



University Budget Office

Finance & Administration

UNIVERSITY OF GEORGIA

Budget Planning and Salary Setting System Training

Website: busfin.uga.edu/budget

Email: budgets@uga.edu

Phone: 706-542-2802



Objectives

By the end of this course, you will be able to:

- Understand the terminology and recent enhancements
- Budgeting DSS
- Understand Program Codes
- Applying Sponsored Funds
- Budgeting line-item chartstrings
- Salaries and position funding
- Utilize all BPSS system functionality

Terminology Changes

- Updated Terminology

Old			New	
FTE	1		FTE	1
Starting Base Salary	52,861	→	Starting Base Pay	52,861
Base Salary Adjustment Amt	10	→	Base Pay Adjustment	10
Adjusted Base Pay	52,871		Adjusted Base Pay	52,871
Merit %	1%		Merit %	1%
Merit Amount	529		Merit Amount	529
New Base Salary	53,400	→	New Base Pay	53,400
Supplemental Pay	15		Supplemental Pay	15
Budgeted Pay	53,415	→	Total Compensation	53,415
Base Funding	53,415	→	Total Budgeted Amount	53,415
Funding Difference	0	→	Funding Balance	0

Terminology Reference Guide

The screenshot shows the OneSource Training Library interface. On the left, a search bar is at the top. Below it, a list of topics is shown, with 'Financials Topics by Module' expanded. Under this, 'Budget Management Topics' is expanded, and 'Budget Planning and Salary Setting for FY2020' is selected. The right pane displays the details for this course.

Budget Development for Budget Planning and Salary Setting for FY2020

Roles and Audience: UGA budget development contacts and their teams

Current Equivalent: Budget Development

Description: This class will cover the budget planning and salary setting of the University of Georgia's FY2020 original teams, who have responsibility for overseeing and establishing the original budget for their school, college, or unit employees, and develop the budget by chartstring.

Format: In-Person, Webinar, Recorded, and Self-Service in the OneSource Training Library

Course Materials

[Budget Planning and Salary Setting for FY2020 Presentation](#)

Course Recording

[Budget Planning and Salary Setting for FY2020 Video](#)

Course Resources

[BPSS Definitions Quick Reference Guide](#)

[Raise Sheet Definitions Quick Reference Guide](#)

Last updated 9/30/2019

[BPSS Definitions Quick Reference Guide](#)

Merit Increase Form

Forms

Form Folder

Forms

Line Item

View

Salary

Salary Sub Forms

Central Budget Office

Forms in Salary

Form

Merit Increase

Position Budgeting

Position Budgeting_orig

Merit Increase

	Adjusted Base Pay	Merit %	Merit Amount	New Base Pay
	75,643			75,643
	235,581			235,581
	64,606			64,606
	75,000	0.4%	300	75,300
	56,277			56,277
	60,688			60,688
	43,913	1.5%	659	44,572
	42,488	0.5%	212	42,700
	92,855	0.035%	32	92,887
	44,090	4%	1,764	45,854
	52,800			52,800

Reorder Salary Fields

- Added and reordered Salary fields
- Any fields listed under **Merit Amount** are not included in merit calculation

Position

Salary

Supplemental Pay

Base Pay Adj

Compression

Position Attributes

FTE	1
Starting Base Pay	70,702
Base Pay Adjustment	100
Adjusted Base Pay	70,802
Merit %	2%
Merit Amount	1,416
Faculty Promotion Amt	100
MHR	500
Compression	50
New Base Pay	72,868
Supplemental Pay	100
Total Compensation	71,935
Total Budgeted Amount	26,836
Funding Balance	45,099

Multiple Components of Pay

The diagram illustrates the integration of supplemental pay into the total compensation calculation. A red box highlights the 'Temporary Assign Faculty 0' entry with a value of '12,000' for 'FY21' in the 'Supplemental Pay' tab of the 'Position' table. A red arrow points from this entry to the 'Supplemental Pay' row in the 'Salary' tab of the 'Compensation Summary' table, which also shows a value of '12,000'. The 'Compensation Summary' table also includes rows for FTE, Starting Base Pay, Adjusted Base Pay, Merit %, Merit Amount, Compression, New Base Pay, and Total Compensation.

