University Budget Office
Finance & Administration
UNIVERSITY OF GEORGIA

Budget Planning and Salary Setting Policy and Procedures

Website: busfin.uga.edu/budget
Email: budgets@uga.edu
Phone: 706-542-2802

Agenda

- General Information
- Chartstring Budgets
- Salary Pieces
- Balancing and Reports
- Other Items

General Information

- Primary documents
  - https://busfin.uga.edu/budget/budget_quick_links/
- Glossary
  - Link to Training Resource Page

- UPKs: Updated in early March

Financials Topics by Module
Budget Management Topics
   UGA Budget Management System
   System Updates
   Working with Budget Transaction
   Using Smart View for the UGA Bu
Budget Planning and Salary Setti
   What's New in BPSS?
   Getting Started with Budget □
   Viewing Allocation Sheets
   Budgeting Line Item Chartstr
   Providing Funding
   Setting Salary
   Working with Budget Manage
   Useful Reports for Year-End Bud
   Quarterly Amendment Review for
   Additional Budgets Tutorials
OneUSG Connect (HR/Payroll) Topics
Reporting and Data Warehouse
Other Topics
Training Library Update Log

Description: This class will cover the budget planning and salary s
for overseeing and establishing the original budget for their school,

Format: In-Person, Webinar, Recorded, and Self-Service in the On

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

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General Information: Transfers

- Starting March 15
- Email budgets@uga.edu
  - Email must originate from sending unit
- Include
  - Title of transfer
  - Sending Unit
  - Receiving Unit
  - Amount
  - Comments (optional)

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General Information:

Users should go ahead and…
- Fund employees
- Budget DSS chartstrings
- Review position supplements
- Review/Budget non-personal services chartstrings

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Chartstring Budgets

OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
support desk: 706-542-0202

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Chartstring Budgets

- State Chartfield Requirements for Chartstrings
  - Revenue:
    - Fund
    - Class
    - Department
    - Program (optional, strongly recommended)
    - Account
  - Expense
    - All of the above plus Program
- State dictates timeline and reporting requirements
- Wants original budget to be as accurate and meaningful as possible

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Chartstring Budgets: Program Codes

- Program Code = Priorities of your unit
  - Program Code should reflect the values of UGA
  - Tripartite mission: Instruction, Research, and Public Service.
  - Assess all chartstrings that use other program codes

- 14600 for campus administrators
  - This sub-function includes expenses for activities specifically designed and carried out to provide administrative and management support to the academic programs.

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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

Chartstring Budgets: DSS

- Budget all anticipated fiscal year revenue
- Not for project encumbrances
  - Combo Codes with fund 20400 can be used instead
- Revenue and expense need to balance by department, fund, and class
  - Carryforward will be processed by full, detailed chartstring

Chartstring Budgets: DSS Carryforward

- Carry Forward Calculation Rules:
  - Chart fields included:
    - Fund
    - Program
    - Department
    - Class
    - Operating Unit
    - Project
    - Chartfield1
    - Account

  Every unique combination of all of these fields creates a separate carry forward chartstring.

  - EXAMPLE:
    - F:14100/P:11100/D:12345678/C:41500/OU:-/P:-/C1:-/A:441000
    - F:14100/P:11100/D:12345678/C:41500/OU:-/P:-/C1:4EXAMPLE/A:441000
    - F:14100/P:13100/D:12345678/C:41500/OU-/P:-/C1:-/A:441000

  Three (3) carry forward chartstrings would be generated for this department.

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Chartstring Budgets: IDC

- Will be provided on allocation sheets beginning FY21
  - Based on prior calendar year actuals
  - FY2021 allocation will be based on calendar year 2019 actuals
  - Example:
    - January 2020: $100 IDC was returned in 2019
    - April 2020: Allocate $100 IDC in original budget
    - July: $100 available to spend
    - January 2021: $150 IDC was returned in 2020
    - April 2021: Allocate additional $50 in original Budget (Total allocation: $150)
    - Etc.

