ON & NAVIGATION

BPM System Citrix Workspace Connection: The Budget Preparation and Maintenance System (BPM) implemented the Citrix Workspace connection on January 27, 2020. This additional login layer is necessary to properly protect the BPM System from potential security threats. Both layers of login will be using the University of Maryland's Central Administration Service (CAS), which requires multi-factor authentication (MFA).

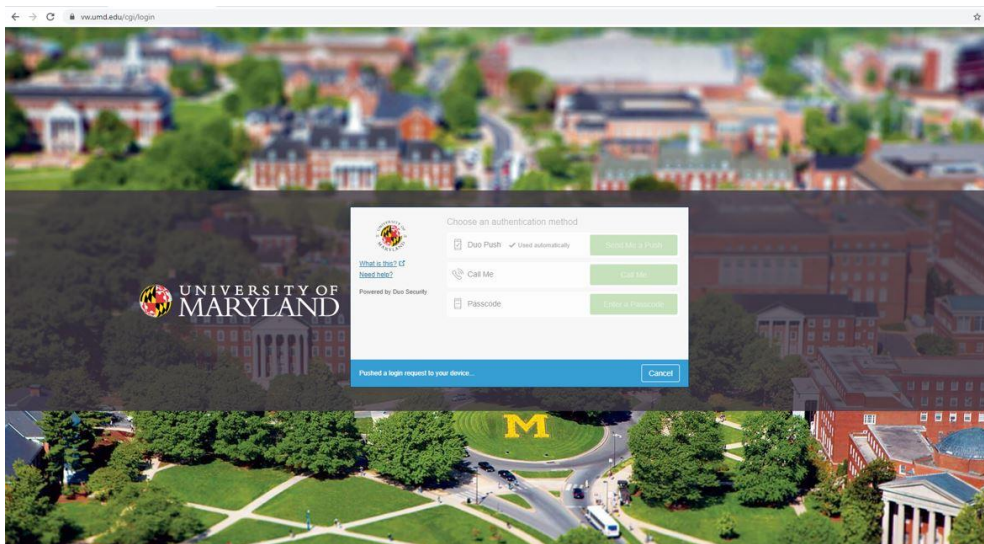
To accommodate this change, the BPM links on the BFA website (<http://otcads.umd.edu/bfa/>) and Finance website (<https://finance.umd.edu/>) will be updated to direct through the new login portal. Follow the below steps for the login process:

The suggested internet browser for BPM is Mozilla Firefox

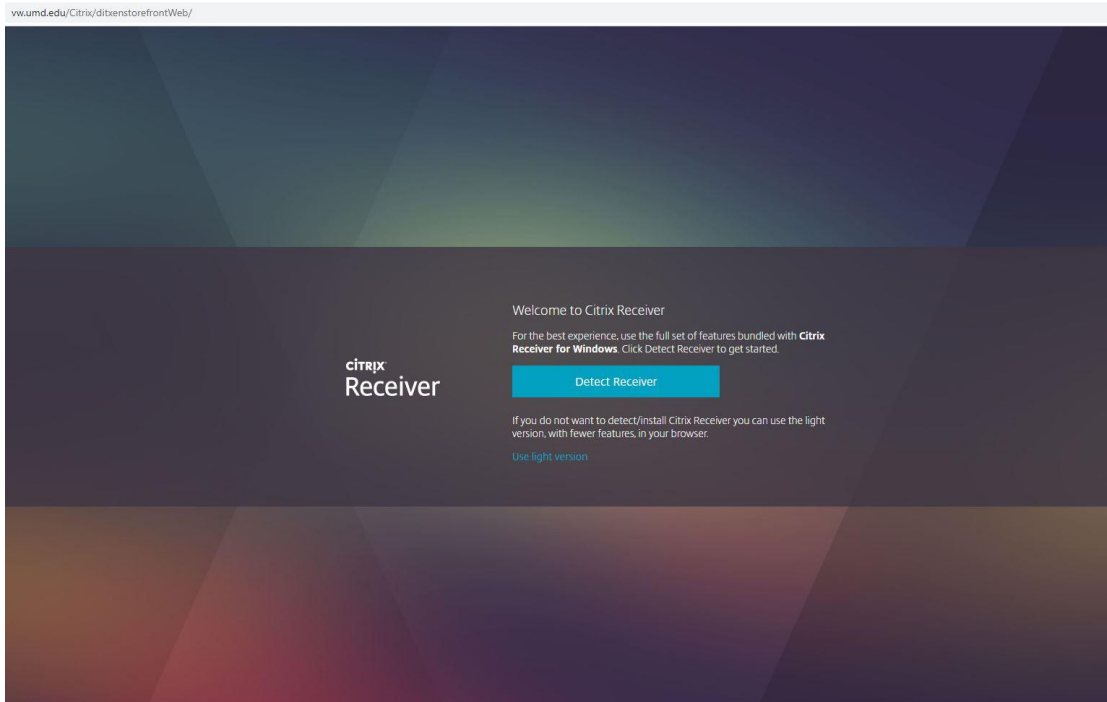
1. Go to: <https://vw.umd.edu/> (same link on the BFA and Finance websites labeled as 'BPM System')



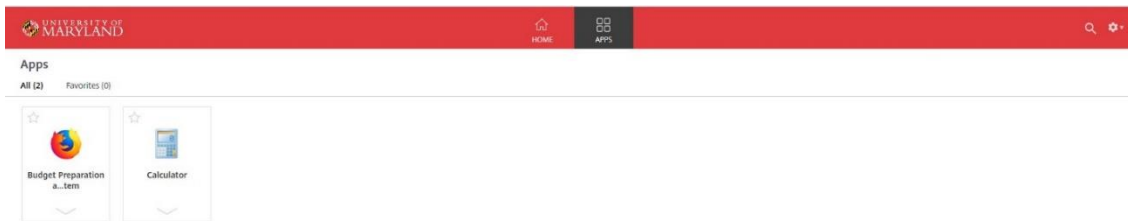
CAS- Central Authentication Service



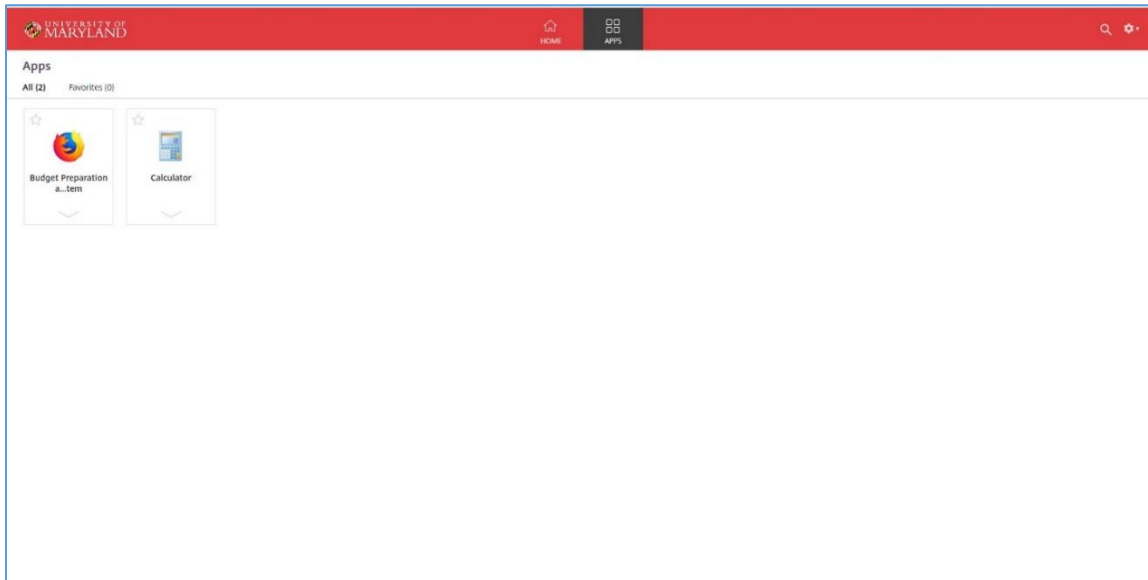
2. Click on 'Detect Receiver' (when prompted to open link for the Citrix Receiver, Click 'Open')
(If you have not installed the Citrix Receiver before, refer to 'Note 1' at the bottom of this document for installation instructions before continuing)
(If you do not get the below 'Detect Receiver' message, refer to 'Note 2' at the bottom of this document to detect the receiver)



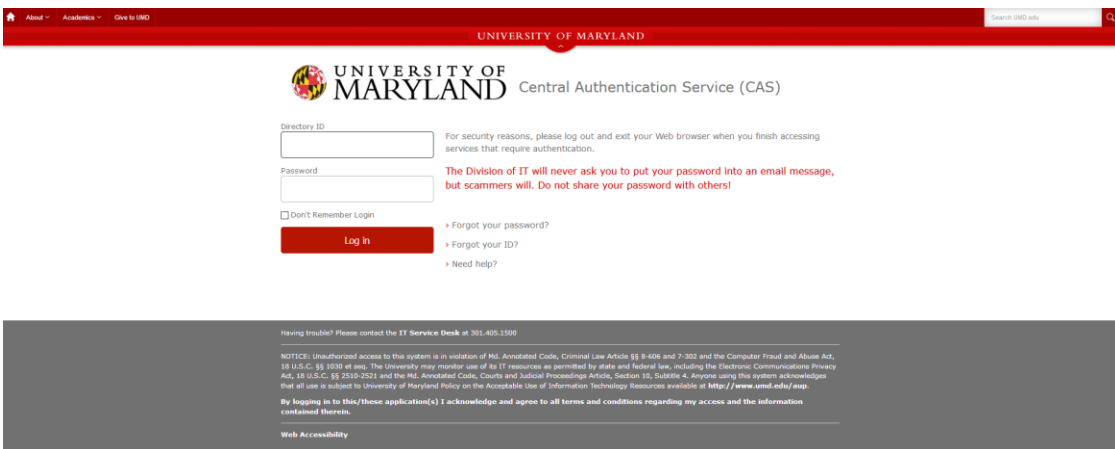
3. Click on APPS tile –



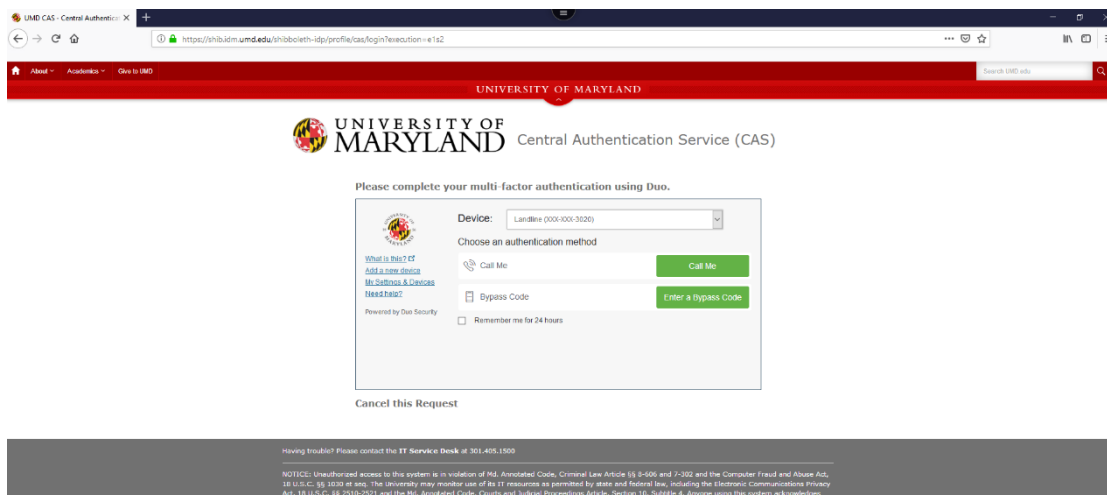
4. Click on Budget Preparation and Maintenance System