Position	
Salary	Supplemental Pay
	FY21
Temporary Assign Faculty 0	12,000

Position	
Salary	Supplemental Pay
FTE	1
Starting Base Pay	184,500
Adjusted Base Pay	184,500
Merit %	1%
Merit Amount	1,845
Compression	500
New Base Pay	186,845
Supplemental Pay	12,000
Total Compensation	198,845

- Any changes will occur via Human Resources' established procedures.

Weekday Adjustment

- Added calculation for bi-weekly employees so salary is calculated on 2,080 hours and budget is calculated on actual hours in fiscal year

Salary		Supplemental Pay	Base
Account			
FTE			1
Starting Base Pay			42,488
Adjusted Base Pay			42,488
Merit %			
New Base Pay			42,488
Supplemental Pay			
Weekday Adjustment			163
Total Compensation			42,651
Total Budgeted Amount			
Funding Balance			42,651

Original Budget Prepopulated

Forms

Form Folder

Forms

Line Item

Revenues

NonPersonal Expenses

Personal Expenses

View

Salary

Central Budget Office

Forms in NonPersonal Expenses

Form

NonPersonal Expenses

NonPersonal Expenses

Filter Department: Institutional Departments

Filter Fund: All Fund Types

Filter Class: All Classes

Filter CF1: NoCF1


Filter Project: All Projects

710000 - Budget Only

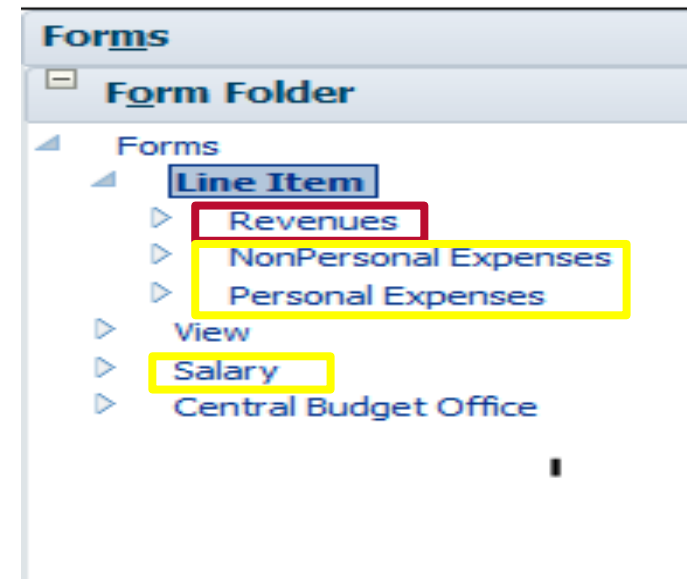
						FY20 Original Budget	FY20 Current Budget	FY21 Original Budget
All Fund Types	All Classes	All Programs	All Locations	All CF1	All Projects	325,000	248,516	325,000
10000 - RI-State Appropriations	11200 - State Appropriations	16600 - Institutional Supp-Development	000 - No Location	NoCF1	No Project	5,000	5,000	5,000
10000 - RI-State Appropriations	11200 - State Appropriations	16600 - Institutional Supp-Development	000 - No Location	NoCF1	No Project	35,000	35,000	35,000
10500 - Tuition	11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	5,000	9,000	5,000
10000 - RI-State Appropriations	11200 - State Appropriations	12400 - Departmental Research	000 - No Location	NoCF1	No Project	280,000	198,436	280,000
10500 - Tuition	11800 - Tuition	12400 - Departmental Research	GRI - Griffin Campus	NoCF1	No Project		1,080	
10500 - Tuition	11800 - Tuition	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project		0	

Department Sales & Services

- Department Sales & Services (DSS) Reminder
 - Increase or decrease DSS Revenue and DSS Expenses
 - Where to budget DSS Revenue?
 - Where to budget DSS Expense?
 - What report to run?

