



Business Planning Simulation – FY 2015

BPS_300



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Course Content



- Business Planning Simulation (BPS)
- Phase I: Income & Non-Position Budgets
- Phase II: Regular Position Budget & Salary Proposals
- Phase III: Non-Regular Position Budget & Salary Proposals
- BPS Budget Reports
- BPS Troubleshooting and Help



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Business Planning Simulation (BPS)

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Business Planning Simulation (BPS)

- SAP's web-based tool used for planning and creating budgets except sponsored grants
- Uses the Business Warehouse (BW) environment
- Fully integrated with BW and uses similar functionality
- Capabilities:
 - Enable budgeting across modules (HR, FM, GM)
 - Provide ability for reporting using BW
 - Allow for extracting and retracting data from and to IRIS/SAP

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BPS Security



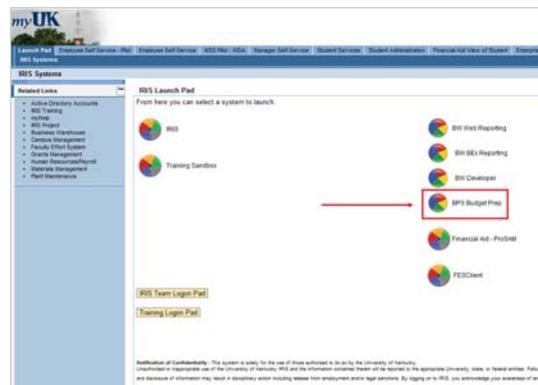
- Based on department(s)
- AFOs (Area Fiscal Officers) assign departments for budget users for security set-up
- Department assignments control data access in BPS InfoCubes (for reporting and layouts)



BPS Access



- Access to BPS is obtained via the **BPS Budget Prep** beach ball icon on the myUK Launch Pad screen.



- **Note:** The beach ball icons displayed on your Launch Pad are based on your access and may not be identical to the screen above.

BPS Layouts



- In BPS, the budgeting platform is defined by a budgeting area, and each budgeting area has several layouts.
- There are two budgeting areas:
 - Campus
 - Land Grant
- One layout per budgeting area for non-position budgeting:
 - Non-Position Budget

BPS Budget Prep		
Campus Non Position Budget	Campus Adjustment Reason Code	Campus Non Regular Position Budget
Land Grant Non Position Budget	Land Grant Adjustment Reason Code	Land Grant Non Regular Position Budget
Campus Position Budget	Campus Regular Position Budget Only	Campus Non Regular Position Salary
Land Grant Position Budget	Land Grant Regular Position Budget Only	Land Grant Non Regular Position Salary

BPS Layouts (Continued)



- Five layouts per budgeting area for position budgeting and salary proposals:
 - Regular Position Budget
 - Adjustment Reason Code
 - Regular Position Budget Only
 - Non-Regular Position Budget
 - Non-Regular Position Salary

BPS Budget Prep		
Campus Non Position Budget	Campus Adjustment Reason Code	Campus Non Regular Position Budget
Land Grant Non Position Budget	Land Grant Adjustment Reason Code	Land Grant Non Regular Position Budget
Campus Position Budget	Campus Regular Position Budget Only	Campus Non Regular Position Salary
Land Grant Position Budget	Land Grant Regular Position Budget Only	Land Grant Non Regular Position Salary

BPS Layouts (Continued)



- Not all of the layouts are displayed at the same time.
 - The layouts displayed depends on the budget schedule.
- **The layouts will timeout after 30 minutes of inactivity! SAVE OFTEN!**



BPS Tips



**“Plan ahead
before making
the entries!”**



BPS Tips (Continued)



- Keep aware of the BPS schedule
 - During each layout availability period, the system is available daily from 7:00 am through 10:00 pm. (The system is being updated (and unavailable) from 10:00 pm through 7:00 am.)
- Double-check your data entry before exiting a layout
- Run BPS reports to check the data
- **DO NOT** enter employees into BPS
 - The employee master data must exist in IRIS/SAP first before budget data can be entered into BPS.

BPS Tips (Continued)



- Do not use the **Delete selected line** column in any of the layouts!

UK Campus Non-Position Budget

Business Area: 0101
Department: 81010

Submit Save Undo Exit

Campus Non-Position

Business area: 0101 UK w/ib component units
Department: 81010 DIRECTORS OFFICE

Funds Center	Comment Item	012 Original	2012 Recurring	2013 Original	2013 Recurring	2014 Future
101166070 INCOME	406660 Fees - Student Miscellaneous	-80,800.00	-80,800.00	0.00	0.00	0.00
	440107 Recovery at Cost of Services Provided	0.00	0.00	-17,500.00	-17,500.00	-19,000.00
	440242 Professional Fees - Other Professional	-50,000.00	-50,000.00	-20,000.00	-20,000.00	-21,000.00
	449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-26,000.00
	Result	-155,800.00	-155,800.00	-62,500.00	-62,500.00	-66,000.00
1012003490 INSTRUCTION DEANS OFFICE	530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	13,500.00
	Result	12,464.00	12,464.00	12,464.00	12,464.00	13,500.00
1012127530 COLLEGE OF AG STATE RESERVES	530000 Budget Pool Employee Benefits	0.00	0.00	0.00	20,718.11	22,000.00
	530000 Budget Pool - Current Expenses	244,774.31	58,922.39	55,010.83	55,050.83	56,050.00
	Result	244,774.31	58,922.37	55,010.83	79,769.74	78,050.00
1012127590 TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	100,000.00	72,644.50	72,644.50	72,644.50	74,000.00
	530000 Budget Pool - Current Expenses	101,844.00	43,700.00	43,700.00	80,200.00	81,500.00
	Result	201,844.00	116,344.50	116,344.50	152,824.50	155,500.00
101212820 COA FACULTY POSITION SUPPORT	530000 Budget Pool - Current Expenses	0.00	0.00	300,297.00	300,297.00	302,500.00

Row: 14 / 114 Number of New Lines: 1 ADD

BPS Tips (Continued)



- If two **Calculate Benefit** buttons exist on a layout, use the button located at the top of the layout **NOT** the one located at the bottom.

The screenshot shows a web application interface with a table of employee data. At the top, there are tabs for 'Faculty', 'Monthly Staff', 'Bi-Weekly/Hourly Staff', and 'Vacant Posn Bdgt'. Below the tabs, there is a 'Functional' label and a 'Calculate Benefit' button circled in red. The table has columns for Employee, Position, Funds Center, Commitment Item, and 2010 Recur. At the bottom, there is a 'Non-functional' label and another 'Calculate Benefit' button circled in red. The interface also includes a 'Result' section and a 'Number of New Lines' field.