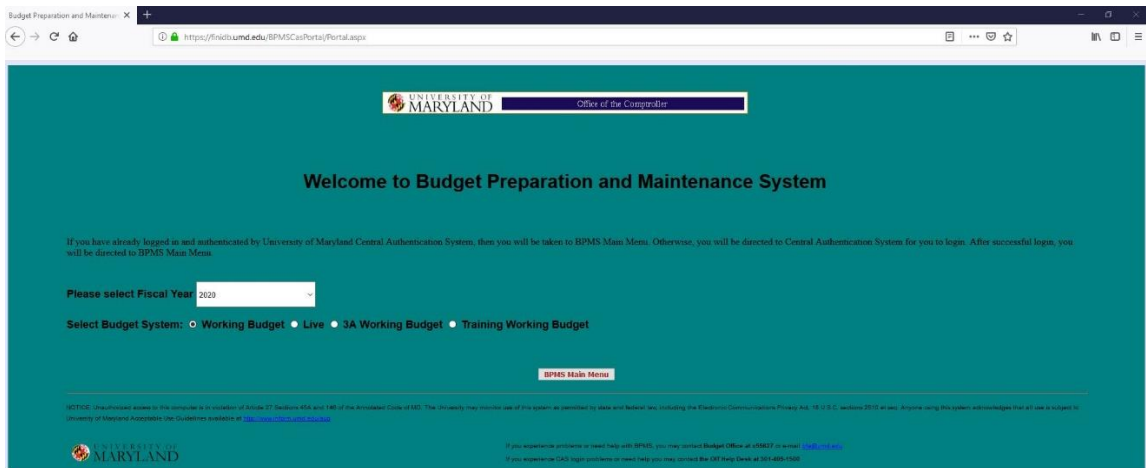
5. Enter Directory ID and Password



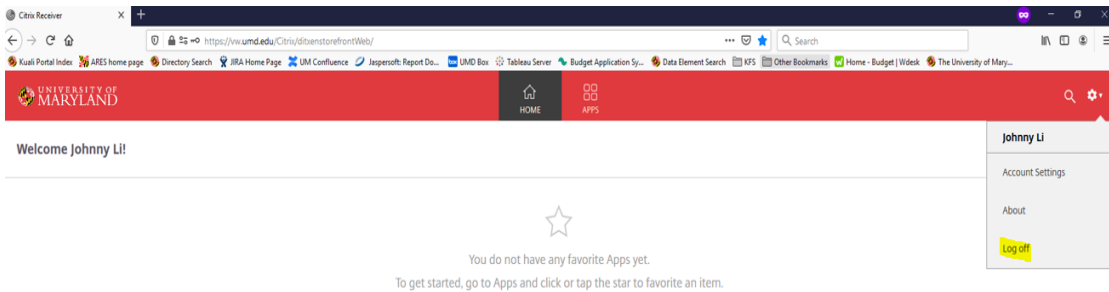
CAS- Central Authentication Service



- After authentication, the user is directed to the BPM Main Menu screen. From the BPM Main Menu Screen:



- When finished using BPM, please exit the application by Clicking the ‘Exit’ Button and log off of Citrix by Clicking the ‘Log off’ button located under the gear icon in the upper right-hand corner of Citrix



If you have bookmarked the BPM site, you may need to update the link for the new login screen. If you have questions, please feel free to email the Budget Office at BFA@umd.edu or call at (301) 405-5627.

For further information on installing Citrix Receiver please refer to the Multi-Factor Authentication (MFA) - Citrix and CAS Login document which can be found on the [Finance](#) and [BFA](#) websites.

MENU OPTIONS SCREEN

From the Menu Options, 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) **Import** or **Import Excel Worksheets** to access the **Import Data** screen to set load your data file and make changes to the working budget data,
- 3) **Manual Entry** or **Process All Object Codes Manually** to access the **Manual Data Entry** screen to set load your data file and make changes to working budget data,
- 4) **Transfer Object Codes** or **Process Transfer Object Codes (9xxx) Only** to access the **Manual Data Entry** screen to manually enter transfer object codes,
- 5) **Report Menu** or **Reporting Options/Query** to view and/or print reports, or
- 6) **Exit** or **Logout** to log out of BPM

The screenshot shows a teal background with a dark purple header bar containing the text "Menu Options". Below the header, there are six menu items, each with a numbered callout (1-6) pointing to it. Each menu item is a dark purple button with white text. To the right of each button is a description of the menu option.

Callout	Menu Item	Description
1	ACCOUNT SELECT	Account Select / Edit Choose this menu option to access the "Account Select" screen to set salaries, and revenue, operating, and salary budgets.
2	IMPORT	Import Excel worksheets Choose this menu option to access the "Import Data" screen to set load your data file and make changes to working budget data
3	MANUAL ENTRY	Process All Object Codes Manually Choose this menu option to access the "Manual Data Entry" screen to set load your data file and make changes to working budget data
4	TRANSFER OBJECT CODES	Process Transfer Object Codes (9xxx) Only Choose this menu option to access the "Manual Data Entry" screen to manually enter Transfer Object Codes
5	REPORT MENU	Reporting Options / Query Choose this menu option to use various reporting options and query the system to view reports on-line and/or print the reports.
6	EXIT	Logout Choose this menu option to logout of the system. Please always use this option to properly logout of the system and then close the current browser.

IMPORT

IMPORT EXCEL WORKSHEETS

From the Menu Options Screen, click on **Import** or **Import Excel Worksheets** to access the **Uploaded Excel Files Detail** screen.

- 1) To import a file, click on **Download Template**.
- 2) A message box will appear. Click on **Open** to access a template.

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
Grand Total			0.00	0	0.00	0	0.00	0	0.00	0	

Page 1

No Worksheet Records in the system to display

Download Template Upload Excel File Process File Delete File View Processed File Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

1

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
Grand Total			0.00	0	0.00	0	0.00	0	0.00	0	

Page 1

No Worksheet Records in the system to display

Download Template Upload Excel File Process File Delete File View Processed File Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

Do you want to open or save c:\inetpub\wwwroot\FY19TRAIN_UploadFolder_BPMUpdateTemplate.xlsx (14.7 KB) from otcbg.umd.edu?

Open Save Cancel

2

IMPORT IMPORT EXCEL WORKSHEETS

- 3) Click **File** and **Save As** to save a copy of the template on your computer. The saved file name is restricted to **30 characters including the .xlsx** and should include your Division acronym and brief description to aid in identification. Each template file name must be unique as BPM will not upload duplicate file names. It should be noted that only this template can be used to import data into BPM. Changes cannot be made to the column headings, and columns cannot be rearranged. Also, the **BPM Updates** worksheet tab on the bottom of the template cannot be changed because it will prevent the file from uploading properly.
- 4) The template has some built-in edits for each column field to assist in proper data entry. It should be noted that the description field is limited to **70 characters**. Negative amounts, commas, or dollar signs (\$) are not permitted. Also, **position moves to a new account must be done in the Reallocate screen**. In addition, use the **To** and **From** philosophy when determining how to make entries. The **To** is where the budget is going, and the **From** is where it will be taken.

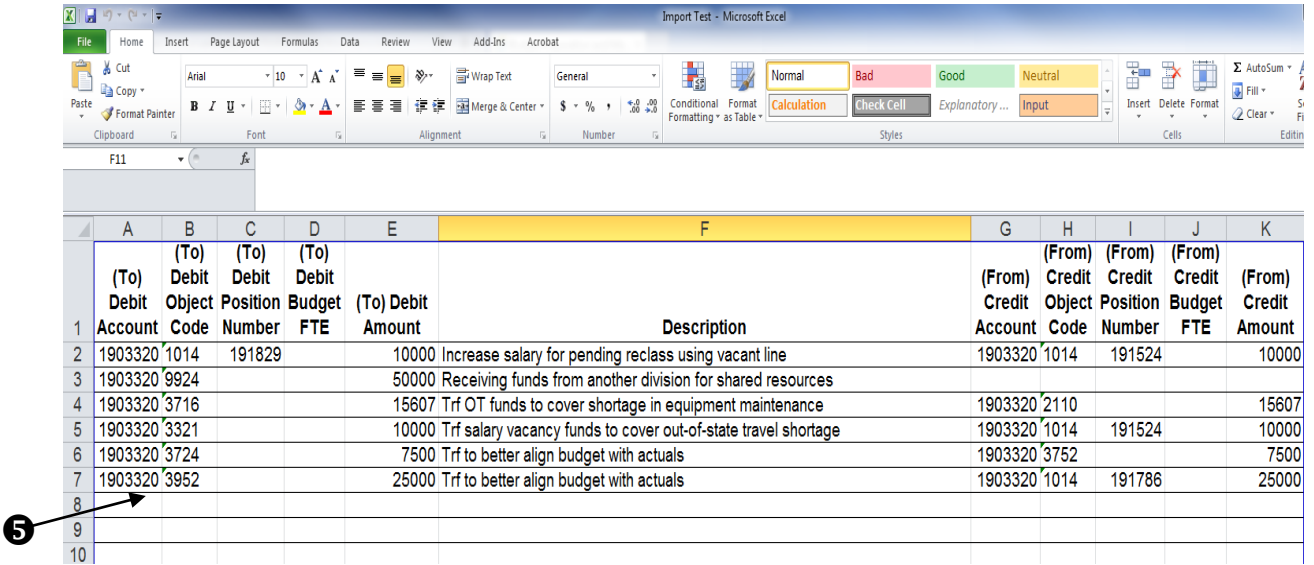
The screenshot shows the 'BPMUpdates' worksheet in Microsoft Excel. The ribbon is visible at the top, with the 'File' menu highlighted. The spreadsheet grid shows columns A through K and rows 1 through 150. The following table represents the column headers and row 1 data:

	A	B	C	D	E	F	G	H	I	J	K
1	(To) Debit Account	(To) Debit Code	(To) Debit Number	(To) Debit FTE	(To) Debit Amount	Description	(From) Credit Account	(From) Credit Code	(From) Credit Number	(From) Credit FTE	(From) Credit Amount

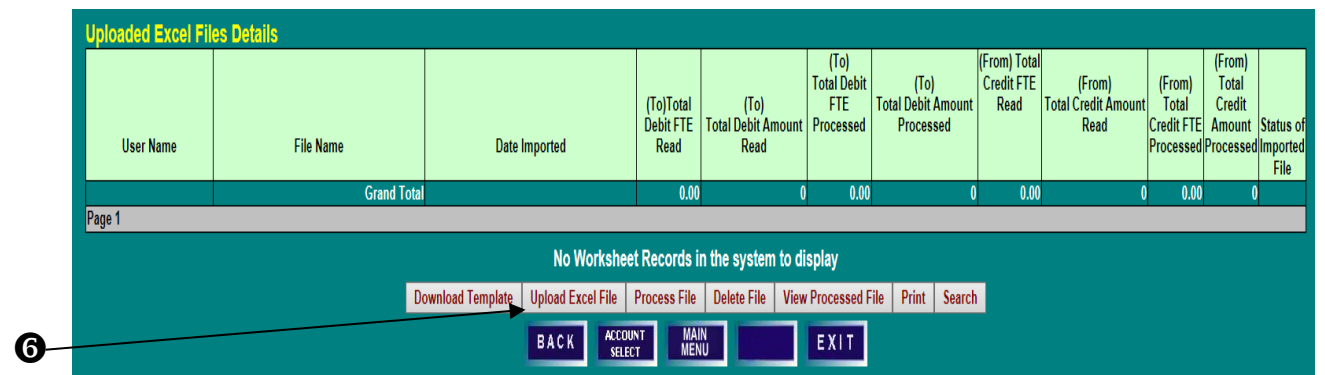
Row 2 contains the text: "Description is limited to 70 characters". A yellow tooltip is visible over the 'Credit Account' header in column G, with the text: "Credit Account, if entered, must be 7-digit number".

IMPORT IMPORT EXCEL WORKSHEETS

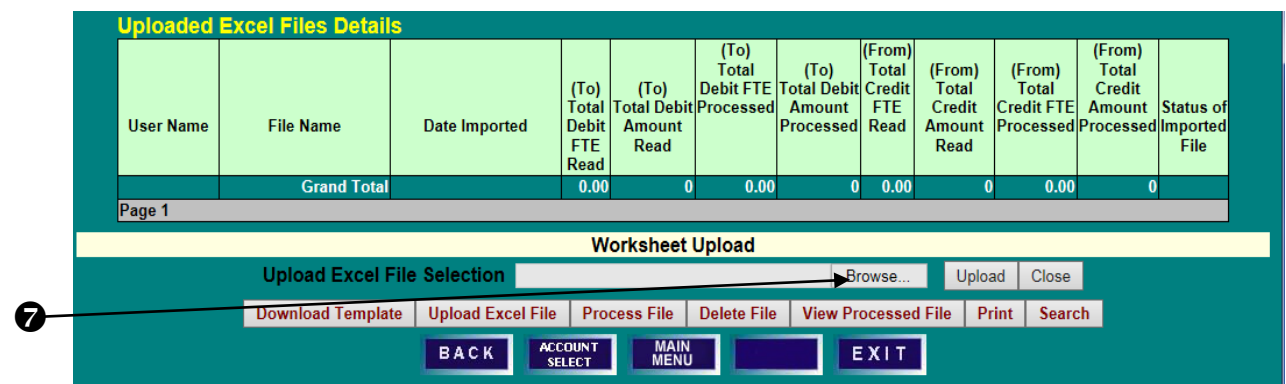
5) Complete template with appropriate information.