-  Revenue and Expenses

Financial Reporting





Program Codes

- Program Code:
 - Classify transactions according to their function or sub-function within or across the institution
 - These codes assist in defining the mission or purpose of the transaction
 - The program code is required when recording an expense
- Examples:
 - Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Plant Operations & Maintenance, Auxiliary Enterprises



Program Codes

- Instruction – 11xxx
- Research – 12xxx
- Public Service – 13xxx
- Academic Support – 14xxx
- Student Services – 15xxx
- Institutional Support – 16xxx
- Plant Operations & Maintenance - 17xxx
- Scholarships and Fellowships – 18xxx
- Auxiliary Enterprises – 2xxxx

USG Chart of Account Program Codes
[Function and Sub-Function Program Codes](#)


Line Item


- Top Filter
 - Change chartfield filters
 - Change account codes

Revenue


 Filter Department: Institutional Departments

 Filter Fund: All Fund Types

 Filter Class: All Classes


 Filter CF1: NoCF1


 Filter Project: All Projects


 Filter Account: 400000 - Revenue

NonPersonal Expenses

 Filter Department: Institutional Departments

 Filter Fund: All Fund Types

 Filter CF1: NoCF1

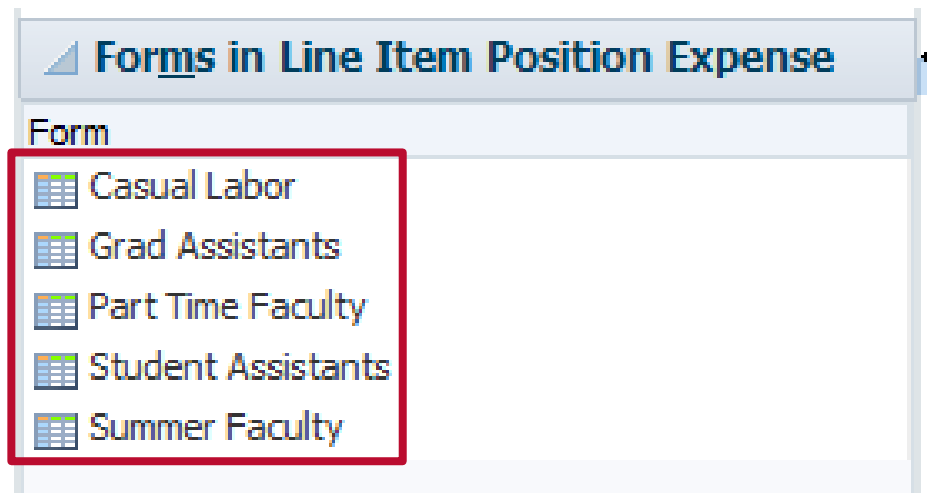
 Filter Project: All Projects

600000 - Travel



Line Item

- Personal Expenses
- Separate form for each account code



The screenshot shows a software interface with a dropdown menu. The menu title is "Forms in Line Item Position Expense". Below the title, the word "Form" is displayed. The dropdown list contains five items, each preceded by a small icon of a calendar with a checkmark:

- Casual Labor
- Grad Assistants
- Part Time Faculty
- Student Assistants
- Summer Faculty

The entire dropdown list is enclosed in a red rectangular border.

Line Item

- Middle Section
 - Quick filter chartfield
 - Return to previous form

						FY20 Original Budget	FY20 Current Budget	FY21 Original Budget
All Fund Types	All Classes	All Programs	All Locations	All CF1	All Projects	17,463,427	21,370,650	17,451,929
All Fund Types	All Classes	All Programs	All Locations	NoCF1	All Projects	16,907,427	19,747,432	16,915,929
10500 - Tuition	11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	15,000	5,000	15,000
		16100 - Institutional Suppt-Executive	000 - No Location	NoCF1	No Project		10,000	
10000 - RI-State Appropriations	11200 - S	14400 - Academic Support-Computing	000 - No Location	NoCF1	No Project	2,000	2,000	2,000
10500 - Tuition	11800 - T	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	5,000	5,000	5,000
10500 - Tuition	11800 - T	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	10,000	10,000	10,000
10000 - RI-State Appropriations	11200 - S	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	9,000	9,000	9,000
10500 - Tuition	11800 - T	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project		0	
		12400 - Departmental Research	000 - No Location	NoCF1	No Project		0	
10500 - Tuition	11800 - T	14200 - Acad Support-Museums/Galleries	000 - No Location	NoCF1	No Project		28	
12230 - Auxiliary Stores and Shops	42100 - A	23100 - Aux Stores and Shops	000 - No Location	NoCF1	No Project	1,000	1,000	1,000
10500 - Tuition	11800 - T	11140 - Instruction-Departmental Admin	000 - No Location	NoCF1	No Project	11,361	62,373	11,361
10500 - Tuition	11800 - T	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project	30,000	30,000	30,000
10500 - Tuition	11800 - T	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project	100,000	100,000	100,000
10500 - Tuition	11800 - T	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	7,000	7,000	7,000
10500 - Tuition	11800 - T	14500 - Academic Support-Ancillary	000 - No Location	NoCF1	No Project	25,550	25,550	25,550
14100 - Departmental Sales and Service	41500 - Dept Sales/Svcs-Other	14500 - Academic Support-Ancillary	000 - No Location	NoCF1	No Project	18,024	18,024	18,024
14100 - Departmental Sales and Service	41500 - Dept Sales/Svcs-Other	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project	15,400	0	15,400