Standard Layout Functions



- **Submit** button – used after entering a **Business Area** and/or **Department** number to retrieve the data.

The screenshot shows a form with two input fields: 'Business Area' with the value '0101' and 'Department' with the value '81010'. Below the fields are four buttons: 'Submit', 'Save', 'Undo', and 'Exit'. The 'Submit' button is highlighted with a red box.

- **Save** button – used to save the changes made in the layout.

The screenshot shows the same form as above, but the 'Save' button is highlighted with a red box.

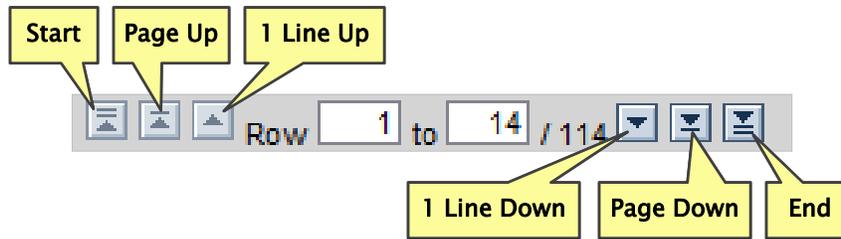
- **Exit** button – used to close out of the current layout. **Do not click on the “x” in the upper-right corner of the browser window!**

The screenshot shows the same form as above, but the 'Exit' button is highlighted with a red box.

Standard Layout Functions (Continued)



- Scrolling buttons – used to navigate through the rows in a layout.
 - **Start/End** – scrolls to the very first or last rows in the layout
 - **Page Up/Page Down** – scrolls up/down one “page” at a time
 - **1 Line Up/1 Line Down** – scrolls up/down one row at a time

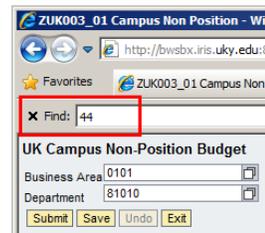


- The rows displayed can also be adjusted by manually changing the numbers in the **Row → to** fields.

BPS Searching



- To search the BPS layouts for any value (text and/or numbers):
 1. Ensure all rows are displayed in the layout
 2. Place cursor within the BPS layout information and press the **Ctrl + F** keys
 - A **Find** search box will appear in the top left hand corner above the name of the layout.
 3. Start entering the desired information



BPS Searching (Continued)



- As you're entering the information, the matching data will be highlighted yellow only on the current rows displayed!

Funds Center	Comments	2012 Original	2012 Recurring	2013 Original	2013 Recurring	2014 Future
1011960670	INCOME					
400000	Fees - Student Miscellaneous	-80,000.00	-80,000.00	0.00	0.00	0.00
441007	Recovery of Cost of Services Provided	0.00	0.00	-17,500.00	-17,500.00	-19,000.00
441042	Professional Fees - Other Professional S	-50,000.00	-50,000.00	-20,000.00	-20,000.00	-21,000.00
441050	Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-26,000.00
	Result	-155,000.00	-155,000.00	-42,500.00	-42,500.00	-46,000.00
1012003490	INSTRUCTION DEANS OFFICE					
530000	Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	13,550.00
	Result	12,464.00	12,464.00	12,464.00	12,464.00	13,550.00
1012127530	COLLEGE OF AG STATE RESERVES					
520000	Budget Pool Employee Benefits	0.00	0.00	0.00	30,338.41	22,000.00
530000	Budget Pool - Current Expenses	-244,774.31	58,922.59	55,650.63	55,650.63	56,070.00
	Result	-244,774.31	58,922.59	55,650.63	75,786.74	78,050.00
1012127590	TEACHING INNOVATION INCENTIVE FUND					
514001	Unallocated Personal Services	100,000.00	72,644.50	72,644.50	72,644.50	74,000.00
530000	Budget Pool - Current Expenses	101,044.00	43,700.00	43,700.00	80,280.00	81,500.00
	Result	201,044.00	116,344.50	116,344.50	152,924.50	155,500.00
1012128920	COA FACULTY POSITION SUPPORT					
530000	Budget Pool - Current Expenses	0.00	0.00	300,297.00	300,297.00	302,500.00



Phase I: Income & Non-Position Budgets

Income & Non-Position Budget Processes



- The **Campus/Land Grant Non-Position Budget** layouts allow budget entry for future year income estimates and non-position expenses by funds center and commitment item combinations.
- Non-Position Budget Layout:
 - **General Fund** income estimates
 - **Auxiliary, hospital, and restricted funds** income estimates

BPS Budget Prep		
Campus Non-Position Budget	Campus Adjustment Reason Code	Campus Non-Regular Position Budget
Land Grant Non-Position Budget	Land Grant Adjustment Reason Code	Land Grant Non-Regular Position Budget
Campus Position Budget	Campus Regular Position Budget Only	Campus Non-Regular Position Salary
Land Grant Position Budget	Land Grant Regular Position Budget Only	Land Grant Non-Regular Position Salary

Income Estimates Process (Continued)



- UBO will provide two spreadsheets via the AFOs:
 - Initial future year general fund income budgets **ONLY**
 - Initial auxiliary/restricted funds (including affiliated corps) budgets both income & non-position expense
 - Used for initial preparation of future year income and non-position expense budget
 - Used to upload (only once) the future year budgets into the BPS system
 - Any income and non-position expense budget changes needed after files are uploaded to BPS must be made **directly** into the BPS system

Non-Position Budget Layout



1. Select the appropriate **Non Position Budget** BPS layout

[Campus Non Position Budget](#)

OR

[Land Grant Non Position Budget](#)

2. Enter a value for each of the following selection criteria:

- **Business Area**
- **Department**

- **Tip:** To search for the appropriate selection, click on the **Search** icon on the right side of the field.

Non-Position Budget Layout (Continued)



- **IMPORTANT!** The appropriate business area **MUST** be used with the department.
 - The system checks to make sure the business area is the correct one for the department.
 - If the business area is incorrect, the system will display an error.