6) Return to the **Uploaded Excel Files Details** screen and click on **Upload Excel File**

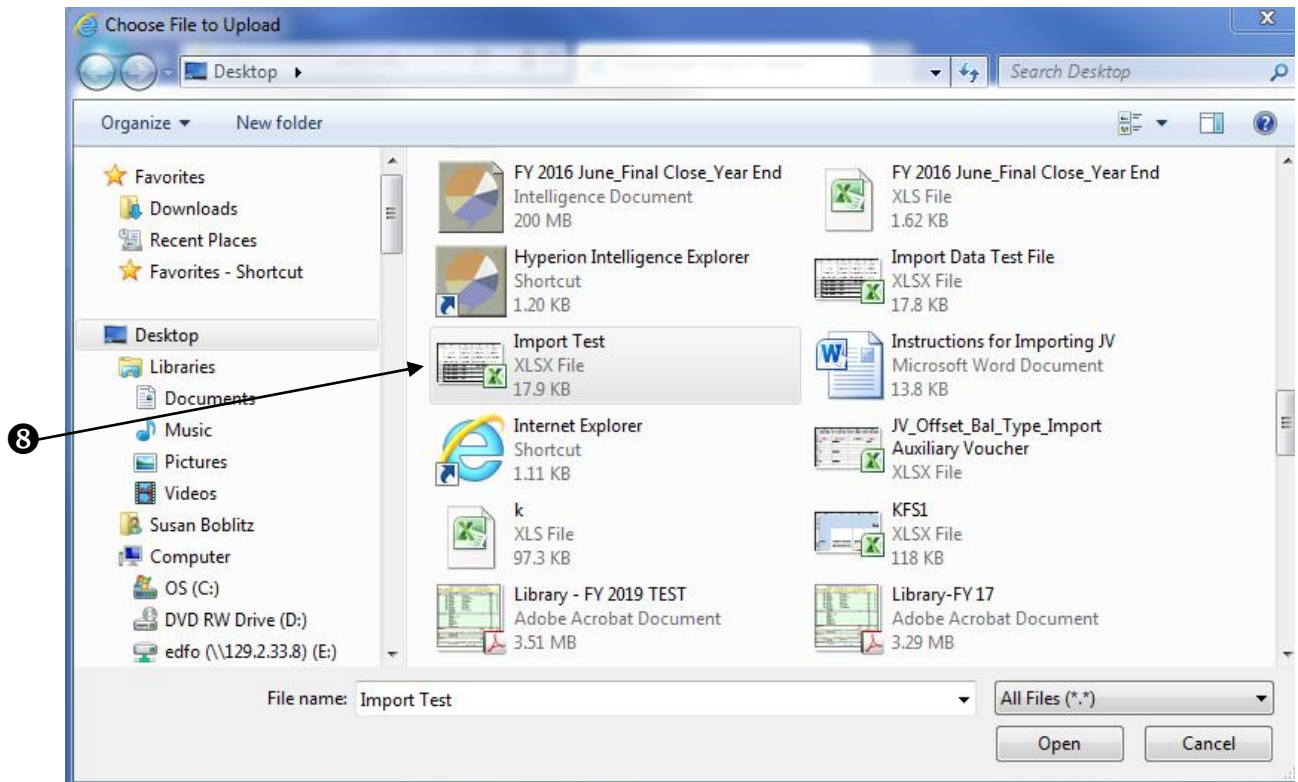


7) A **Worksheet Upload Bar** section will appear. Click on **Browse** to search for the desired file to upload.



IMPORT IMPORT EXCEL WORKSHEETS

8) Choose a file to upload.



9) Return to the **Uploaded Excel Files Details** screen and click on **Upload**.

Uploaded Excel Files Details

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
Grand Total			0.00	0	0.00	0	0.00	0	0.00	0	

Page 1

Worksheet Upload

Upload Excel File Selection
C:\Users\sboblitz\Desktop\Import Test.xlsx
Browse...
Upload
Close

Download Template
Upload Excel File
Process File
Delete File
View Processed File
Print
Search

BACK
ACCOUNT
SELECT
MAIN
MENU
EXIT

9

IMPORT

IMPORT EXCEL WORKSHEETS

PROCESSING AN UPLOADED FILE

- 1) If the file uploaded successfully, the file will appear on the **Uploaded Excel Files Details** screen, and the **Status of Imported File** will be **Ready**.
- 2) To select a file to be processed, click on the blue **File Name** which will highlight the line, and click **Process File**.

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
TRAINER	SHB 48 Import Test.xlsx	4/8/2018 2:37:35 PM	0.00	118,107	0.00	0	0.00	68,107	0.00	0	Ready
Grand Total			0.00	118,107	0.00	0	0.00	68,107	0.00	0	

Page 1

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BACK ACCOUNT SELECT MAIN MENU EXIT

- 3) If the file does not contain any errors, the **Status of Imported File** will read **Processed** with the applicable date and time. If there is an error on any of the lines, the **Status of Imported File** will read **Partial** with a note that the file could not process all lines with the applicable date and time.
- 4) To view the **Processed** or **Partial** file, select the **File Name** and click **View Processed File**.

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
TRAINER	SHB 48 Import Test.xlsx	4/8/2018 2:37:35 PM	0.00	118,107	0.00	93,107	0.00	68,107	0.00	43,107	Partial: TRAINER could not process all lines in file on 4/8/2018 2:39:01 PM
Grand Total			0.00	118,107	0.00	93,107	0.00	68,107	0.00	43,107	

Page 1

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BACK ACCOUNT SELECT MAIN MENU EXIT

- 5) Each line in the template will be displayed. If the line is correct, **Processed** will be noted on the **Status of Line** column.
- 6) If the line is incorrect, **Edit Line** will appear in the **Actions** column, and **Error** will appear in the **Status of the Line** column. Click on **Edit Line** to open an edit box.

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the Line
	1	TRAINER	77	1903320	1014	191829		10,000	Increase salary for pending reclass using vacant line	77	1903320	1014	191524		10,000	Processed
	2	TRAINER	77	1903320	9924			50,000	Receiving funds from another division for shared resources							Processed
	3	TRAINER	77	1903320	3716			15,607	Trf OT funds to cover shortage in equipment maintenance	77	1903320	2110			15,607	Processed
	4	TRAINER	77	1903320	3321			10,000	Trf salary vacancy funds to cover out-of-state travel shortage	77	1903320	1014	191524		10,000	Processed
	5	TRAINER	77	1903320	3724			7,500	Trf to better align budget with actuals	77	1903320	3752			7,500	Processed
Edit Line	6	TRAINER	77	1903320	3952			25,000	Trf to better align budget with actuals	77	1903320	1014	191786		25,000	Error
Grand Total							0.00	118,107						0.00	68,107	

Page 1

Add a New Line Process All Lines Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

IMPORT IMPORT EXCEL WORKSHEETS PROCESSING AN UPLOADED FILE

- Review the entry to identify the error and make the necessary correction. Then click **Process Line**.

Two-Sided Budget Entry Uploaded Excel Worksheet Details - File Name: SHB 48 Import Test.xlsx
Date Imported: 4/8/2018 2:37:35 PM - Status: Partial: TRAINER could not process all lines in file on 4/8/2018 2:39:01 PM

Actions	Line Number	User Name	Status of the line
	1	TRAINER	Processed
	2	TRAINER	Processed
	3	TRAINER	Processed
	4	TRAINER	Processed
	5	TRAINER	Processed
<p>Two-Sided Manual Transfer of All Object Codes Edit (To) Debit Side Edit</p> <p>(To) Debit Division Code: 77 (To) Debit Account Number: 1903320 (To) Debit Object Code: 3952 (To) Debit Position Number: <input type="text"/> (To) Debit Budget FTE: <input type="text"/> (To) Debit Amount: 25,000</p> <p>(From) Credit Side Edit</p> <p>Description: Trf to better align budget with actuals (From) Credit Division Code: 77 (From) Credit Account Number: 1903320 (From) Credit Object Code: 1014 (From) Credit Position Number: 191787 (From) Credit Budget FTE: <input type="text"/> (From) Credit Amount: 25,000</p> <p><input type="button" value="Process Line"/> <input type="button" value="Delete Line"/> <input type="button" value="Undo"/></p>	6	TRAINER	Error

Page 1

68,107

- When properly corrected, the **Status of the Line** column will read **Processed**.

Two-Sided Budget Entry Uploaded Excel Worksheet Details - File Name: SHB 48 Import Test.xlsx
Date Imported: 4/8/2018 2:37:35 PM - Status: Partial: TRAINER could not process all lines in file on 4/8/2018 2:39:01 PM

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line
	1	TRAINER	77	1903320	1014	191829		10,000	Increase salary for pending reclass using vacant line	77	1903320	1014	191524		10,000	Processed
	2	TRAINER	77	1903320	9924			50,000	Receiving funds from another division for shared resources							Processed
	3	TRAINER	77	1903320	3716			15,607	Trf OT funds to cover shortage in equipment maintenance	77	1903320	2110			15,607	Processed
	4	TRAINER	77	1903320	3321			10,000	Trf salary vacancy funds to cover out-of-state travel shortage	77	1903320	1014	191524		10,000	Processed
	5	TRAINER	77	1903320	3724			7,500	Trf to better align budget with actuals	77	1903320	3752			7,500	Processed
	6	TRAINER	77	1903320	3952			25,000	Trf to better align budget with actuals	77	1903320	1014	191787		25,000	Processed
	Grand Total							0.00	118,107					0.00	2,107	

Page 1

- Click **Back** to return to the **Uploaded Excel Files Details** screen.
- The **Status of Imported File** will now display that the file has been **Processed**.

Uploaded Excel Files Details

User Name	File Name	Date Imported	(To) Total Debit FTE Read	(To) Total Debit Amount Read	(To) Total Debit FTE Processed	(To) Total Debit Amount Processed	(From) Total Credit FTE Read	(From) Total Credit Amount Read	(From) Total Credit FTE Processed	(From) Total Credit Amount Processed	Status of Imported File
TRAINER	SHB 48 Import Test.xlsx	4/8/2018 2:37:36 PM	0.00	118,107	0.00	118,107	0.00	68,107	0.00	68,107	Processed: TRAINER processed file on 4/8/2018 2:42:59 PM
	Grand Total		0.00	118,107	0.00	118,107	0.00	68,107	0.00	68,107	

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IMPORT IMPORT EXCEL WORKSHEETS PROCESSING AN UPLOADED FILE

To view your Imported File entries, access the account via the **Account Select** option on the **Menu Options** screen. Enter the appropriate account number to access the **Account Budget Summary** screen.

- 1) Click on **Two-sided Transfers Audit Details** to view the audit trail two-sided entries made to the account.

Account Budget Summary				1903320	ACCT-19033200
	Budget	BPM FTE	PHR FTE		Budget BPM FTE PHR FTE
Faculty	0	0.00	0.00		Revenue
Lecturers	0				Itemized SW
Faculty Contractual	0		0.00		Non-Itemized SW
Contingent II	0		0.00		Other S/W
Graduate Assistant	0		0.00		Operating Expense
Exempt	354,347	6.00	6.00		Account Total
Non-Exempt	792,614	18.00	12.00		1,430,286
Labor & Assistants	15,000				
Fringe Benefits	0				
Overtime	73,813				
Turnover & Other	0				
Total Salaries / Wages	1,235,774	24.00	18.00		

Program:	07Operation, Maintenance & Plant
Division:	77DIV 77
Department:	17740DEPT 17740
Dept-SubDept:	17740-61DeptSub 17740-61
Support Indicator:	1State Support

Next Account
Vacant Positions
Print
Two-sided Transfers Audit Details
ACCOUNT SELECT
MAIN MENU
EXIT

1

Two-Sided Worksheet Import/Manual Updates Audit Trail Details														
Two-side Audit Details for Account: 1903320														
User	Date/Time	Debit Div	Debit Account	Debit Object	Debit Position	Debit FTE	Debit Amount	Description	Credit Div	Credit Account	Credit Object	Credit Position	Credit FTE	Credit Amount
TRAINER	4/8/2018 2:39:01 PM	77	1903320	1014	191829	Old FTE: 1.00 New FTE: 1.00	Old Budget: 34,233 New: 44,233	Increase salary for pending reclass using vacant line	77	1903320	1014	191524	Old FTE: 1.00 New FTE: 1.00	Old Budget: 42,840 New: 32,840
TRAINER	4/8/2018 2:39:02 PM	77	1903320	9924			Old Budget: 0 New: (50,000)	Receiving funds from another division for shared resources						
TRAINER	4/8/2018 2:39:02 PM	77	1903320	3716			Old Budget: 19,540 New: 35,147	Trf OT funds to cover shortage in equipment maintenance	77	1903320	2110			Old Budget: 15,607 New: 0
TRAINER	4/8/2018 2:39:02 PM	77	1903320	3321		Old FTE: 0.00 New FTE: 0.00	Old Budget: 1,500 New: 11,500	Trf salary vacancy funds to cover out-of-state travel shortage	77	1903320	1014	191524	Old FTE: 1.00 New FTE: 1.00	Old Budget: 32,840 New: 22,840
TRAINER	4/8/2018 2:39:02 PM	77	1903320	3724			Old Budget: 0 New: 7,500	Trf to better align budget with actuals	77	1903320	3752			Old Budget: 7,600 New: 100
TRAINER	4/8/2018 2:42:59 PM	77	1903320	3952		Old FTE: 0.00 New FTE: 0.00	Old Budget: 100,000 New: 125,000	Trf to better align budget with actuals	77	1903320	1014	191787	Old FTE: 1.00 New FTE: 1.00	Old Budget: 49,437 New: 24,437

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Show All
Print
Search
BACK
ACCOUNT SELECT
MAIN MENU
EXIT

MANUAL ENTRY

PROCESSING A TWO-SIDED MANUAL ENTRY

From the Menu Options Screen, click on **Manual Entry** or **Process All Object Codes Manually** to access the **Two-Sided Manual Transfers of All Object Codes Details** screen.