Line Item

- Far Right Column
 - Input/change budget \$ amount
 - Add chartstring
 - Move to new chartstring

					FY20 Original Budget	FY20 Current Budget	FY21 Original Budget
All Classes	All Programs	All Locations	All CF1	All Projects	17,463,427	21,370,650	17,451,929
All Classes	All Programs	All Locations	NoCF1	All Projects	16,907,427	19,747,432	16,915,929
11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	15,000	5,000	15,000
	16100 - Institutional Suppt-Executive	000 - No Location	NoCF1	No Project		10,000	
11200 - State Appropriations	14400 - Academic Support-Computing	000 - No Location	NoCF1	No Project	2,000	2,000	2,000
11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	5,000	5,000	5,000
11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	10,000	10,000	10,000
11200 - State Appropriations	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	9,000	9,000	9,000
11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project		0	
	12400 - Departmental Research	000 - No Location	NoCF1	No Project		0	
11800 - Tuition	14200 - Acad Support-Museums/Galleries	000 - No Location	NoCF1	No Project		28	
42100 - Aux Enterprises-Institution Op	23100 - Aux Stores and Shops	000 - No Location	NoCF1	No Project	1,000	1,000	1,000
11800 - Tuition	11140 - Instruction-Departmental Admin	000 - No Location	NoCF1	No Project	11,361	62,373	11,361
11800 - Tuition	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project	30,000	30,000	30,000
11800 - Tuition	11100 - General Academic Instruction	000 - No Location	NoCF1	No Project	100,000	100,000	100,000
11800 - Tuition	14600 - Acad Support-Administration	000 - No Location	NoCF1	No Project	7,000	7,000	7,000
11800 - Tuition	14500 - Academic Support-Ancillary	000 - No Location	NoCF1	No Project	25,550	25,550	25,550

- Add Chartstring
- Move to New Chartstring
- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Select All
- Data Validation Messages
- Apply



Positions Eligible for Line Item

Pay Group	Pay Group Code
Casual Labor & Retire-Rehires	18C
Graduate Assistants	18G
Non-Paid Affiliates	18N
Part-Time/Temporary Faculty	18P
Student Workers	18T & 18V
Summer Faculty	18S



Positions Eligible for Salary Setting

Pay Group	Pay Group Code
Salaried Staff	18A
12-Month Faculty	18Y
10-Month Faculty	18F
Bi-Weekly	18H



Positions Eligible for Salary Setting

- **Who to budget**

- All employees that are anticipated to be employed by UGA on 7/1
 - All employees on general operations funds
 - All employees on DSS/Auxiliary funds
 - All employees on IDC
 - All employees on grants/sponsored projects
- Review and confirm every position by fully budgeting it in original budget



Positions Eligible for Salary Setting

- **How to fund positions**

- General operations funds: As current with needed changes
- DSS/Auxiliary: As current with needed changes
- IDC: As current with needed changes
- Grants/Sponsored: Varied
 - If known and established grant(s) for 7/1, use that/those combo code(s)
 - If unknown
 - Current grant and modify position funding in July to correct grant/sponsored project combo code
 - **20400 combo code** and modify position funding in July to correct grant/sponsored project combo code
 - **Reminder:** Don't use general operations funds or DSS if you plan to modify position funding to a grant/sponsored project combo code in July



Sponsored Funds

- Sponsored Projects Administration
 - Using a different date field that will serve as the funding end date for payroll processing and stop the payroll encumbrance at the budget end date rather than the project end date
- Non- Sponsored Encumbrance Parking
 - Use **Fund 20400** and **Class code 64VAR**, (restricted non-sponsored), instead of other funds
- What does this mean for BPSS?
 - You can fully fund employees on sponsored projects
 - Any questions should be directed to SPA (Sponsored Projects Administration)
- [Payroll Encumbrance Options](#)