UK Business Areas



- 0101 UK w/o component units
- 0103 UK Housing and Dining
- 0105 WUKY
- 0111 UK Hospital
- 0112 Samaritan Hospital
- 0113 University Health
- 0114 Eastern State Hospital
- 0120 UK COM Clinical Depts
- 0201 UK Research Foundation
- 0301 Fund for Advancement of Education and Research at UK Med Center
- 0400 UK Equine Research Foundation
- 0500 UK Athletics Association
- 0600 UK Humanities Foundation
- 0700 UK Mining Engineering Foundation
- 0800 UK Business Partnership
- 0900 UK Center on Aging
- 1100 Boone Center

Non-Position Budget Layout (Continued)



3. Click on the **Submit** button or press **Enter**

UK Campus Non-Position Budget

Business Area: 0101

Department: 01010

Submit Save Undo Exit

Campus Non Position

- You may receive a system message while the system is working.



Non-Position Budget Layout (Continued)



- All funds centers (with budgets) in the business area and department entered on the prior screen will be displayed.

UK Campus Non-Position Budget						
Business Area: 0101						
Department: 01010						
[Submit] [Save] [Undo] [Exit]						
Campus Non-Position						
Business area: 0101 UK-wide component units						
Department: 01010 DIRECTORS OFFICE						
Funds Center	Commitment Item	2013 Original	2013 Recurring	2014 Original	2014 Recurring	2015 Future
101160670 INCOME	440107 Recovery at Cost of Services Provided	-17,500.00	-17,500.00	-17,500.00	-17,500.00	0.00
	440242 Professional Fees - Other Professional S	-20,000.00	-20,000.00	-20,000.00	-20,000.00	0.00
	449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00
	Result	-62,500.00	-62,500.00	-62,500.00	-62,500.00	0.00
1012003490 INSTRUCTION DEANS OFFICE	530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	0.00
	Result	12,464.00	12,464.00	12,464.00	12,464.00	0.00
1012127930 COLLEGE OF AG STATE RESERVES	514001 Unallocated Personal Services	0.00	0.00	435,652.00	138,699.90	0.00
	520000 Budget Pool Employee Benefits	0.00	1,021,087.73	0.00	1,207,963.31	0.00
	530000 Budget Pool - Current Expenses	55,050.63	44,980.63	322,888.83	238,648.83	0.00
	Result	55,050.63	1,066,068.36	758,540.83	1,585,310.04	0.00
1012127990 TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	72,644.50	41,151.13	41,151.13	41,151.13	0.00
	530000 Budget Pool - Current Expenses	43,700.00	80,280.00	55,280.00	101,206.97	0.00
	Result	116,344.50	121,431.13	96,431.13	142,358.10	0.00
1012128920 CAFE METRICS FUND	530000 Budget Pool - Current Expenses	300,297.00	300,297.00	618,267.00	241,439.32	0.00

Non-Position Budget Layout (Continued)



4. Enter a future year budget by funds center for each appropriate commitment item in the **Future** field

Funds Center	Commitment Item	2013 Original	2013 Recurring	2014 Original	2014 Recurring	2015 Future
101160670 INCOME	440107 Recovery at Cost of Services Provided	-17,500.00	-17,500.00	-17,500.00	-17,500.00	-19,000.00
	440242 Professional Fees - Other Professional S	-20,000.00	-20,000.00	-20,000.00	-20,000.00	-21,500.00
	449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-26,500.00
	Result	-62,500.00	-62,500.00	-62,500.00	-62,500.00	-67,000.00
1012003490 INSTRUCTION DEANS OFFICE	530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	14,000.00
	Result	12,464.00	12,464.00	12,464.00	12,464.00	14,000.00
1012127930 COLLEGE OF AG STATE RESERVES	514001 Unallocated Personal Services	0.00	0.00	435,652.00	138,699.90	141,500.00
	520000 Budget Pool Employee Benefits	0.00	1,021,087.73	0.00	1,207,963.31	1,211,000.00
	530000 Budget Pool - Current Expenses	55,050.63	44,980.63	322,888.83	238,648.83	242,200.00
	Result	55,050.63	1,066,068.36	758,540.83	1,585,310.04	1,594,700.00
1012127990 TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	72,644.50	41,151.13	41,151.13	41,151.13	43,400.00
	530000 Budget Pool - Current Expenses	43,700.00	80,280.00	55,280.00	101,206.97	103,600.00
	Result	116,344.50	121,431.13	96,431.13	142,358.10	147,000.00
1012128920 CAFE METRICS FUND	530000 Budget Pool - Current Expenses	300,297.00	300,297.00	618,267.00	241,439.32	243,800.00

5. Press **Enter** and verify the data

UK Campus Non-Position Budget

Business Area: 0101

Department: 01010

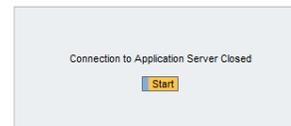
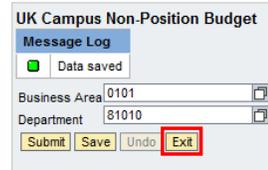
[Submit] [Save] [Undo] [Exit]

6. Save the data using the **Save** button

Non-Position Budget Layout Tips



- A green confirmation message should appear in the Message Log.
- Click on the **Exit** button to close out of the layout.
 - Click on the **Yes** button to log off of the layout
 - When the **Connection to Application Server Closed** message appears in the browser window, it is safe to close the window.



Non-Position Budget Layout Tips



- Revenue, recharge and pass-thru budgets should be entered as a **credit (negative number)** to increase the budget.

2014 Original	2014 Recurring	2015 Future
-17,500.00	-17,500.00	-19,000.00
-20,000.00	-20,000.00	-21,500.00
-25,000.00	-25,000.00	-26,500.00
-62,500.00	-62,500.00	-67,000.00

- The **Add** button can be used to add a budget (for a funds center/commitment item combination) that is not displayed on the layout.



- The system will indicate an error if a non-relevant commitment item is used.

Non-Position Budget Layout Tips (Continued)



- Non-relevant commitment items are those used exclusively for position budgeting.
- Funds center and commitment item master data **MUST EXIST** in IRIS/SAP **BEFORE** the BPS system will save budget entry into the budget layouts.

Exercise 1



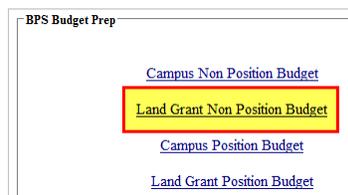
Non-Position Budget Layout



Fund Group 25 Income Estimates



- Fund Group 25 are land grants.
- Land grants are part of the College of Agriculture (Ag Experiment Station or the Ag Cooperative Extension Services).
- This is entered only by College of Ag business officers using the **Land Grant Non-Position Budget** layout.