- 1) Click **Add a New Line** to make a Two-Sided Manual entry. It should be noted that this form does allow for one-sided entries. A blue **Edit Line** will appear in the Actions column.

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line	
							Grand Total	0.00	0							0.00	0

No Transfer All Object Code in the system to display

Add a New Line Process All Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 2) Click the blue **Edit Line** to open an edit box, and complete all applicable lines. Use the **To** and **From** philosophy when determining how to make entries. The **To** is where the budget is going, and the **From** is where it will be taken.

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line	
Edit Line	23	TRAINER														Inserted	
							Grand Total	0.00	0							0.00	0

Add a New Line Process All Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 3) Upon completion, click **Process Line**.

Two-Sided Manual Transfer of All Object Codes Edit

(To) Debit Side Edit

(To) Debit Division Code

(To) Debit Account Number

(To) Debit Object Code

(To) Debit Position Number

(To) Debit Budget FTE

(To) Debit Amount

(From) Credit Side Edit

Description

(From) Credit Division Code

(From) Credit Account Number

(From) Credit Object Code

((From) Credit Position Number

(From) Credit Budget FTE

(From) Credit Amount

Process Line Delete Line Undo

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line	
	23	TRAINER	77	1903320	3724			15,000	To better align budget with actuals	77	1903320	1014	191832		15,000	Processed	
							Grand Total	0.00	15,000							0.00	15,000

Add a New Line Process All Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 4) If completed successfully, the **Status of the line** will display **Processed**.

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line	
	23	TRAINER	77	1903320	3724			15,000	To better align budget with actuals	77	1903320	1014	191832		15,000	Processed	
							Grand Total	0.00	15,000							0.00	15,000

Add a New Line Process All Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

MANUAL ENTRY

PROCESSING A TWO-SIDED MANUAL ENTRY

5) Click on **Audit Trail** to view the entry.

Two-Sided Manual Transfers of All Object Codes Details

Actions	Line Number	User Name	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Position Number	(To) Debit Budget FTE	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	(From) Credit Object Code	(From) Credit Position Number	(From) Credit Budget FTE	(From) Credit Amount	Status of the line
	23	TRAINER	77	1903320	3724			15,000	To better align budget with actuals	77	1903320	1014	191832	0.00	15,000	Processed
Grand Total							0.00	15,000						0.00	15,000	

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Two-Sided Transfers Audit Trail Details
File Name: Manual Entry

User	Date/Time	Debit Div	Debit Account	Debit Object	Debit Position	Debit FTE	Debit Amount	Description	Credit Div	Credit Account	Credit Object	Credit Position	Credit FTE	Credit Amount
TRAINER	4/6/2018 12:38:05 PM	77	1903320	3724		Old FTE: 0.00 New FTE: 0.00	Old Budget: 15,000 New: 30,000	To better align budget with actuals	77	1903320	1014	191832	Old FTE: 1.00 New FTE: 1.00	Old Budget: 44,020 New: 29,020

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TRANSFER OBJECT CODES

PROCESS TRANSFER OBJECT CODES (9xxx) ONLY

PROCESSING A TRANSFER ENTRY

From the Menu Options Screen, click on **Transfer Object Codes** or **Process Transfer Object Codes (9xxx) Only** to access the **Two-Sided Manual Transfer of 99xx Object Codes Details** screen.

Two-Sided Manual Transfer of 99xx Object Codes Details

Actions	Line Number	User Name	Category	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	Status of the line
							Grand Total	0			

Page 1

No Transfer 99xx Object Code in the system to display

- 1) Click **Add a New Line** to make a Two-Sided Manual Transfer entry. A blue **Edit Line** will appear in the Actions column.

Two-Sided Manual Transfer of 99xx Object Codes Details

Actions	Line Number	User Name	Category	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	Status of the line
Edit Line	17	TRAINER	Transfer 99xx Entry								Inserted
							Grand Total	0			

Page 1

- 2) Click the blue **Edit Line** to open an edit box, and complete all applicable lines. Use the **To** and **From** philosophy when determining how to make entries. The **To** is where the budget is going, and the **From** is where the budget will be taken. The **To** and **From** object codes must be the same to use this form. If different transfer object codes are needed, use either the **Import** function or the **Two-Sided Manual Entry** function.

Two-Sided Manual Transfer of 99xx Object Codes Edit

(To) Debit Side Edit

(To) Debit Division Code

(To) Debit Account Number

(To) Debit Object Code

(To) Debit Amount

(From) Credit Side Edit

(From) Credit Division Code

(From) Credit Account Number

Description

Actions	Line Number	User Name	Category	Status of the line
	17	TRAINER	Transfer 99xx Entry	Inserted

Page 1

- 3) Upon completion, click **Process Line**.

TRANSFER OBJECT CODES

PROCESS TRANSFER OBJECT CODES (9xxx) ONLY

PROCESSING A TRANSFER ENTRY

- 4) If completed successfully, the **Status of the line** will display **Processed**.
- 5) Click on **Audit Trail** to view the entry.

Two-Sided Manual Transfer of 99xx Object Codes Details

Actions	Line Number	User Name	Category	(To) Debit Division	(To) Debit Account Number	(To) Debit Object Code	(To) Debit Amount	Description	(From) Credit Division	(From) Credit Account Number	Status of the line
	17	TRAINER	Transfer 99xx Entry	77	1902520	9926	15,000	Transfer to Dept. xxxx for shared project	77	1903320	Processed
Grand Total							15,000				

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[Add a New Line](#) | [Audit Trail](#) | [Print](#) | [Search](#)

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

Two-Sided Transfers Audit Trail Details
File Name: Transfer 99xx Entry

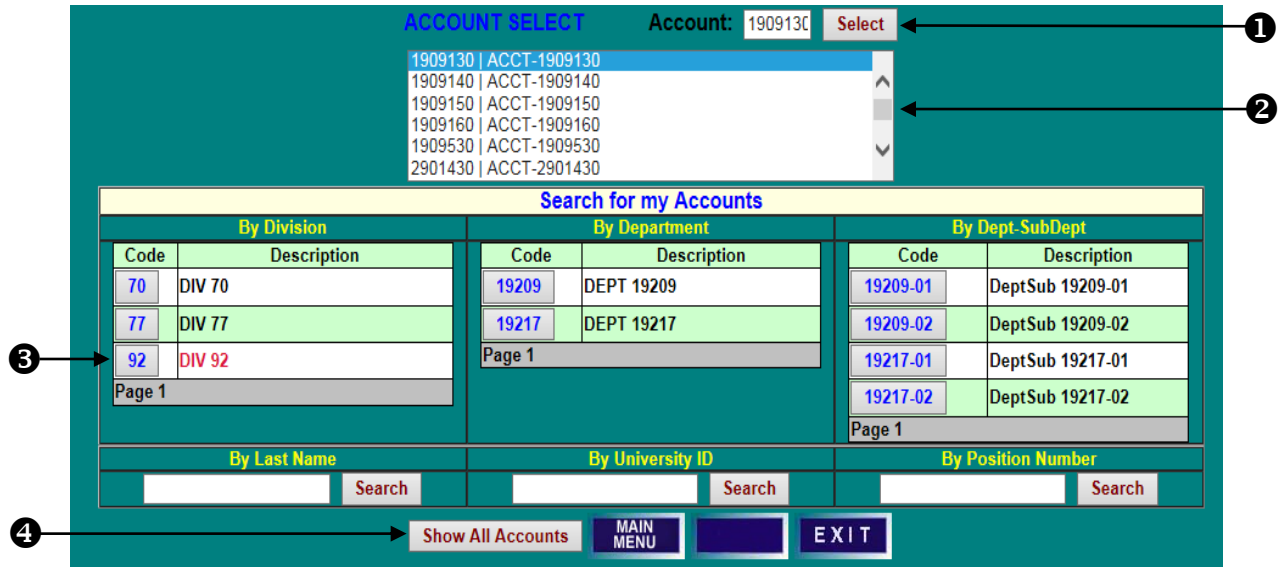
User	Date/Time	Debit Div	Debit Account	Debit Object	Debit Position	Debit FTE	Debit Amount	Description	Credit Div	Credit Account	Credit Object	Credit Position	Credit FTE	Credit Amount
TRAINER	4/8/2018 3:23:34 PM	77	1902520	9926			Old Budget: 18,000 New: 3,000	Transfer to Dept. xxxx for shared project	77	1903320	9926			Old Budget: 18,000 New: 3,000

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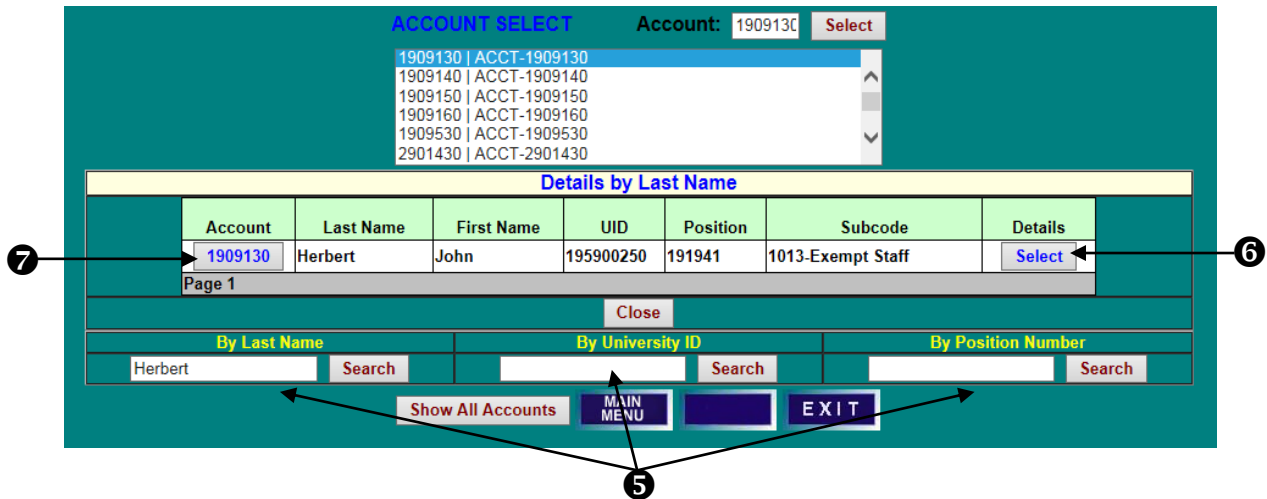
[Show All](#) | [Print](#) | [Search](#) | [BACK](#) | [ACCOUNT SELECT](#) | [MAIN MENU](#) | [EXIT](#)

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 can 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.



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 object code-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.
- 7) Click on **Two-Sided Transfers Audit Details** to view two-sided entries made on the account.

Account Budget Summary
1909130
ACCT-19091300

	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	3,464,197	24.76	35.44		Revenue	-5,519,711	
Lecturers	0		0.00		Itemized S/W	4,913,749	47.86 63.79
Faculty Contractual	0		0.00		Non-Itemized S/W	362,953	1.00
Contingent II	0		0.00		Other S/W	15,000	
Graduate Assistant	362,953		1.00		Operating Expense	228,009	
Exempt	1,158,292	16.20	19.35		Account Total	0	
Non-Exempt	291,260	6.90	9.00				
Labor & Assistants	15,000						
Fringe Benefits	0						
Overtime	0						
Turnover & Other	0						
Total Salaries / Wages	5,291,702	47.86	64.79				

Program:	01 Instruction
Division:	92 DIV 92
Department:	19209 DEPT 19209
Dept-SubDept:	19209-01 DeptSub 19209-01
Support Indicator:	1 State Support

Next Account
Vacant Positions
Print
Two-sided Transfers Audit Details

ACCOUNT SELECT
MAIN MENU
EXIT

SET SALARY & POSITION BUDGETS

SET BY ACCOUNT - SINGLE FUNDED - NON-EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN

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) **COLA** and **Merit** are not applicable, **Salary Set?** has been set to **No** automatically. Users will need to set salaries for itemized employees.