Position Budgeting

- Top Section
 - Change HR Department
 - Change employee

Position Budgeting

REG - Regular

Position

Salary Supplemental Pay Base Pay Adj Compression Position Attributes

FTE	1
Starting Base Pay	36,613
Adjusted Base Pay	36,613
Merit %	
New Base Pay	36,613
Supplemental Pay	
Weekday Adjustment	141
Total Compensation	36,754
Total Budgeted Amount	36,754
Funding Balance	(0)

 My HR Department: All HR Depts

Position Budgeting

- Middle Section
 - Review supplement
 - Review base pay adjustment
 - Add Compression
 - Review position attributes

Position Budgeting

REG - Regular

Position

Salary Supplemental Pay Base Pay Adj Compression Position Attributes

FTE	1
Starting Base Pay	36,613
Adjusted Base Pay	36,613
Merit %	
New Base Pay	36,613
Supplemental Pay	
Weekday Adjustment	141
Total Compensation	36,754
Total Budgeted Amount	36,754
Funding Balance	(0)

Position Budgeting

- Merit field
 - Input merit %
 - Input merit \$ amount
 - Input new salary target

Position

Salary Supplemental Pay Base Pay Adj Compression Position Attributes

FTE	1
Starting Base Pay	36,613
Adjusted Base Pay	36,613
Merit %	
New Base Pay	36,613
Supplemental Pay	
Weekday Adjustment	141
Total Compensation	36,754
Total Budgeted Amount	36,754
Funding Balance	-0

Merit Adjustments

- Adjust Merit % based on Merit \$ Target
- Adjust % based on New Base Salary Target

Edit

Adjust

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

Analyze

New Ad Hoc Grid

Select All

Data Validation Messages

Apply

Time Band Summary

Time Band Summary

	Start Date	End Date	# of Weekdays	# of Months	% of Full Budget Year	PreMerit %	PostMerit %	% of Time Band Allocated	Budgeted Amount
Time Band 1	7/01/2020	6/30/2021	261		100%	0%	100%	100%	36,754
Total	7/01/2020	6/30/2021	261		100%	0%	100%	100%	36,754

- Define Time Bands
- Edit ▶
- Adjust ▶
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Select All
- Data Validation Messages
- Apply ▶

Time Band Summary

- Define Time Band

Runtime Prompts - Define Time Bands

Prompt Text	Value
1:Time Band 1 Start Date	07/01/2020
1:Time Band 2 Start Date	
1:Time Band 3 Start Date	
1:Time Band 4 Start Date	
1:Time Band 5 Start Date	
1:Time Band 6 Start Date	
1:Time Band 7 Start Date	
1:Time Band 8 Start Date	
1:Time Band 9 Start Date	
1:Time Band 10 Start Date	
1:Time Band 11 Start Date	
1:Time Band 12 Start Date	
1:Budget End Date (if applicable)	

Launch Cancel

Funding Distribution

- Copy funding line
- Copy all funding lines

Funding Distribution

TB1 TB2 TB3 TB4 TB5 TB6 TB7 TB8 TB9 TB10 TB11 TB12 **Current Funding**

	Department:	Fund:	Location:	Class:	Program:	Project:	CF1:	Start Date - Stored	End Date - Stored	Distribution Percentage	Budgeted Amount
CC18720010011001	D72001001	F10000	L000	C11200	P16500	NoProject	NoCF1			100%	
Institutional Departments CCs										100%	

Copy Funding Line

Copy All Funding Lines

Edit

Adjust

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

Filter

Sort

Analyze

New Ad Hoc Grid

Select All

to Time Band 1

to Time Band 2

to Time Band 3

to Time Band 4

to Time Band 5

to Time Band 6

to Time Band 7

to Time Band 8

to Time Band 9

to Time Band 10

to Time Band 11

to Time Band 12

Funding Distribution

- Add a distribution line
- Delete distribution line

Funding Distribution

TB1 TB2 TB3 TB4 TB5 TB6 TB7 TB8 TB9 TB10 TB11 TB12 Current Funding

	Department:	Fund:	Location:	Class:	Program:	Project:	CF1:	Start Date	End Date	Distribution Percentage	Budgeted Amount
CC18720010011001	D72001001	F10000	L000	C11200	P16500	NoProject	NoCF1	7/01/2020	6/30/2021	100.000%	36,754
<hr/>											
Total								7/01/2020	6/30/2021	100.000%	36,754