Fund Group 25 Income Estimates (Continued)



1. Select the **Land Grant Non-Position Budget** layout

[Land Grant Non Position Budget](#)

2. Enter the **Department**

UK Land Grant Non-Position Budget

Department: 81010

Submit Save Undo Exit

3. Click on the **Submit** button or press **Enter**

Department: 81010

Submit Save Undo Exit

Land Grant Non-Position

Fund Group 25 Income Estimates (Continued)



4. Enter a future year budget by grant for each appropriate commitment item in the **Future** budget field, and then press **Enter** and verify the data

Sponsored Program	Grant	Commitment Item	2013 Recurring	2014 Recurring	2015 Future
Z4HPR0G-0330 CES	2350036000	412007 Appropriations - Federal - 4-H Programs	-231,893.00	-231,893.00	-233,000.00
		Result	-231,893.00	-231,893.00	-233,000.00
ZANMALHEA-0210 AES	2350046000	412006 Appropriations - Federal - Animal Health	-64,409.00	-64,409.00	-66,350.00
		Result	-64,409.00	-64,409.00	-66,350.00
ZEFNER-0330 CES	2350066000	412003 Appropriations - Federal - Foods and Nut	-1,692,401.00	-1,574,633.00	-1,579,400.00
		Result	-1,692,401.00	-1,574,633.00	-1,579,400.00
ZHATCH-0210 AES	2350016000	530000 Budget Pool - Current Expenses	5,500.00	5,500.00	7,000.00
		Result	5,500.00	5,500.00	7,000.00
	2350026000	412001 Appropriations - Federal - Hatch Amended	-5,177,240.00	-5,177,240.00	-5,181,350.00
		Result	-5,177,240.00	-5,177,240.00	-5,181,350.00
	2350156000	530000 Budget Pool - Current Expenses	685,783.01	734,059.68	736,225.00
		Result	685,783.01	734,059.68	736,225.00
ZMCSTENN-0210 AES	2350056000	412002 Appropriations - Federal - McIntire-Sten	-579,881.00	-579,881.00	-591,330.00
		Result	-579,881.00	-579,881.00	-591,330.00
ZMULT-0210 AES	2350036000	412005 Appropriations - Federal - Multiple Stat	-1,315,558.00	-1,315,558.00	-1,319,490.00

5. Click on the **Save** button

UK Land Grant Non-Position Budget

Department: 01010

Submit Save Undo Exit

Fund Group 25 Income Estimate Tips



- Revenue, recharge, and pass-thru budgets should be entered as a **credit (negative number)** to increase the budget.
- Use the **Add** button to add a budget for a grant/commitment item combination that is not displayed on the layout.

ZMCSTENN-0210 AES 2350056000 AG-M-A REVENUE MCINTIRE STENNIS 412002

Row 1 to 15 / 37 Number of New Lines: 1 Add

- Only non-position relevant commitment items are allowed on this layout.
 - Non-relevant commitment items are those used exclusively for position budgeting.
- Grants and commitment item master data **MUST exist** in IRIS/SAP before entering the data into the BPS system.

Any Questions?



- Income Estimates Process
- Non-Position Budget Layout
 - **General Fund** income estimates
 - **Auxiliary, hospital, and restricted funds** income estimates
- Fund Group 25 Income Estimates (College of Ag only)



Phase II: Regular Position Budget & Salary Proposals

Regular Position Budget & Salary Proposals



- In BPS, “regular” positions are defined as positions in which the Personnel Subarea is 0001 – 0005, excluding clinical positions (Medical Colleges only) and Ag Extension Agent positions (College of Agriculture only).
 - 0001 Reg FT
 - 0002 Reg PT-Faculty
 - 0003 Reg PT >.74
 - 0004 Reg PT .50–.74
 - 0005 Reg PT .20–.49

- Salary and position budget allocations will be distributed based on the cost distribution of infotype 1018.
 - A BW Position Cost Distribution report is available on the BW budget report role for verification.

Regular Position Budget & Salary Proposals (Con't)



- Budget areas must complete position budget entries and salary proposals for the future year on the BPS layouts.

- “Regular” position budget uses three BPS layouts in this exact order:
 - Position Budget
 - Adjustment Reason Code
 - Regular Position Budget Only

- These layouts are available for both Campus and Land Grant budgeting areas.

Regular Position Budget Layout



- Used for “regular” position budget and salary proposals **only!**
- “Regular” flexible employees will be treated as 12-month employees in BPS.
 - Salaries will be calculated on a 12-month basis.
- Admin faculty stipends (Wage type 1110) will be included in base pay and are eligible for raise dollars.
- **Note:** Phased retiree’s are **NOT** considered regular and raise dollars are **NOT** provided.

Regular Position Budget Layout (Continued)



1. Select the **Position Budget** layout, either Campus or Land Grant

[Campus Position Budget](#)

OR

[Land Grant Position Budget](#)

2. Enter a value for the **Department**

UK Campus Regular Positions

Department: 81010

Submit Save Undo Exit

3. Click on the **Submit** button or press **Enter**

UK Campus Regular Positions

Department: 81010

Submit Save Undo Exit

- Four tabs will appear:

UK Campus Regular Positions

Department: 81010

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff Vacant Posn Bdgt

Regular Position Budget Layout (Continued)



- Faculty, Monthly Staff & Biweekly/Hourly Staff tabs reflect “regular” employees only who participate in the salary proposal process.
- All active “regular” employees in the department will be displayed.

UK Campus Regular Positions
Department: 01010

Faculty Monthly Staff Biweekly/Hourly Staff Vacant Posn Budget

Calc Salary from % Incr Copy Salary to Budget Calculate Benefits

Employee	Position	Funds Center	Combinat Item	Wage Type	2014 2014 Start Salary	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit 2014 Rate	Benefit 2015 Budget
TRAINING EMPLOYEE: 7096	51027296 Dean Assistant/Administration	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 7307	50107709 Dean	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 8702	50131400 Special Events Coordinator	101200100	512021	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 11128	50131470 Finance Director College of Agriculture	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 02732	51014002 Dean Assistant/Administration	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 02943	50130804 Dean Asst/Adm & Gov. Rel.	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 09000	51017016 Emergency Management System Director	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 11079020	51010104 Finance & Administration Director	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
Overall Total					100	0.00	0.00	0.00	0.00	0.00

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs:
 1. Enter either proposed salary percentage increase **OR** proposed annual salary amount for each employee as appropriate
 - If entering using the proposed salary percentage increase, click on the **Calculate Salary from % Incr** button after entering the percentage.