At system opening all salaries are set to No when COLA and Merit are not applicable:

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?	
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	No	
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	No	
1014	195734	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	No	
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	No	
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	No	
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	39,855	39,854.75	39,854.75	No	
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	No	
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	No	
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	No	
Variance					-74,860.24								
Grand Total					6.90	9.00	291,260	291,260	291,260	366,120.24	366,120.24		

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Buttons: Split Position, Split Salary, Reallocate, Split List, Set Salary, Set Salary by Spreadsheet, Set Salaries and Budget, Audit Trail, Print, Search

Buttons: 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) **COLA and Merit are not applicable for the fiscal year**, these fields are blocked from user edit. **Mandatory Merit Adjustment** maybe required.
- 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.

When COLA and Merit are not applicable:

The screenshot shows the 'Non-Exempt Salary Setting' interface. At the top, it displays 'Account: 1909130 ACCT-1909130', 'Position: 195744', and 'Richard C Vaswani'. Below this is a summary table:

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

The main area is divided into two sections: 'Adjustments to Current Base Salary' and 'FY 2018 Increases'. The 'Adjustments' section includes items like 'Increase to Minimum of Salary Range' (0.00), 'Completion of Probation before 7/1' (996.37, 2.50%), and 'Adjusted Current Base Salary' (40,851.12). The 'FY 2018 Increases' section includes 'COLA', 'Merit', 'Mandatory Merit Adjustment', 'Reallocation of Proposed Base Salary', 'Total Salary Increases', 'Proposed Base Salary', and 'Increments Above Base'. A 'Make New Budget Amount' checkbox is checked next to 'Total Proposed Salary'. At the bottom, there are buttons for 'Set Salary', 'Undo', 'Reset to Current Base', 'Audit Trail', 'BACK', 'ACCOUNT SELECT', 'ACCOUNT SUMMARY', 'MAIN MENU', and 'EXIT'. Numbered callouts 1 through 4 point to the 'COLA' and 'Merit' fields, the 'Make New Budget Amount' checkbox, and the 'Set Salary' button respectively.

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

- 5) After the update has saved, **Proposed Budget** and **Proposed Base Salary** on the summary line will display the updated amounts.
- 6) Click **Back** to return to the **Position/Employee Details** screen.

Non-Exempt Salary Setting
Account: 1909130 ACCT-1909130

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

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

Adjustments to Current Base Salary

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

FY 2018 Increases

Percent	Amount
COLA	0.00 0.00
Merit	0.00 0.00
Mandatory Merit Adjustment	0.00 0.00
Reallocation of Proposed Base Salary	0.00 0.00
Total Salary Increases	40,851.12
Proposed Base Salary	40,851

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

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-19091300

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	

Buttons: Split Position, Split Salary, Reallocate, Split List, Set Salary, Set Salary by Spreadsheet, Set Salaries and Budget, Audit Trail, Print, Search, Two-sided Audit Details, BACK, ACCOUNT SELECT, MAIN MENU, EXIT

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-19091300

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	

Buttons: Split Position, Split Salary, Reallocate, Split List, Set Salary, Set Salary by Spreadsheet, Set Salaries and Budget, Audit Trail, Print, Search, Two-sided Audit Details, BACK, ACCOUNT SELECT, MAIN MENU, EXIT

SET SALARY & POSITION BUDGET

SET BY ACCOUNT—SINGLE FUNDED - EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN

Click on **Exempt** to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

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 (Retention, Equity, and Other). 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.
- 3) Click **Set Salary** to update the record.

When COLA and /or Merit are not applicable:

The screenshot shows the 'Exempt Salary Setting' interface for Account 1909130 ACCT-1909130. The employee is John F Herbert, Position 191941, and the Next Position is 192807 | Gail B Render. The summary table shows a Revised Budget of 63,985, Current Base Salary of 63,984.60, Adjusted Current Base of 71,984.60, Salary Increase of 0.00, Proposed Base Salary of 63,984.60, Proposed Budget of 63,985, and Variance of 0.00.

Annotation 1 points to the 'Adjustments to Current Base Salary' section, which includes:

- Increase to Minimum of Salary Range: 0.00
- Reallocation of Current Base: 0.00
- Reclass after freeze and before 7/1: 8,000.00
- Adjusted Current Base Salary: 71,984.60

 A 'Comments' field contains the text 'Reclass to Asst. Director'.

Annotation 2 points to the 'FY 2018 Increases' section, which includes:

- COLA: 0.00
- Merit: 0.00
- Retention, Equity, & Other: 0.00
- Reallocation of Proposed Base Salary: 0.00
- Total Salary Increases Subject to 15% CAP: 0.00
- Proposed Base Salary: 71,984.60
- Increments Above Base: 0.00
- Total Proposed Salary: 71,984.60

 A warning message states: 'Employee Terminating prior to July 1. Salary intentionally not set.'

Annotation 3 points to the 'Set Salary' button at the bottom right of the screen.

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

- 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**.

Exempt Salary Setting
Account: 1909130 ACCT-1909130

Position: 191941 | John F Herbert | Next Position: 192807 | Gail B Render | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
63,985	63,984.60	71,984.60	0.00	71,984.60	71,985	0.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	8,000.00
Adjusted Current Base Salary	71,984.60

FY 2018 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	0.00	0.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases Subject to 15% CAP		71,984.60
Proposed Base Salary		71,984.60
Increments Above Base		0.00
Total Proposed Salary		71,984.60

Proposed Base Salary: 71,984.60
 Make New Budget Amount

Increments Above Base [View/Edit](#)

Make New Budget Amount

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

Set Salary | Undo | Reset to Current Base

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

SET SALARY & POSITION BUDGET

SET BY ACCOUNT—SINGLE FUNDED - FACULTY

ACCOUNT BUDGET SUMMARY SCREEN

Click on **Faculty** to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

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 (excluding Faculty Promotion) 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**.

When COLA and /or Merit are not applicable:

The screenshot shows the 'Faculty Salary Setting' interface for account 1909130 ACCT-1908130. It displays various salary-related data and adjustment options. Numbered callouts are as follows:

- 1**: Points to the 'Adjustments to Current Base Salary' table, which includes 'Return From Sabbatical or Leave' (38,622.36) and 'Adjusted Current Base Salary' (77,244.72).
- 2**: Points to the 'FY 2018 Increases' section, where 'Total Salary Increases Subject to 15% CAP' (89,244.72) and 'Proposed Base Salary subject to CAP' (89,244.72) are highlighted in red.
- 3**: Points to the 'Increments Above Base' section, specifically the 'View/Edit' button.
- 4**: Points to the 'Update Budgeted Increments Above Base' button at the bottom of the increments section.
- 5**: Points to a yellow warning box that reads 'Increments not used for Payroll Conversion'.

At the bottom of the screen, there are navigation buttons: Audit Trail, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, and EXIT.

SET SALARY & POSITION BUDGET

SET BY ACCOUNT—SINGLE FUNDED - FACULTY

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

Faculty Salary Setting
Account: 1908130 ACCT-1909130

Position: 195714 **Nicholas Hale** Next Position: [195732] Rebecca Hovemeyer

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

Adjustments to Current Base Salary

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

Explanation of Other Adjustments to Current Base

Other Comments

FY 2018 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	15.64	12,000.00
Reallocation of Proposed Base Salary	-	0.00
Total Salary Increases Subject to 15% CAP	15.64	12,000.00
Proposed Base Salary subject to CAP		89,244.72
Faculty Promotion		0.00
Proposed Base Salary		89,244.72
<input type="checkbox"/> Make New Budget Amount		
Increments Above Base		2,500.00
Total Proposed Salary		91,744.72
<input checked="" type="checkbox"/> Make New Budget Amount		

Increments Above Base

Make New Budget Amount

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

6

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.

Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-19091300

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	214,000.00	214,000.00	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	-1,349,483.82										
			Grand Total		24.76	32.74	3,464,197	3,464,197	3,478,697	4,775,058.46	4,828,180.82	
			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	4,216,209.66	4,269,332.02	
			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	

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Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

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.

Itemized Faculty (Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 194293353

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

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

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.

Itemized Split Employee - Reallocate Salary Details

Position: **195735** UID: **194293353 Bruce Kane**

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	<input checked="" type="checkbox"/>
79380	1909530	71,835.50	50.00	0.00	0.00	0.00	0.00	0.00	71,835.50	50.00	<input checked="" type="checkbox"/>
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	

Add a Line Item Save Cancel

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

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.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 194293353

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	

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 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**.

Itemized Split Employee Reallocate Budget Details
 Position: **195735** UID: **194293353 Bruce Kane**

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.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 194293353

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.

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	195744	192501481	Kapoor	Prof & Chair	1.00	1.00	214,000	214,000	214,000	214,000.00	214,000.00	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	-1,313,565.32		Grand Total	24.40	32.74	3,464,197	3,464,197	3,442,780	4,775,058.46	4,756,345.32	
				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	4,216,209.66	4,197,496.52	
				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 Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Note the current **Proposed Budget** and **Total Proposed Salary** figures brought into BPM after the PHR freeze. A **Proposed Budget** that is blue indicates the account is budgetable.
- 2) Salaries for employees split among multiple funding sources may be set **By Employee** (if the salary has no increment above base) or **By Account**. If an employee's salary and budget distribution will remain the same, click on **Set Salary by Employee** to access the employee-level salary setting screen. Salary changes will then be pro-rated among existing accounts in the same proportion as the account's adjusted current base salary. Budget will be pro-rated based on the proposed budget before the change. If the salary allocation among accounts will change, reallocate the base salary first by clicking on **Reallocate Salary**.

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

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.
- 3) Review the bottom row to ensure that no variances remain, and check **Make Budget** if you would like

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

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

budget to be distributed in the same proportion as the base salary. Click **Save** to return to the **Split Employee Details** screen to review the new salary and budget allocations.

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

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

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

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

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

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SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

SALARY SETTING BY EMPLOYEE SCREEN

- 1) Enter any appropriate salary increases and click **Set Salary**. The salary changes will be distributed pro-rata based on the adjusted current base salary allocation established on the **Reallocate Salary Details** screen. If all accounts are budgetable in BPM, the budget will also be distributed pro-rata based on the proposed budget allocation prior to the change when the **Make New Budget Amount** box is checked. (If non-budgetable accounts are included in the allocation, the **Make New Budget Amount** box will not be accessible. See next example.)
- 2) Click **Back** to review salary and budget allocations after the salary increase has been set.

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	<input checked="" type="checkbox"/>
15054	1909140	58,767.22	50.00	0.00	0.00	2,938.36	0.00	0.00	61,705.58	50.00	<input checked="" type="checkbox"/>
15054	1909530	29,383.61	25.00	0.00	0.00	1,469.18	0.00	0.00	30,852.79	25.00	<input checked="" type="checkbox"/>
Reallocated Totals		117,534.44	100.00	0.00	0.00	5,876.72	0.00	0.00	123,411.16	100.00	
Unadjusted Totals		117,534.44	100.00	0.00	0.00	5,876.72	0.00	0.00	123,411.16	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH NON-BUDGETABLE ACCOUNTS

POSITION/EMPLOYEE DETAILS SCREEN

- 1) Click on a **Position** or **UID** number to select an employee for salary setting.
- 2) Click on **Split Salary** or **Set Salary** to access the Split Employee Details screen.

Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-19091300

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	199079	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	-1,296,396.03		Grand Total	24.40	32.74	3,464,197	3,464,197	3,386,355	4,775,058.46	4,682,751.03	
				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	4,216,209.66	4,123,902.23	
				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	

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Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search Two-sided Audit Details

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.

Faculty Salary Setting by Employee

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

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

Adjustments to Current Base Salary

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

Explanation of Other Adjustments to Current Base

Other Comments
n/a

FY 2018 Increases

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

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

Audit Trail
BACK
ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH NON-BUDGETABLE ACCOUNTS

DIRECT ADJUSTMENT OF POSITION BUDGET AND BPM FTE

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.

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

A) REALLOCATE SALARY SCREEN

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

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

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

C) DIRECT BUDGET ADJUSTMENT - SPLIT EMPLOYEE DETAILS SCREEN

- 4) Enter **New BPM FTE**, if applicable.
- 5) Enter **New Proposed Budget** amount, or change by percent or dollars.
- 6) Click **Save** to create the new budget figure, or **Cancel** to leave the budget amount unchanged and close the edit box.