Set Line to \$ Amt

Apply Supplement to CC

Force Line to 100% Total

Add Distribution Line

Delete Distribution Line

Copy All Funding Lines

Edit

Adjust

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

Analyze

Funding Distribution

- Input distribution %
- Set line to \$ amount
- Apply supplement to CC
- Force line to 100% total

Funding Distribution

TB1 TB2 TB3 TB4 TB5 TB6 TB7 TB8 TB9 TB10 TB11 TB12 Current Funding

	Department:	Fund:	Location:	Class:	Program:	Project:	CF1:	Start Date	End Date	Distribution Percentage	Budgeted Amount
CC18420010011001	D42001001	F10500	L000	C11800	P14800	NoProject	NoCF1	7/01/2020	6/30/2021	13.604%	5,000
CC18720010011001	D72001001	F10000	L000	C11200	P16500	NoProject	NoCF1	7/01/2020	6/30/2021	86.396%	31,754

Total								7/01/2020	6/30/2021	100.000%	36,754

Set Line to \$ Amt

Apply Supplement to CC

Force Line to 100% Total

Add Distribution Line

Delete Distribution Line

Copy All Funding Lines

Edit

Adjust

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

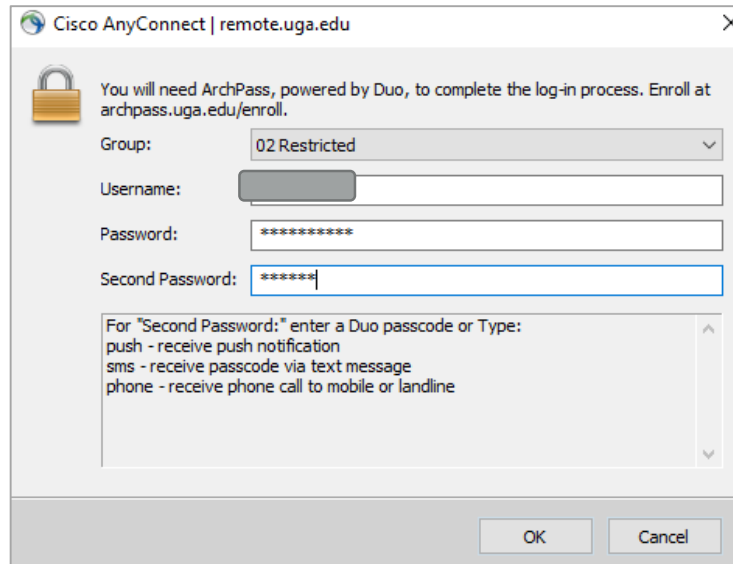
Analyze

Logging into the UGA Budget Management System

1. Connect to VPN “02 Restricted.”

2. Go to the Training Link <https://qat.epm.uga.edu> on Internet Explorer or Firefox.

3. Log into the system using your MyID and Password.



Cisco AnyConnect | remote.uga.edu

You will need ArchPass, powered by Duo, to complete the log-in process. Enroll at archpass.uga.edu/enroll.