Faculty Monthly Staff Biweekly/Hourly Staff Vacant Posn Budget

Calc Salary from % Incr Copy Salary to Budget Calculate Benefits

Employee	Position	Funds Center	Combinat Item	Wage Type	2014 2014 Start Salary	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit 2014 Rate	Benefit 2015 Budget
TRAINING EMPLOYEE: 7096	51027296 Dean Assistant/Administration	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 7307	50107709 Dean	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 8702	50131400 Special Events Coordinator	101200100	512021	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 11128	50131470 Finance Director College of Agriculture	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 02732	51014002 Dean Assistant/Administration	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 02943	50130804 Dean Asst/Adm & Gov. Rel.	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 09000	51017016 Emergency Management System Director	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE: 11079020	51010104 Finance & Administration Director	101200100	512011	#	0	0.00	0.00	0.00	0.00	0.00

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):

- Click on the **Copy Salary to Budget** button to enable the system to copy the proposed annual salary to the new year budget field

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 %	2014 Salary	Propose Salary %	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 7086	5107276 Dean Assistant/Administration	1012500160	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 7307	50107769 Dean	1012500160	512011	#	100	106,202.04	0.000	106,500.00	106,202.00	108,500.00	0.0000	29,725.00
TRAINING EMPLOYEE 8702	50131485 Special Events Coordinator	1012500160	512021	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11128	50131473 Finance Director College of Agriculture	1012500160	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 52943	50130664 Dean Asst Adm/Civ Adv & Gov Rel	1012500150	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 59000	51017516 Emergency Management System Director	1012500160	512071	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11079620	51016154 Finance & Administration Director	1012500160	512011	#	100	102,500.04	0.000	104,965.00	102,500.04	104,965.00	0.0000	29,725.00

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):

- Click on the **Calculate Benefit** button so the system can calculate the new year benefits budget
- Future year budget and benefits budget amounts may be overwritten if the calculated amounts need to be changed.

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 %	2014 Salary	Propose Salary %	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 7086	5107276 Dean Assistant/Administration	1012500160	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 7307	50107769 Dean	1012500160	512011	#	100	106,202.04	0.000	106,500.00	106,202.00	108,500.00	0.0000	29,725.00
TRAINING EMPLOYEE 8702	50131485 Special Events Coordinator	1012500160	512021	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11128	50131473 Finance Director College of Agriculture	1012500160	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 52943	50130664 Dean Asst Adm/Civ Adv & Gov Rel	1012500150	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 59000	51017516 Emergency Management System Director	1012500160	512071	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11079620	51016154 Finance & Administration Director	1012500160	512011	#	100	102,500.04	0.000	104,965.00	102,500.04	104,965.00	0.0000	29,725.00

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):

4. Click on the **Save** button to save the data

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Dist	2014 Salary	Propose Salary %	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 7086	51007276 Dean Assistant/Administration	1012500160	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 7367	50107869 Dean	1012500160	512011	#	100	106,202.04	0.000	106,202.00	106,202.00	106,100.00	29.7250	32,211.63
TRAINING EMPLOYEE 8702	50131405 Special Events Coordinator	1012500160	512021	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11128	50131473 Finance Director College of Agriculture	1012500160	512011	#	50	52,443.48	0.000	55,100.00	52,443.50	55,100.00	29.7250	16,378.48
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 52943	50130684 Dean Asst Adm/Dir Adv & Gov Rel	1012500150	512011	#	100	98,199.96	0.000	101,050.00	96,200.00	101,050.00	29.7250	30,237.11
TRAINING EMPLOYEE 58000	51017016 Emergency Management System Director	1012500160	512071	#	100	119,718.00	0.000	122,400.00	119,718.00	122,400.00	29.7250	36,413.15
TRAINING EMPLOYEE 11079620	51016154 Finance & Administration Director	1012500160	512011	#	100	58,980.00	0.000	61,020.00	58,980.00	61,020.00	29.7250	18,138.20
Overall Result					700	456,005.96	0.000	676,895.00	654,096.04	676,895.00	237.6000	201,147.89

Regular Position Budget Layout (Continued)



- Bi-Weekly/Hourly Staff tab is for “regular” bi-weekly and hourly paid staff employees in positions that are filled.
 - All active “regular” employees in the department entered on the prior screen will be displayed.

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2014 Dist %	2015 Dist %	2014 Pay Rate	2014 Salary	Propose Salary %	2015 Propose Pay Rate	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget	
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012200150	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	21,902.60	0.00	0.0000	0.00
TRAINING EMPLOYEE 11031783	51017125 Administrative Research Assistant Pr	1012200160	512141	1005	58	100	0	21.82	32,904.56	0.000	0.00	0.00	32,904.56	0.00	0.0000	0.00	
TRAINING EMPLOYEE 11034376	50109162 Administrative Support Associate I	1012200150	512031	1005	80	100	0	16.91	35,172.80	0.000	0.00	0.00	0.00	0.00	0.0000	0.00	
TRAINING EMPLOYEE 11039311	50121426 Student Affairs Coordinator	1012200560	512031	1005	80	100	0	20.91	41,620.80	0.000	0.00	0.00	41,620.80	0.00	0.0000	0.00	
TRAINING EMPLOYEE 11075433	50103706 Library Technician Senior	1012200160	512031	1005	75	52	0	18.01	15,220.14	0.000	0.00	0.00	15,220.14	0.00	0.0000	0.00	
Overall Result					290	352	0	73.75	124,918.30	0.000	0.00	0.00	111,648.10	0.00	0.0000	0.00	

Regular Position Budget Layout (Continued)