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

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	New BPM FTE: <input type="text" value="0.38"/> Proposed Budget: <input type="text" value="55,374"/> New Proposed Budget: <input type="text" value="60,000"/> Increase By Percent: <input type="text" value="8.35"/> Increase By Dollars: <input type="text" value="4,626"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	46,978.81	55,373.91	Yes
			1909530	1012	0.37	0.50	42,031	42,031	49,542	42,031.10	49,542.05	Yes
			5904250	1012	0.00	0.16	0	0	0	22,858.80	27,003.64	Yes
Grand Total					0.75	1.00	83,940	83,940	104,916	111,919.60	131,912.60	

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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-19091300

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	198247	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	193932675	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	199088	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	-1,291,326.13		Grand Total	24.40	32.74	3,464,197	3,464,197	3,399,820	4,775,058.46	4,691,146.13	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,849	558,848.80	
				Itemized Fac - 1012	18.40	26.74	2,905,348	2,905,348	2,840,971	4,216,209.66	4,132,297.33	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0	0.00	

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Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search Two-sided Audit Details

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**.

Faculty Salary Setting by Employee

Position: 195832 | Brian Smith | Next Position: 199247 | Kathryn A Solomon | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
115,237	153,647.02	153,647.02	7,500.00	153,647.02	115,237	38,410.02

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	153,647.02

Explanation of Other Adjustments to Current Base

Other Comments
n/a

FY 2018 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	0.00	0.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases Subject to 10% CAP		153,647.02
Proposed Base Salary subject to CAP		7,500.00
Faculty Promotion		161,147.02
Proposed Base Salary		5,000.00
Total Proposed Salary		166,147.02

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	5,000.00	5,000.00
Acting Increment	0.00	0.00
Total Salary Increments	5,000.00	5,000.00

Increments not used for Payroll Conversion

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

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	

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[Set Salary by Account](#)
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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-19091300
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
n/a

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
	4,035.27	Reallocation of Proposed Base Salary
	86,702.91	Faculty Promotion
	5,000.00	Proposed Base Salary
	91,702.91	<input checked="" type="checkbox"/> Make New Budget Amount

Make New Budget Amount
 Increments Above Base [View/Edit](#)

Make New Budget Amount
 Total Proposed Salary
 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	5,000.00	7,500.00
Acting Increment	0.00	0.00
Total Salary Increments	5,000.00	7,500.00

Increments not used for Payroll Conversion

[Update Budgeted Increments Above Base](#)
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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**.

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

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
		<input type="checkbox"/> Make New Budget Amount
	7,500.00	Increments Above Base <input type="button" value="View/Edit"/>
	94,202.91	Total Proposed Salary
		<input checked="" type="checkbox"/> Make New Budget Amount

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

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.

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	94,203	87,667.64	94,202.91	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	151,747	158,647.02	168,647.02	

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SET SALARY & POSITION BUDGET

SET SALARY USING SALARY SPREADSHEET

POSITION EMPLOYEE DETAILS SCREEN

- 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-19091300

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	-1,261,351.40		Grand Total	24.40	32.74	3,464,197	3,464,197	3,436,330	4,775,058.46	4,697,681.40	
				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	2,877,481	4,216,209.66	4,138,832.60	
				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	

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[Split Salary](#)
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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	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	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	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	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	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	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	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	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	0.00	6,946,851.78	20,000.00	0.00	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	<input checked="" type="checkbox"/>
Return from Sabbatical or Leave	<input checked="" type="checkbox"/>
Other Faculty Adjustment	<input checked="" type="checkbox"/>
Faculty Promotion	<input checked="" type="checkbox"/>
Admin Increment	<input checked="" type="checkbox"/>
Acting Increment	<input checked="" type="checkbox"/>

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 suby 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	66,600.76		66,600.76	0.00	0.00	0.00	0.00 n/a		0.00	66,600.76	0.00	66,600.76	<input checked="" type="checkbox"/>	66,600.76	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
193601180	Cheng	198993	ALL	122,724.00		122,724.00	0.00	0.00	0.00	2,600.00 n/a		0.00	125,224.00	2.04	125,224.00	<input type="checkbox"/>	125,224.00	<input type="checkbox"/>		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	<input checked="" type="checkbox"/>	66,575.40	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	46,350.00	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	9,798.60	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
194356416	Dello-Russo	195661	ALL	153,810.94		153,810.94	0.00	0.00	0.00	0.00 n/a		0.00	153,810.94	0.00	153,810.94	<input checked="" type="checkbox"/>	153,810.94	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	111,924.87	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			5906130	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	<input checked="" type="checkbox"/>	41,886.07	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
194871315	Dorr	195815	ALL	165,163.42		165,163.42	0.00	0.00	0.00	0.00 n/a		0.00	165,163.42	0.00	165,163.42	<input checked="" type="checkbox"/>	165,163.42	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	61,329.64	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	62,543.82	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
			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	<input checked="" type="checkbox"/>	41,289.96	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
Total				6,890,352.70		6,929,975.06	0.00	0.00	0.00	17,876.72		0.00	6,946,851.78	0.00	6,946,851.78	<input checked="" type="checkbox"/>	6,946,851.78	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>

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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.

7

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

- 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.
- Click **OK** to confirm, or **Undo** to cancel.

Exempt Salary Setting by Employee

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

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	0.00	98,812.65	49,407	49,405.65

Adjustments to Current Base Salary

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

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
0.00	0.00	Reallocation of Proposed Base Salary
	98,812.65	Total Salary Increases subject to 15% CAP
	98,812.65	Proposed Base Salary
	0.00	Total Proposed Salary

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

You are about to set all salary adjustments and Proposed Base Salary to Zero. Please click OK to confirm, or Undo to cancel.

Buttons: OK, Set Salary, Undo, Reset to Current Base

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

Exempt Salary Setting by Employee

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

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

Adjustments to Current Base Salary

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

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
0.00	-98,812.65	Reallocation of Proposed Base Salary
	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
	0.00	Total Proposed Salary

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

Buttons: Set Salary, Undo, Reset to Current Base

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 KFS 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 POSITIONS 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.

Vacant Budgeted Positions
Account: 1909130 ACCT-19091300

Sub code	Position	Vacant Line Name	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	459146		9311202	Administrator	1.00	0	0	110,000	Rooney
Grand Total					1.00	0	0	110,000	

Page 1

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

BACK ACCOUNT SELECT MAIN MENU EXIT

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**.

Available PHR Positions to Link
Account: 1909130 ACCT-19091300

Sub code	Position	UID	Name	Title	PHR FTE	Current Salary	Proposed Salary
1012	198991	196532313	Meg Watters	Assoc Prof	0.09	15,525.46	15,525.46
1013	191828	194362622	Bryan S Rooney	Director	1.00	105,263.07	105,263.39
1013	192807	196627712	Gail B Render	Systems Analyst	1.00	49,980.00	49,980.00
1013	193182	199616591	Jessica A Harris	Coordinator	1.00	42,556.00	42,556.00
Grand Total					9.28	1,121,339	1,121,339

[1] Page 2

Link to Vacant Position in BPM BACK ACCOUNT SELECT MAIN MENU EXIT

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.

Link Available Position in PHR to a Vacant Position in BPM
Account: 1909130 ACCT-19091300

Sub code	Position	UID	Name	Title	PHR FTE	Current Salary	Proposed Salary
1013	191828	194362622	Bryan S Rooney	Director	1.00	105,263.07	105,263.07

Available BPM Positions to link to the above PHR Position

Sub code	Position	Title	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	459146		Administrator	1.00	0	0	110,000	Rooney
Grand Total					1.00	0	0	110,000

Page 1

Link to Vacant BPM Position Search

BACK ACCOUNT SELECT MAIN MENU EXIT

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VACANT BUDGETED POSITIONS LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT SUMMARY SCREEN

- 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

- 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.
- 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-19091300

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	105,263.07	105,263.07	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					-103,521.32							
Grand Total					17.20	19.35	1,158,292	1,158,292	1,276,292	1,371,813.32	1,379,813.32	

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[Split Position](#)
[Split Salary](#)
[Reallocate](#)
[Split List](#)
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[Set Salary by Spreadsheet](#)
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[BACK](#)
[ACCOUNT SELECT](#)
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AUDIT TRAIL SCREEN

Audit Trail - Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 1909130 ACCT-19091300

User	Date/Time	Action Taken	Sub code	UID	FTE	Budget	Salary	Comments
Trainer	3/26/2018 10:40:38 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: 459146 Name: Bryan S Rooney

[1] Page 2

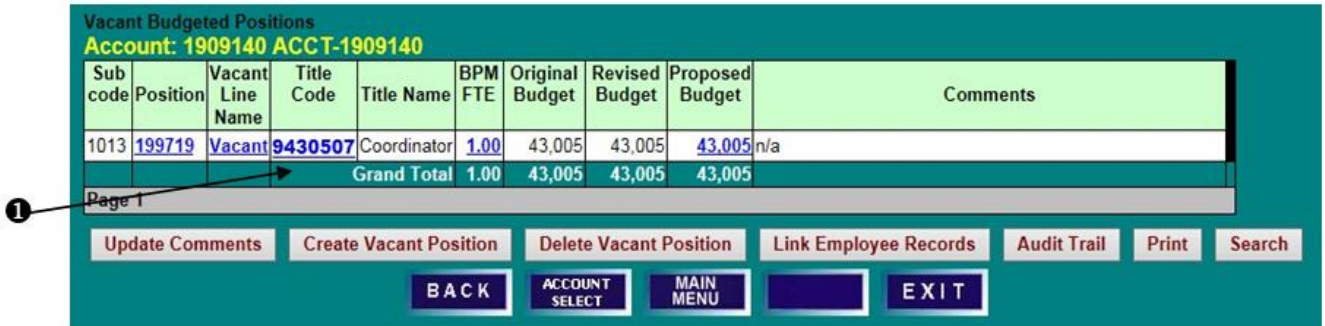
[Show All](#)
[Print](#)
[Search](#)
[BACK](#)
[ACCOUNT SELECT](#)
[ACCOUNT SUMMARY](#)
[MAIN MENU](#)
[EXIT](#)

VACANT BUDGETED POSITIONS

UPDATE TITLE CODE/SUBCODE, BUDGET, NAME, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

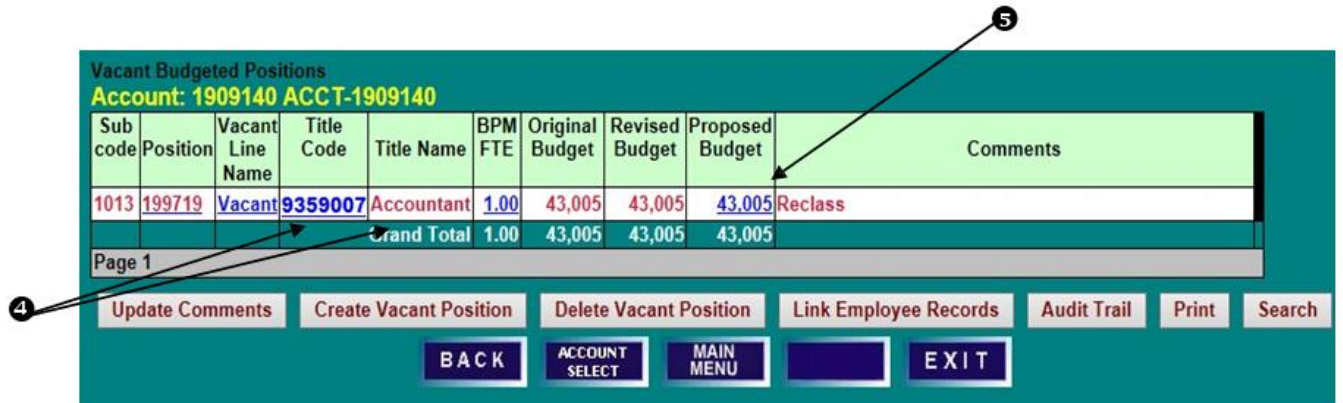
- 1) To change the **Title Code**, **Category Status**, and **Subcode**, of a Vacant Position, click on the blue **Title Code** of a position to open an edit box.



- 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 will not 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.



SETTING BUDGETS FOR POOLED POSITIONS

LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

SETTING BUDGETS FOR POOLED POSITIONS

LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

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 Positions
Account: 1909140 ACCT-1909140

Sub code	Position	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget
1013	199719	Accountant	1.00	43,005	43,005	New BPM FTE <input type="text" value="1.00"/> Proposed Budget <input type="text" value="43,005"/> New Proposed Budget <input type="text" value="80,000"/> Increase By Percent <input type="text" value="86.02"/> Increase By Dollars <input type="text" value="36,995"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

Page 1

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

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

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SETTING BUDGETS FOR POOLED POSITIONS

LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

VACANT BUDGETED POSITIONS SCREEN

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

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

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

Page 1

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

BACK ACCOUNT SELECT MAIN MENU EXIT

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

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

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

Page 1

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

BACK ACCOUNT SELECT MAIN MENU EXIT

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

Vacant Budgeted Positions
Account: 1909140 ACCT-1909140

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

Page 1

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

BACK ACCOUNT SELECT MAIN MENU EXIT

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**.