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Salary Pieces

OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
support desk: 706-542-0202

Salary: Enhancement Wins

- Merit Increase form
- Reorder Salary Form & Terminology Changes
- Add weekday adjustment to bi-weekly salary forms
- Display MCOP Supplements

Merit Increase Form

• By HR Department

My HR Department: H10002

	Adjusted Base Pay	Merit %	Merit Amount	Faculty Promotion Amt	New Base Pay
Tony Stark - 118123	96,202	2%	1,924		98,126
Steve Rogers- 118124	87,167	2.123%	1,851	7,000	96,018
Natasha Romanoff- 118125	29,000	4%	1,160		30,160
Thor- 118126	31,620	1.348%	426		32,046
Bruce Banner- 118127	87,309	1.235%	1,078		88,387
Erik Selvig- 118128	70,041	1%	700		70,741
Pepper Stark 118129	87,337				87,337
Clint Barton- 118130	50,000				50,000

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Terminology Changes

• Updated Terminology

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

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

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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

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

Salary · Supplemental Pay · Base

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Salary Form Reorder

- Added and reordered Salary Fields

Position

Salary_amh · 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 Amoun	26,836
Funding Balance	45,099

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Multiple Components of Pay

Position

	Salary	**Supplemental Pay**	Base P

	FY21
Temporary Assign Faculty 0	12,000

Position

Salary	Supplemental Pay	Base

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 Resource's established procedures.

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Multiple Components of Pay

Position

Salary	Supplemental Pay	Base F

FTE	
Starting Base Pay	150,150
Special Chair Adjustment	5,000
Adjusted Base Pay	155,150
Merit %	
New Base Pay	155,150
Supplemental Pay	
Total Compensation	155,150
Total Budgeted Amount	
Funding Balance	155,150

- Special Chair/Professorship supplements are included in merit calculations

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Positions Eligible for Budget Planning

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

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Positions Eligible for Salary Setting

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

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Positions Eligible for Salary Setting

- Who to budget
  - All eligible employees that are anticipated to be employed by UGA on 7/1
    - All employees on general operation 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

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Positions Eligible for Salary Setting

- How to fund positions
  - General operation 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 operation funds or DSS if you plan to modify position funding to a grant/sponsored project combo code in July

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Cost Share

During BPSS

• Review positions and their available funding, both sponsored and non-sponsored

• Cost share only when mandated by the external sponsor

• Identifying it
  • Program codes 11110, 11320, 13110, 13120, 13210, 12110, 12220

Awareness

• SPA is reviewing cost share best practices

• SPA will assess all cost share - identifying mandatory vs voluntary cost share

• When to cost share? Only cost share when mandated by the sponsor/funding announcement (13.3 https://policies.uga.edu/pdf/cost_share.pdf)

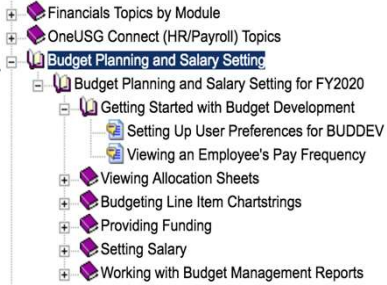• Reach out to SPA for questions and additional guidance

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Reports

• Funding by Position – Incomplete

• Revenue and Expenses

• Budgeted vs Allocated Amounts Resident Instruction

• Budgeted vs Allocated Amounts B-Units (being revised)

• FY21 Raise Sheet - available in late April

• Other?????

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Accessing the OneSource Training Library

- Go to **https://training.onesource.uga.edu**

OR

1. Go to **https://onesource.uga.edu**	2. On the main homepage, click on **Training Library** under **Login**.	3. Click on the **+ icon** to expand the menu to search a topic. *OR,* type **keywords in the search box** to search a topic.
https://onesource.uga.edu	Login UGA Financial Management System Budget Management System OneUSG Connect Training Library	Financials Topics by Module OneUSG Connect (HR/Payroll) Topics Budget Planning and Salary Setting Budget Planning and Salary Setting for FY2020 Getting Started with Budget Development Setting Up User Preferences for BUDDEV Viewing an Employee's Pay Frequency Viewing Allocation Sheets Budgeting Line Item Chartstrings Providing Funding Setting Salary Working with Budget Management Reports

Other Items

Contact Information

- System related questions
  - OneSource Service Desk 542-0202
  - TeamDynamix ticket

- Allocation/Procedural questions
  - Budget Office 542-2802
  - budgets@uga.edu