- **Bi-Weekly/Hourly Staff tab:**

1. Copy the previous year's distribution percentage by clicking on the **Copy Distr % from Prior Year** button

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2014 Distr %	2015 Distr %	2014 Pay Rate	2014 Salary	Propose Salary % Incr	2015 Propose Pay Rate	2015 Propose Salary	2015 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	0	0	0	0.00	0.00	0.0000	0.00	0.00	21,902.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11031783	51017125 Administrative Research Assistant R	1012500160	512141	1005	58	100	100	21.82	32,904.56	0.0000	0.00	0.00	32,904.56	0.00	0.00	7,9720
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	16.91	16,172.80	0.0000	0.00	0.00	0.00	0.00	0.00	37,4070
TRAINING EMPLOYEE 11030311	50121426 Student Affairs Coordinator	1012500060	512031	1005	80	100	100	20.01	41,620.00	0.0000	0.00	0.00	41,620.00	0.00	0.00	37,4070
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.01	15,220.14	0.0000	0.00	0.00	15,220.14	0.00	0.00	37,4070
			512041	1005	0	0	0	0.00	0.00	0.0000	0.00	0.00	0.00	0.00	0.0000	0.00
Overall Result					293	352	352	73.75	124,918.30	0.0000	0.00	0.00	111,648.10	0.00	0.00	120,1930

Regular Position Budget Layout (Continued)



- **Bi-Weekly/Hourly Staff tab (continued):**

2. Enter either proposed salary percentage or proposed pay rate amount for each employee if appropriate
- If entering using the % increase, click on the **Calculate Salary from % Incr** button after entering the percentage.

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2014 Distr %	2015 Distr %	2014 Pay Rate	2014 Salary	Propose Salary % Incr	2015 Propose Pay Rate	2015 Propose Salary	2015 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	0	0	0	0.00	0.00	0.0000	0.00	0.00	21,902.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11031783	51017125 Administrative Research Assistant R	1012500160	512141	1005	58	100	100	21.82	32,904.56	3.0000	22.47	33,884.76	32,904.56	0.00	0.00	7,9720
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	16.91	16,172.80	3.2000	17.45	16,296.00	0.00	0.00	0.00	37,4070
TRAINING EMPLOYEE 11030311	50121426 Student Affairs Coordinator	1012500060	512031	1005	80	100	100	20.01	41,620.00	2.9000	20.50	42,627.20	41,620.00	0.00	0.00	37,4070
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.01	15,220.14	3.1000	15.44	15,717.56	15,220.14	0.00	0.00	37,4070
			512041	1005	0	0	0	0.00	0.00	0.0000	0.00	0.00	0.00	0.00	0.0000	0.00
Overall Result					293	352	352	73.75	124,918.30	12.6000	76.05	120,765.52	111,648.10	0.00	0.00	120,1930

Regular Position Budget Layout (Continued)



- **Bi-Weekly/Hourly Staff** tab (continued):

3. Click on the **Copy Salary to Budget** button to enable the system to copy the proposed annual salary to the new year budget field

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2014 Dist %	2015 Dist %	2014 Pay Rate	2014 Salary	Propose Salary % Incr	2015 Propose Pay Rate	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	101200100	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	21,902.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110231703	51017125 Administrative Research Assistant PI	101200100	512141	1005	58	100	100	21.82	32,904.56	3.000	22.47	33,884.76	32,904.56	33,884.76	7.9720	0.00
TRAINING EMPLOYEE 11024370	50109102 Administrative Support Associate I	101200100	512031	1005	80	100	100	16.91	35,172.80	3.200	17.45	36,296.00	0.00	36,296.00	37.4070	0.00
TRAINING EMPLOYEE 110230311	50121426 Student Affairs Coordinator	101200060	512031	1005	80	100	100	20.01	41,620.80	2.900	20.59	42,827.20	41,620.80	42,827.20	37.4070	0.00
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	101200100	512031	1005	75	52	52	15.01	15,220.14	3.500	15.54	15,757.56	15,220.14	15,757.56	37.4070	0.00
			512041	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
Overall Result					293	352	352	73.75	124,918.30	12.600	76.05	128,785.52	111,648.10	128,785.52	120.1930	0.00

Regular Position Budget Layout (Continued)



- **Bi-Weekly/Hourly Staff** tab (continued):

4. Click on the **Calculate Benefit** button so the system can calculate the new year benefits budget
 - Future year budget and benefits budget amounts may be overwritten if the calculated amounts should be changed.

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2014 Dist %	2015 Dist %	2014 Pay Rate	2014 Salary	Propose Salary % Incr	2015 Propose Pay Rate	2015 Propose Salary	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	101200100	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	21,902.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110231703	51017125 Administrative Research Assistant PI	101200100	512141	1005	58	100	100	21.82	32,904.56	3.000	22.47	33,884.76	32,904.56	33,884.76	7.9720	2,781.29
TRAINING EMPLOYEE 11024370	50109102 Administrative Support Associate I	101200100	512031	1005	80	100	100	16.91	35,172.80	3.200	17.45	36,296.00	0.00	36,296.00	37.4070	13,577.24
TRAINING EMPLOYEE 110230311	50121426 Student Affairs Coordinator	101200060	512031	1005	80	100	100	20.01	41,620.80	2.900	20.59	42,827.20	41,620.80	42,827.20	37.4070	16,020.37
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	101200100	512031	1005	75	52	52	15.01	15,220.14	3.500	15.54	15,757.56	15,220.14	15,757.56	37.4070	5,894.43
			512041	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
Overall Result					293	352	352	73.75	124,918.30	12.600	76.05	128,785.52	111,648.10	128,785.52	120.1930	36,163.33

Regular Position Budget Layout (Continued)



- **Bi-Weekly/Hourly Staff** tab (continued):
- 5. Click on the **Save** button to save the data

UK Campus Regular Positions

Message Log

Department: 81010

Faculty | Monthly Staff | **Bi-Weekly/Hourly Staff** | Vacant Posn Bgt

Copy Data % from prior year | Calc. Salary from % incr | Copy Salary to Budget | Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / 2014	2015	2014	2014	Propose	2015	2015	2014	2015	2015	2015	2015	Benefit Rate	2015
					Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %	Prorated %
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAINING EMPLOYEE 11031783	51017125 Administrative Research Assistant II	1012500160	512141	1005	58	100	100	21.82	32,904.56	3,000	22.47	33,884.76	32,904.56	33,884.76	7,9720	2,751.29		
TRAINING EMPLOYEE 11034376	510109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	16.91	35,172.00	3,200	17.45	36,296.00	0.00	36,296.00	37,4070	13,577.24		
TRAINING EMPLOYEE 11038911	50121420 Student Affairs Coordinator	1012500580	512031	1005	80	100	100	20.91	41,620.00	2,900	20.59	42,827.20	41,620.00	42,827.20	37,4070	16,026.37		
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.01	15,220.14	3,500	15.54	15,757.56	15,220.14	15,757.56	37,4070	6,884.43		
Overall Result					293	352	352	73.75	124,918.30	12,600	76.95	128,765.52	111,646.10	128,765.52	126,1930	38,193.33		