Graduate Assistants Detail
Account: 1909130 ACCT-19091300

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Prof	0.50	21,500.00	21,500.00
1020	190714838	Sampras	Asst Prof	0.50	29,000.00	29,000.00
Grand Total				1.00	50,500.00	50,500.00

Page 1

FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	362,953	362,953	362,953	50,500.00	312,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

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

Graduate Assistants Detail
Account: 1909130 ACCT-19091300

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Prof	0.50	21,500.00	21,500.00
1020	190714838	Sampras	Asst Prof	0.50	29,000.00	29,000.00
Grand Total				1.00	50,500.00	50,500.00

Page 1

Add Graduate Assistants Line Item

Last Name: Smith
PHR FTE: 0.50
M.I.:
Projected Salary: 18000.00
First Name: Joe

Save Cancel

FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	362,953	362,953	362,953	50,500.00	312,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

□

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.

Graduate Assistants Detail
Account: 1909130 ACCT-19091300

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Prof	0.50	21,500.00	21,500.00
1020	190714838	Sampras	Asst Prof	0.50	29,000.00	29,000.00
1020	999902124	Smith	Temp	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	68,500.00

Page 1

FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	362,953	362,953	362,953	68,500.00	294,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

- 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.

Graduate Assistants Detail
Account: 1909130 ACCT-19091300

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Prof	0.50	21,500.00	<div style="border: 1px solid black; padding: 5px;"> New PHR FTE: 0.50 Projected Salary: 21,500.00 New Projected Salary: 25,000.00 Increase By Percent: 16.28 Increase By Dollars: 3,500.00 Save Cancel </div>
1020	190714838	Sampras	Asst Prof	0.50	29,000.00	29,000.00
1020	999902124	Smith	Temp	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	68,500.00

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FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	362,953	362,953	362,953	68,500.00	294,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

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.

Graduate Assistants Detail
Account: 1909130 ACCT-19091300

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Prof	0.50	21,500.00	25,000.00
1020	190714838	Sampras	Asst Prof	0.50	29,000.00	29,000.00
1020	999902124	Smith	Temp	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	72,000.00

Page 1

FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	362,953	362,953	80,000	72,000.00	8,000.00

Save Cancel

Add Line Delete Line Audit Trail Print Search Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

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-39060100
	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:	08Auxiliary
Division:	70DIV 70
Department:	17013DEPT 17013
Dept-SubDept:	17013-01DeptSub 17013-01
Support Indicator:	2Self Support

Next Account
Vacant Positions
Print
Two-sided Transfers Audit Details
ACCOUNT SELECT
MAIN MENU
EXIT

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-39060100

Subcode Category	Sub code	Description	FY17 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
Two-sided Audit Details

BACK
ACCOUNT SELECT
MAIN MENU
EXIT

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-39060100

Subcode Category	Sub code	Description	FY17 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	N/A	0
						Proposed Budget	1,497,825	
						New Proposed Budget	1,300,000	
						Increase By Percent	-13.21	
						Increase By Dollars	-197,825	
						Save	Cancel	
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 Two-sided Audit Details

B A C K ACCOUNT SELECT MAIN MENU E X I T

3) Note the resulting “Proposed Budget” figure, as well as the “Percent Change” and “\$ Change.”

Other S/W Subcode Budget Details
Account: 3906010 ACCT-39060100

Subcode Category	Sub code	Description	FY17 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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B A C K ACCOUNT SELECT MAIN MENU E X I T

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.

Account Budget Summary				3906010 ACCT-39060100			
	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00	Revenue	-6,960,489		
Lecturers	0		0.00	Itemized S/W	1,874,320	33.50	28.00
Faculty Contractual	0		0.00	Non-Itemized S/W	42,603		0.00
Contingent II	42,603		0.00	Other S/W	1,894,238		
Graduate Assistant	0		0.00	Operating Expense	4,005,646		
Exempt	1,760,638	30.00	26.00	Account Total	856,348		
Non-Exempt	113,682	3.50	2.00				
Labor & Assistants	1,362,400						
Fringe Benefits	508,838						
Overtime	23,000						
Turnover & Other	0						
Total Salaries / Wages	3,811,161	33.50	28.00				

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

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.”**

Sub code	Description	FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage and Mail	1,888	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	134,299	N/A	0
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	681,748	0.00	0
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	4,005,646	0.00	0

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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.**”

Add Operating Subcode, Budget Details

Sub code	Description	FY17 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

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Subcode: 3360-Foreign Travel Budget: 5000

Save Cancel

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BACK ACCOUNT SELECT MAIN MENU EXIT

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

Add Operating Subcode, Budget Details

Sub code	Description	FY17 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 FY17 Actuals Allocate Undo Two-sided Audit Details

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING 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-39060100

Sub code	Description	FY17 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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Allocate Proposed Budget Based on FY17 Actuals

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-39060100

Sub code	Description	FY17 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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You are about to allocate the proposed budget based on prior year actuals. Are you sure?

Allocate Proposed Budget Based on FY17 Actuals

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-39060100

Sub code	Description	FY17 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-39060100

Sub code	Description	FY17 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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You are about to restore budgets back to what they were prior to allocation. Are you sure?

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-39060100
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	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00	Revenue	-6,960,489		
Lecturers	0		0.00	Itemized S/W	1,874,320	33.50	28.00
Faculty Contractual	0		0.00	Non-Itemized S/W	42,603		0.00
Contingent II	42,603		0.00	Other S/W	1,894,238		
Graduate Assistant	0		0.00	Operating Expense	4,001,347		
Exempt	1,760,638	30.00	26.00	Account Total	852,019		
Non-Exempt	113,682	3.50	2.00				
Labor & Assistants	1,362,400						
Fringe Benefits	508,838						
Overtime	23,000						
Turnover & Other	0						
Total Salaries / Wages	3,811,161	33.50	28.00				

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

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

ACCOUNT BUDGET SUMMARY SCREEN

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

Account Budget Summary
2944440 ACCT-29444400

	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00		Revenue	0	
Lecturers	0		0.00		Itemized S/W	0	0.00 0.00
Faculty Contractual	0		0.00		Non-Itemized S/W	72,900	0.00
Contingent II	0		0.00		Other S/W	34,683	
Graduate Assistant	72,900		0.00		Operating Expense	-107,583	
Exempt	0	0.00	0.00		Account Total	0	
Non-Exempt	0	0.00	0.00				
Labor & Assistants	15,248						
Fringe Benefits	19,435						
Overtime	0						
Turnover & Other	0						
Total Salaries / Wages	107,583	0.00	0.00				

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

Next Account
Vacant Positions
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ACCOUNT SELECT
MAIN MENU
EXIT

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. Please use the appropriate fringe object codes based on the [FY 2021 Fringe Rates](#).

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 20XX and the revenues expected to be realized in FY 20XX, the unit determines that it is projected to add to (grow) or subtract from (use) fund balance, the unit may budget this plan in BPM.

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

Example	Object Code	Budget a Positive or Negative Amount
<p>The department expects to receive funding in FY 20XX but anticipates spending some or all of it in future years.</p> <p>For example, a faculty member receives “start-up” funds in FY 20XX but expects to spend it over a three-year period.</p>	<p>0966 – Budgeted <u>Growth</u> of Fund Balance</p>	<p>Positive</p> <p>For the amount of funding <u>not</u> expected to be <u>expended in FY 20XX;</u> <u>i.e. revenues exceed expenditures</u></p>
<p>The department expects to spend into funding received in years prior to FY 20XX.</p> <p>For example, a faculty member received start-up funds in a prior fiscal year and did not spend it all in that fiscal year, and expects to spend some or all of the remaining funds in FY 20XX.</p>	<p>0968 – Budgeted <u>Use</u> of Fund Balance</p>	<p>Negative</p> <p>For the amount of funding <u>from prior</u> years expected to be <u>spent in FY 20XX;</u> <u>i.e. expenditures exceed revenues</u></p>

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

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

BUDGETED GROWTH OF FUND BALANCE

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

Revenue Subcode Budget Details							
Account: 2944440 ACCT-29444400							
Sub code	Description	FY17 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
0968	Budget Use of Fund Balance	0	0	0	0	N/A	0
Grand Total		0	0	0	200,000	N/A	200,000

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

Subcode Summary

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

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

BUDGETED USE OF FUND BALANCE

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

Revenue Subcode Budget Details							
Account: 2944440 ACCT-29444400							
Sub code	Description	FY17 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
0966	Budgeted Growth of Fund Balanc	0	0	0	0	N/A	0
0968	Budget Use of Fund Balance	0	0	0	-50,000	N/A	-50,000
Grand Total		0	0	0	-50,000	N/A	-50,000

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Add Line
Delete Line
Audit Trail
Print
Search
Allocate Proposed Budget Based on FY17 Actuals
Allocate
Undo
Two-sided Audit Details

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	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	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.

Reports Menu to View/Print BPM Reports

Main Category - Print/View Report by		Secondary Category - Filter Report by	
Executive Level	Select Executive Level from the List	Program	All
Division	Select Division Codes from the List	Element	All
School	Select School Code from the List	SubFund Group	All
Department	Select Department Code from the List	Major Fund Source	All
Dept. SubDept	Select SubDepartment Code from the List	Support Indicator	Default
KFS Account	Select KFS Account from the List		

or Enter KFS Account:

REPORT OPTIONS

Proposed Budget Reports	Proposed Salary Reports
Budget Summary	Salary Certification Summary - All Employees
Budget Summary Details	Salary Certification Summary - Itemized Faculty
Budget Summary Details by Account	Salary Certification Summary - Exempt
Working Budget Changes Summary	Salary Certification Summary - Non-Exempt
Working Budget Changes Detail	Salary Certification by Account - All Employees
Subcode Summary	
Itemized Position Details	Salary Summary by Employee - All - % Inc > 10.00
Title Code Summary	Salary Summary by Employee - All Accounts
Position Vacancy	Salary Details by Employee - All Accounts
Detail Budget	Increments Above Base Details by Employee - All Accounts
BPM FTE > 1.00	Salary Adjustments - FY 2018
Budget to Salary Comparison Reports	
Salary Variance Summary	Adjustments to Current Base Salary - All Accounts - Faculty
Salary Variance Summary Details	Adjustments to Current Base Salary - All Accounts - Exempt
Salary Variance by Position	Adjustments to Current Base Salary - All Accounts - Non-Exempt
Lecturer Details	Lecturer Summary
Audit Trail	Salary NOT Set by Account - All Positions
Two Sided Transfers Audit Trail	Salary NOT Set by Employee - All Positions

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.'	<p>Reconcile proposed budget entered into BPM Working Budget to BFA (or college's) Budget Tracking Sheet.</p> <p>Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.</p> <p style="color: red;">Required for Review Checklist</p>
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 (Object Code) Summary	Summarizes revised and proposed budget dollars by object code with the percentage and dollar change. Also presents FTE for the proposed budget.	Use to compute turnover and compare to budget guidelines. Confirm expected object code changes are accurate and research reconciliation differences. Required for Review Checklist
Itemized Position Details	Provides revised and proposed budget details by account then object code, 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 object code. 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 object code, 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 <ul style="list-style-type: none"> ▪ All Employees ▪ Itemized Faculty ▪ Exempt ▪ Non-exempt ▪ By Account 	Provides proposed salary details (COLA, merit, etc.) in the organizational level selected in ‘Main Category.’ If 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	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	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

REPORT DESCRIPTIONS

BUDGET SUMMARY

Budget Summary

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

Element: All
 Supp Ind.: Default

SubElement: All

	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](#)

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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

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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

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[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

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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	46.50	5,079,739	80,000	15,000	5,174,739	229,009	5,402,746	0	5,402,746
1909140	ACCT-1909140	1.50	182,688	0	369,991	552,679	388,738	941,415	-804,889	48,528
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
2644440	ACCT-2644440	0.00	0	72,800	34,893	107,693	-57,563	50,000	-50,000	0
Department Total		50.00	5,262,427	152,800	419,874	5,835,001	559,162	6,394,163	-944,889	5,449,274
Division Total		50.00	5,262,427	152,800	419,874	5,835,001	559,162	6,394,163	-944,889	5,449,274
Grand Total		50.00	5,262,427	152,800	419,874	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 of Working Budget Changes](#)

[Go to Subcode Summary](#)

[Go to Itemized Position Details](#)

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REPORT DESCRIPTIONS

WORKING BUDGET CHANGES DETAIL

- 1) To Print, Go to Further Details, Go to Subcode (Object Code) 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)

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

ACCOUNT SELECT
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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 Reimbursement		(9,547)	(9,547)	0	0.00
3772	Reimbursable		(25,888)	(25,888)	0	0.00
3885	Academic DP Contractual		5,010	5,010	0	0.00
3914	Laboratory Supplies		25,000	25,000	0	0.00
3916	Office Supplies		40,714	40,714	0	0.00
3924	Instructional Supplies		1,355	1,355	0	0.00
3948	Duplicating and Printing		5,485	5,485	0	0.00
3952	Other Supplies and Materials		11,000	11,000	0	0.00
3953	Office Equipment < \$5		6,354	6,354	0	0.00