Group: 02 Restricted

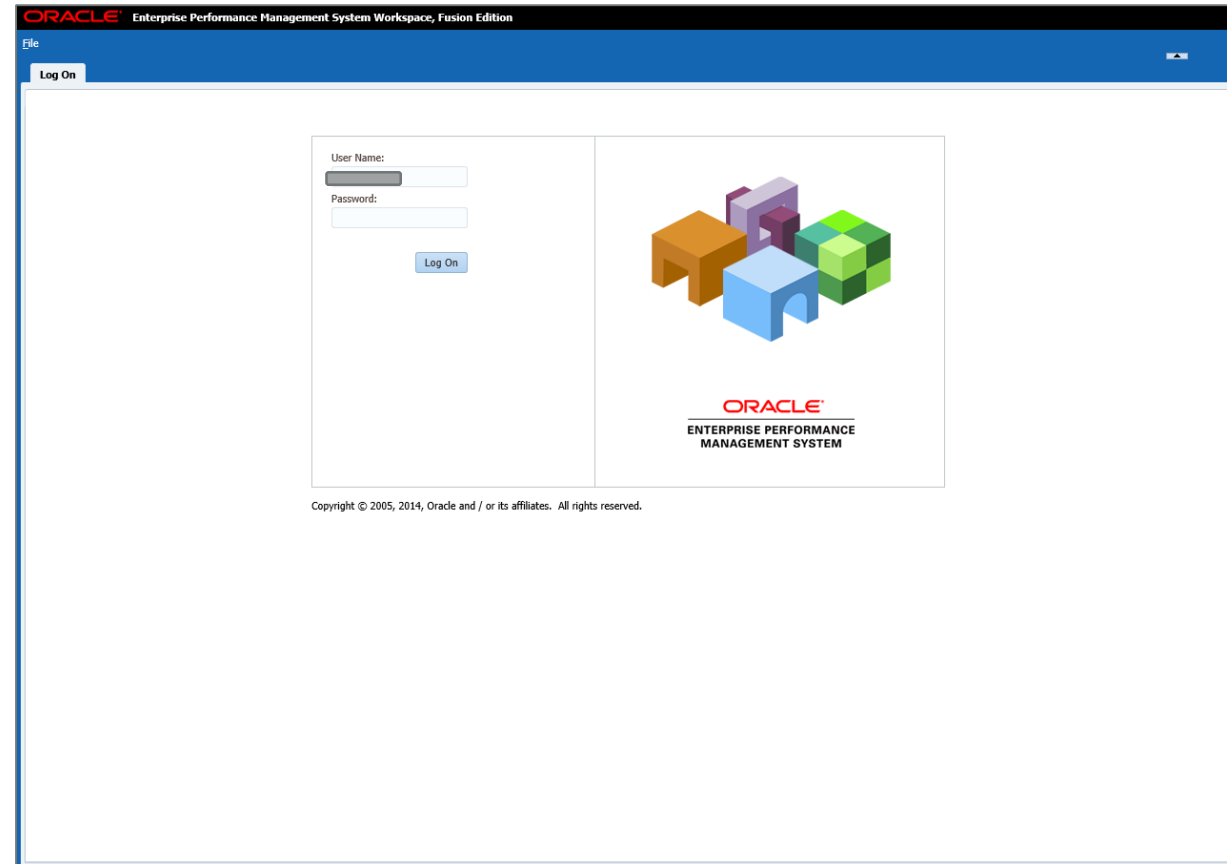
Username:

Password:

Second Password:

For "Second Password:" enter a Duo passcode or Type:
push - receive push notification
sms - receive passcode via text message
phone - receive phone call to mobile or landline

OK Cancel



ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Log On

User Name:

Password:

Log On

ORACLE
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

Copyright © 2005, 2014, Oracle and / or its affiliates. All rights reserved.

Scenario #1: Salary Setting

Topic	Actions
Pay Frequency	10-Month Employee
Applying a Merit Increase	Manual Entry: 2%
Setting Time Bands	1 Time Band
Copying a Combo Code	Current Funding to TB1
Forcing a Line to 100%	<ul style="list-style-type: none">• TB Distribution Percentage Total: 100%• Funding Balance: 0

Scenario #2: Salary Setting

Topic	Actions
Pay Frequency	12-Month Employee
Applying a Merit Increase	Dollar Amount
Setting Time Bands	2 Time Bands
Copying a Combo Code	Current Funding to TB1
Adding a Combo Code	To TB2
Forcing a Line to 100%	<ul style="list-style-type: none">• TB Distribution Percentage Total: 100%• Funding Balance: 0

Scenario #3: Salary Setting

Topic	Actions
Pay Frequency	Bi-Weekly Employee
Applying a Merit Increase	Target Salary
Copying Current Funding	To TB1
Adding a Combo Code	To TB1
Forcing to \$ Amount	\$1000
Adding a Combo Code	To TB1
Applying a Supplement to a Combo Code	\$4,941
Forcing a Line to 100%	<ul style="list-style-type: none">• TB Distribution Percentage Total: 100%• Funding Balance: 0

Accessing the OneSource Training Library

- Go to <https://training.onesource.uga.edu>

OR

1. Go to

<https://onesource.uga.edu>

<https://onesource.uga.edu>

2. On the main homepage, click on **Training Library** under **Login**.

Login

UGA Financial Management System

Budget Management System

OneUSG Connect

Training Library

3. Click on the **+ icon** to expand the menu to search a topic. *OR*, type **keywords in the search box** to search a topic.