Regular Position Budget Layout (Continued)



- **Vacant Posn Budget** tab contains position budgets for “regular” positions **ONLY** that are vacant.
- 1. Enter a proposed annual budget amount for each position if appropriate

UK Campus Regular Positions

Department: 81010

Faculty | Monthly Staff | Bi-Weekly/Hourly Staff | **Vacant Posn Bgt**

Calculate Benefit

Employee	Position	Funds Center	Commitment Item	2014	2014	2015	2015	Benefit Rate	2015
				Recurring Budget	Future Budget	Recurring Budget	Future Budget		Future Budget
# Not assigned	50107417 Staff Support Associate I	1012580150	512031	9,831.00	10,850.00	0.00	7,9720	0.00	0.00
	50107419 Staff Support Associate I	1012580150	512031	30,668.00	31,700.00	0.00	7,9720	0.00	0.00
	50107789 Dean	1012500160	512011	94,929.34	96,000.00	0.00	29,7250	0.00	0.00
	50107914 Agriculture Extension Agent County	1012127530	512071	94,929.34	96,000.00	0.00	29,7250	0.00	0.00
	50107971 Agriculture Extension Agent County	1012128920	512071	0.00	0.00	0.00	0.00	0.00	0.00
	50109433 Chief Financial Officer/Agriculture	1012501600	512021	90,895.00	92,000.00	0.00	29,7250	0.00	0.00
	50122308 Program Assistant	1012500150	512041	0.00	0.00	0.00	0.00	0.00	0.00
	50128192 Program Assistant	1012128920	512041	293,700.00	295,800.00	0.00	29,7250	0.00	0.00
	50128192 Program Assistant	1012128920	512041	26,187.00	26,400.00	0.00	7,9720	0.00	0.00
	50128192 Program Assistant	1012128920	512041	0.00	0.00	0.00	0.00	0.00	0.00
	50128192 Program Assistant	1012127530	511011	177,006.40	178,350.00	0.00	26,6860	0.00	0.00
	5014541 Assistant Professor	1012128920	511011	0.00	0.00	0.00	0.00	0.00	0.00
	5014600 Agriculture Extension Agent County	1012580160	512071	41,026.00	43,600.00	0.00	29,7250	0.00	0.00

Regular Position Budget Layout (Continued)



- **Vacant Posn Budget** tab (continued):
 2. Click on the **Calculate Benefit** button so the system can calculate the new year benefits budget
 - The future year budget and benefits budget amounts may be overwritten if the calculated amounts need to be changed.

Employee	Position	Funds Center	Commitment Item	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
# Not assigned	50107417 Staff Support Associate I	1012580150	512031	9,831.00	10,850.00	7.9720	864.96
	50107419 Staff Support Associate I	1012580150	512031	30,668.00	31,700.00	7.9720	2,527.12
	50107789 Dean	1012500160	512011	94,929.34	96,000.00	29.7250	28,536.00
	50107814 Agriculture Extension Agent County	1012580150	512011	94,929.34	96,000.00	29.7250	28,536.00
	50107971 Agriculture Extension Agent County	1012128920	512071	0.00	0.00	0.0000	0.00
	50107971 Agriculture Extension Agent County	1012589760	512071	90,895.00	92,000.00	29.7250	27,347.00
	50109433 Chief Financial Officer/Agriculture	1012501060	512021	0.00	0.00	0.0000	0.00
	50112230 Agriculture Extension Agent County	1012127530	512071	293,700.99	295,800.00	29.7250	87,908.55
	50120492 Program Assistant	1012580150	512041	26,197.00	26,400.00	7.9720	2,264.05
	50131911 Program Assistant	1012128920	512041	0.00	0.00	0.0000	0.00
	50132515 Associate Professor	1012127530	511011	177,006.40	179,350.00	26.6680	47,829.06
	5014541 Assistant Professor	1012128920	511011	0.00	0.00	0.0000	0.00
	5014680 Agriculture Extension Agent County	1012589760	512071	41,826.00	43,800.00	29.7250	13,019.55

Regular Position Budget Layout (Continued)



- **Vacant Posn Budget** tab (continued):
 3. Click on the **Save** button to save the data

Employee	Position	Funds Center	Commitment Item	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
# Not assigned	50107417 Staff Support Associate I	1012580150	512031	9,831.00	10,850.00	7.9720	864.96
	50107419 Staff Support Associate I	1012580150	512031	30,668.00	31,700.00	7.9720	2,527.12
	50107789 Dean	1012500160	512011	94,929.34	96,000.00	29.7250	28,536.00
	50107814 Agriculture Extension Agent County	1012580150	512011	94,929.34	96,000.00	29.7250	28,536.00
	50107971 Agriculture Extension Agent County	1012127530	512071	0.00	0.00	0.0000	0.00
	50107971 Agriculture Extension Agent County	1012128920	512071	0.00	0.00	0.0000	0.00
	50107971 Agriculture Extension Agent County	1012589760	512071	90,895.00	92,000.00	29.7250	27,347.00
	50109433 Chief Financial Officer/Agriculture	1012501060	512021	0.00	0.00	0.0000	0.00
	50112230 Agriculture Extension Agent County	1012127530	512071	293,700.99	295,800.00	29.7250	87,908.55
	50120492 Program Assistant	1012580150	512041	26,197.00	26,400.00	7.9720	2,264.05
	50131911 Program Assistant	1012128920	512041	0.00	0.00	0.0000	0.00
	50132515 Associate Professor	1012127530	511011	177,006.40	179,350.00	26.6680	47,829.06
	5014541 Assistant Professor	1012128920	511011	0.00	0.00	0.0000	0.00
	5014680 Agriculture Extension Agent County	1012589760	512071	41,826.00	43,800.00	29.7250	13,019.55

Regular Position Budget Layout (Continued)



- **NOTE:**
 - Any **current year** salary changes to be made for an employee *during the position budget and salary proposal process* will be made by submitting an online ZHR_PAR to Compensation.
 - Any **future year** salary changes to be made for an employee *after the position budget and salary proposal process* is complete will be made by submitting an online ZHR_PAR to Compensation on or after July 1st.