**REPORT DESCRIPTIONS
SUBCODE SUMMARY (CONTINUED)**

Subcode Summary

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

REPORT DESCRIPTIONS

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	0123509 Assoc Prof	1.00	77,078	77,078	0	0.00
1011	195713	Robert W Buggs	0148510 Prof	1.00	94,482	94,482	0	0.00
1011	195715	Victor D Malony	0148510 Prof	1.00	115,220	115,220	0	0.00
1011	195716	Kathy Dziczkaniec	0148510 Prof	1.00	92,212	92,212	0	0.00
1011	195728	Harry A Zhao	0148510 Prof	1.00	85,909	85,909	0	0.00
1011	195730	Jennifer Benkassem	0123509 Assoc Prof	1.00	93,948	93,948	0	0.00
1012	195038	James F Yellin	0148510 Prof	0.00	0	0	0	N/A
1012	195080	Sam S Rodriguez	0148510 Prof	0.00	0	0	0	N/A
Acct: 4908210 FTE: 0.00 Budget: 0								
1012	195680	Isaak Starkey	0148510 Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	0148510 Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	0148510 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	0148510 Prof	0.00	0	0	0	N/A
1012	195686	Samir C Williamson	0148510 Prof	0.75	153,991	153,991	0	0.00
1012	195688	Andre L Slavin	0148510 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	0148510 Prof	0.75	92,851	92,851	0	0.00
Acct: 2901430 FTE: 0.00 Budget: 0								
1012	195691	Gary L Dello-Russo	0149103 Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
Acct: 5908130 FTE: 0.00 Budget: 0								
1012	195692	Kerry Osada	0148510 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	0148510 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	0123801 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 Weineandt	0148510 Prof	0.38	50,066	50,066	0	0.00
Acct: 1909530 FTE: 0.62 Budget: 176,195								
1012	195707	Shana Shive	0148518 Dist Univ Prof	0.00	0	0	0	N/A
1012	195710	Micheal Graham	0123509 Assoc Prof	0.75	98,383	98,383	0	0.00
Acct: 2901430 FTE: 0.00 Budget: 0								

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 Mary Jones	1.00	\$43,005	\$80,000	\$36,995	86.02	Reclass
Exempt (1013) Sub Total			1.00	\$43,005	\$80,000	\$36,995	86.02	
Account Total:			1.00	\$43,005	\$80,000	\$36,995	86.02	
Grand Total			1.00	\$43,005	\$80,000	\$36,995	86.02	

REPORT DESCRIPTIONS DETAIL BUDGET

Detail Budget Report

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

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Name	Title		BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 Sr VP Academic Affairs&Provost					Division: 92 DIV 92		Department: 19209 DEPT 19209		
Account: 1908640 ACCT-1908640									
Non-Itemized Positions/Other Salary and Wage Budget									
1020		Graduate Assistants				0	0	0	N/A
2080		Summer Salary Faculty				0	0	0	N/A
Non-Itemized Positions/Other Salary and Wage Budget Total						0	0	0	N/A
Operating Budget									
4800		Student Aid				0	0	0	N/A
9949		Grad Fellow 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 Benkassam	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	195080	Sam S Rodriguez	9148510	Prof	0.00	0	0	0	N/A
Acct: 4908210 FTE: 0.00 Budget: 0									
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0	0.00
Acct: 1909530 FTE: 0.35 Budget: 100,174									
Acct: 4902910 FTE: 0.00 Budget: 0									
1012	195685	Mark A Olson	9148510	Prof	0.00	0	0	0	N/A
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0	0.00
1012	195688	Andre L Slavin	9148510	Prof	0.00	0	0	0	N/A
Acct: 1909530 FTE: 0.00 Budget: 0									
Acct: 5908010 FTE: 0.00 Budget: 0									
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0	0.00
Acct: 2901430 FTE: 0.00 Budget: 0									
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
Acct: 5908130 FTE: 0.00 Budget: 0									
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0	0.00
Acct: 5904800 FTE: 0.00 Budget: 0									
Acct: 5907040 FTE: 0.00 Budget: 0									
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0	0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0	0.00

REPORT DESCRIPTIONS

BPM FTE > 1

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	

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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](#)

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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
 Major Fund: All

Element: All
 SubElement: 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)

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Print Detail of Salary Variance Summary
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REPORT DESCRIPTIONS

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 Malorny	9148510 Prof	1.00	1.00	115,220	115,219.50	0.00	0.50	
1011	195716	194562985	Kathy Dziezkowicz	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 Stavin	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 DeLo-Russo	9149103 Prof & Assoc Chair	0.75	0.73	115,368	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	193632997	Steven A Kapperer	9123801 Assoc Prof & Dir	0.75	0.80	30,853	30,852.79	-0.05	0.21	
1012	195700	198728479	Nancy M Martinell	9217502 Asst Prof	0.38	0.34	55,374	55,373.91	0.04	0.09	
1012	195706	194399161	Edward H Weinekand	9148510 Prof	0.38	0.25	50,066	26,805.00	0.13	23,261.00	
1012	195707	191281285	Shana Shive	9148516 Dist Univ Prof	0.00	0.50	0	57,217.00	-0.50	(57,217.00)	
1012	195710	194627325	Michael Graham	9123509 Assoc Prof	0.75	0.89	98,363	117,345.70	-0.14	(18,982.70)	
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	108,965	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	119,362.89	-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 Khuller	9217502 Asst Prof	0.00	0.50	0	69,341.31	-0.50	(69,341.31)	
1012	195732	194935499	Rebecca Hovemeyer	9148510 Prof	0.00	0.50	0	85,235.39	-0.50	(85,235.39)	
1012	195733	194479436	David O'Neill	9148510 Prof	0.00	0.50	0	80,244.51	-0.50	(80,244.51)	
1012	195735	194293353	Bruce Kane	9123509 Assoc Prof	0.39	0.50	71,836	71,835.50	-0.11	0.50	
1012	195736	199345467	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	195601273	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	195991	196532313	Meg Walters	9123509 Assoc Prof	0.00	0.09	0	15,525.46	-0.09	(15,525.46)	
1012	198993	193601180	Richard J Cheng	9123509 Assoc Prof	0.38	0.44	45,693	67,931.60	-0.06	(22,238.60)	
1012	199079	196532320	Samuel Moore	9123509 Assoc Prof	0.38	0.31	52,327	53,432.60	0.07	(1,105.60)	
1012	199083	196532672	Stacy Y Underwood	9148510 Prof	0.38	0.30	53,009	52,210.95	0.08	798.05	
1012	199247	196580512	Kathryn A Solomon	9217502 Asst Prof	0.38	0.43	46,572	62,427.05	-0.05	(15,855.05)	
Sub Total					18.40	26.74	2,877,481	4,131,188.80	-8.34	(1,253,707.80)	
1013	191828	194362622	Bryan S Rooney	9332020 Director	1.00	1.00	110,000	95,751.07	0.00	14,248.93	

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

REPORT DESCRIPTIONS TWO-SIDED AUDIT TRAIL

Two-Sided Transfers Audit Trail Report

Report printed by: Trainer on Sunday, April 08, 2018 at 3:32:43 PM

Report Selection By Division: 77-DIV 77

Date & Time	Debit Div	Debit Account	Debit Object Code	Debit Position Number	Debit Budget FTE	Debit Amount	Credit Div	Credit Account	Credit Object Code	Credit Position Number	Credit Budget FTE	Credit Amount
Exec Level: 15 VP Administrative Affairs (VPA) Division: 77 DIV 77 Department: 17740 DEPT 17740 SubDept: 17740-61 DeptsSub 17740-61					Program: 07 Operation, Maintenance & Plant Element: NA Sub Element: 01 Maj Fund: NA Support Ind: N/A							
4/8/2018 2:39:01 PM	77	1903320		191829	Old FTE: 1.00 New FTE: 1.00	Old Budget: 34,233 New: 44,233	77	1903320	1014	191524	Old FTE: 1.00 New FTE: 1.00	Old Budget: 42,840 New: 32,840
User: TRAINER		Description: Increase salary for pending reclass using vacant line										
4/8/2018 2:39:02 PM	77	1903320				Old Budget: 0 New: (50,000)						
User: TRAINER		Description: Receiving funds from another division for shared resources										
4/8/2018 2:39:02 PM	77	1903320				Old Budget: 19,540 New: 35,147	77	1903320	2110			Old Budget: 15,607 New: 0
User: TRAINER		Description: Trf OT funds to cover shortage in equipment maintenance										
4/8/2018 2:39:02 PM	77	1903320			Old FTE: 0.00 New FTE: 0.00	Old Budget: 1,500 New: 11,500	77	1903320	1014	191524	Old FTE: 1.00 New FTE: 1.00	Old Budget: 32,840 New: 22,840
User: TRAINER		Description: Trf salary vacancy funds to cover out-of-state travel shortage										
4/8/2018 2:39:02 PM	77	1903320				Old Budget: 0 New: 7,500	77	1903320	3752			Old Budget: 7,600 New: 100
User: TRAINER		Description: Trf to better align budget with actuals										
4/8/2018 2:42:59 PM	77	1903320			Old FTE: 0.00 New FTE: 0.00	Old Budget: 100,000 New: 125,000	77	1903320	1014	191787	Old FTE: 1.00 New FTE: 1.00	Old Budget: 49,437 New: 24,437
User: TRAINER		Description: Trf to better align budget with actuals										
4/8/2018 3:23:34 PM	77	1902520				Old Budget: 18,000 New: 3,000	77	1903320	9926			Old Budget: 18,000 New: 3,000
User: TRAINER		Description: Transfer to Dept. xxxx for shared project										
4/8/2018 3:11:47 PM	77	1903320			Old FTE: 0.00 New FTE: 0.00	Old Budget: 7,500 New: 22,500	77	1903320	1014	191832	Old FTE: 1.00 New FTE: 1.00	Old Budget: 44,020 New: 29,020
User: TRAINER		Description: To better align budget with actuals										

REPORT DESCRIPTIONS

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																				
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 Increase	Reallocate 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?	
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	
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, Kell	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	
Benkassam, 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	
Dzoczekanec, 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, Yng	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	
Ghazali, 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	
Jankowski, 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	38,822.36	38,822.36	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	38,822.36	38,822.36	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 DETAILS 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: 18208-DEPT 18208		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
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, Kell	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
Dziedzianiec, 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
Ghozali, 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
Holtz, 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						
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	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						
Barratt, 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						
Benkassen, Jennifer	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	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						
Fettlers, 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, Gall	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						
Finnery, 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	96,954.74	0.00	96,954.74	0.00	0.00	0.00	0.00	0.00	0.00	96,954.74	0.00	0.00	96,954.74	0.00	96,954.74	Yes						
Ghazali, Kathryn	1013	1.00	81,957.63	0.00	81,957.63	0.00	0.00	0.00	0.00	0.00	0.00	81,957.63	0.00	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, Michael	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						
Janiok, Michelle	1013	1.00	77,312.29	0.00	77,312.29	0.00	0.00	0.00	0.00	0.00	0.00	77,312.29	0.00	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	Iment 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	Iment 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	Iment 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	Iment 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
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	Iment 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	Iment 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
Hais, Nicholas			Total		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
	DEPA	Iment 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
	DEPA	Iment 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	Iment 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	Iment 19205	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	5,000.00	214,000.00	Yes
Martineill, Nancy			Total		1.00	111,319.60	0.00	111,319.60	0.00	0.00	0.00	0.00	0.00	0.00	111,319.60	0.00	20,000.00	131,319.60	0.00	131,319.60	Yes
	DEPA	Iment 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	Iment 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
Rooney, Bryan			Total		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
	DEPA	Iment 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
	DEPA	Iment 19205	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	5,512.32	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	Iment 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	Iment 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	Iment 19205	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					9.10	908,261.56	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

		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
		Grand Total			1.00	63,984.60	0.00	0.00	8,000.00	71,984.60	71,984.60	0.00	

Comments: reclass to Asst Director

REPORT DESCRIPTIONS
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

		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

APPENDIX
SALARY SETTING SCREEN FIELD DEFINITIONS

ADJUSTMENTS TO CURRENT BASE SALARY	PURPOSE	RESPONSIBILITY
<u>ALL TYPES OF EMPLOYEES</u>		
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 increases.	System update
<u>FACULTY</u>		
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
<u>EXEMPT & NON-EXEMPT</u>		
Increase to Minimum of Salary Range	Enter the increase to employee salary required by changes to the Board of Regents’ approved salary range minimums.	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
<u>NON-EXEMPT</u>		
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
<u>Proposed Salary Increases Subject to Cap</u>		
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
<u>Other Proposed Salary Increase NOT subject to CAP - Faculty Only</u>		
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
<u>Increments Above Base</u>		
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