Regular Position Budget Layout Tips



- Use the **Add** button to add a new funding source (new funds center) for a Faculty/Monthly Staff or a Biweekly/Hourly Staff to the budget layout.
 - **Do not** use the **Add** button for a missing personnel assignment number (PERNR).
 - To add a new PERNR, contact the BPS listserv (BPS-ISSUES@LSV.UKY.EDU).

The screenshot shows a table with columns for 'PERNR', 'Project Manager', 'FUNDING SOURCE', and 'POSITION'. The first row contains the values '51003352', 'Custodial Worker Supervisor I', '1043800470', and '512061'. Below the table, there is a control bar with 'Row 1 to 14 / 23' and a circled area containing 'Number of New Lines: 1' and an 'Add' button.

Regular Position Budget Layout Tips (Continued)



- To add data to a new line:
 - Enter the PERNR (employee assignment number), position number, funds center, commitment item, and amount for the employee in the Faculty, Monthly Staff, or Bi-Weekly/Hourly Staff tabs

TRAINING EMPLOYEE	0002	00154774	Electronics I	1043800470	512001	1000		80	100	100	18.84	32,947.20	1,000	48.88	33,200.00	32,947.20	33,200.00	38,8416	12,878.28
TRAINING EMPLOYEE	0102	01000000	Truck Driver I	1043800470	512001	1000		80	100	100	19.84	28,797.20	1,000	13.88	29,878.40	28,797.20	29,274.40	38,8416	11,284.24
TRAINING EMPLOYEE	0274	00154767	Plumber Licensed 1st Class	1043800470	512001	1000		80	100	0	18.87	18,870.00	1,000	0	18,228.80	18,870.00	18,228.80	38,8416	15,234.86
TRAINING EMPLOYEE	0111	00154818	Development Technician L	1043800470	512001	1000		80	100	100	17.83	27,888.00	1,000	18.00	27,492.00	27,888.00	27,888.00	38,8416	14,441.07
Row	0274	00154767		1043800470	512001	1000		100			18.86		1,000		38,228.80			38,8416	15,234.86

- Enter the position number, funds center, and commitment item in the vacant position budget tab

61003363	Custodial Worker Supervisor	1043800470	613004	04,404.00	75,000.00	30,044.00	8,718.24
Row	50104869	1043800470	512041		19000		7379.79

Regular Position Budget Layout Tips (Continued)



- The **Regular Position Budget** layout must be used for “regular” position budgets and salary proposals **ONLY**.
 - If a position is “regular” and does not appear in the layout, please notify the BPS listserv (BPS-ISSUES@LSV.UKY.EDU).
 - Reminder:** In BPS, “regular” positions are defined as positions in which the Personnel Subarea is 0001 – 0005 excluding clinical positions (Medical Colleges only) and Ag Extension Agent positions (College of Agriculture only).
 - NOTE:** – Do **not** insert a line for a missing PERNR!
- PERNR, position, funds center, and commitment item master data **MUST EXIST** in IRIS/SAP before the BPS system will allow budget entry to be saved in the budget layouts.

Clinical Employees



- College of Medicine employees with Personnel Area of 1500
- One budget layout used:
 - Campus Regular Position Budget Only
- All are bi-weekly and will show on the **Bi-Weekly/Hourly Staff** tab
 - If no employees are displayed, you may be on the wrong tab or the position is unbudgeted.



1. Enter the budget directly into the future budget field
2. Use the **Calculate Benefits** button to calculate the benefits budget
3. Click on the **Save** button to save the data

Exercise 2



Regular Position Budget Layout



Adjustment Reason Code Layout



- All “**regular**” employee salary proposals must be assigned to a salary adjustment code (defaults to M for all salary changes).
- Available adjustment salary codes:
 - P – Promotion
 - S – Scale
 - M – Merit (Default adjustment code)
 - K – Market
 - E – Equity
 - L – Leaving University (use only if the employee will be separating on July 1st or during/after the salary proposal process is closed (usually late April, May, or June))
 - O – Other
 - D – Distribution Change

Adjustment Reason Code Layout (Continued)



- One layout per budgeting area is available for this process:
 - Campus Adjustment Reason Code
 - Land Grant Adjustment Reason Code
- Use this layout if the new year salary increase for a “regular” position is not entirely merit based.
- Enter all proposed salaries in the Regular Position Layout before accessing the Adjustment Reason Code Layout.

Adjustment Reason Code Layout (Continued)



1. Select the **Regular Position Adjustment Reason Code** layout



2. Enter a value for **Department**

3. Click on the **Submit** button or press **Enter**

Adjustment Reason Code Layout (Continued)



- Salary increment defaults to **M** for merit

Employee	Funds Center	Adj. Code	Stage Type	2015 Increment
TRAINING EMPLOYEE 7000	1012500160	M	1010	2,297.90
	Result			2,297.96
TRAINING EMPLOYEE 6702	1012500160	M	1010	2,704.04
	Result			2,704.04
TRAINING EMPLOYEE 11128	1012500160	M	1010	2,656.52
	Result			2,656.52
TRAINING EMPLOYEE 52732	1012500560	M	1010	2,650.04
	Result			2,650.04
TRAINING EMPLOYEE 52943	1012500160	M	1010	2,772.00
	Result			2,772.00
TRAINING EMPLOYEE 59000	1012500160	M	1010	2,127.00
	Result			2,127.00

4. If the proposed salary increase is not entirely merit based, use the **Add** button to insert a new line

TRAINING EMPLOYEE 52943	1012580150	M	1010	2,772.00
	Result			2,772.00
TRAINING EMPLOYEE 59000	1012500160	M	1010	2,127.00
	Result			2,127.00

Adjustment Reason Code Layout



5. Enter the appropriate PERNR (employee assignment number), funds center, adjustment code key, wage type, and amount
6. Click on **Submit**
7. Verify the data, and then click on **Save**

UK Campus Regular Position Adjustment Reason Code

Department: 81010

Faculty | Monthly Staff | Bi-Weekly/Hourly Staff

Department	81010	DIRECTORS OFFICE			
Employee	Funds Center	Adj. Code	Wage Type	2015 Increment	
TRAINING EMPLOYEE 7086	1012500160	M	1010	2,297.96	
	Result			2,297.96	
TRAINING EMPLOYEE 8702	1012500160	M	1010	2,764.04	
	Result			2,764.04	
TRAINING EMPLOYEE 11128	1012500160	M	1010	2,656.52	
	1012580150	M	1010	2,656.52	
	Result			5,313.04	
TRAINING EMPLOYEE 52732	1012500560	M	1010	2,850.04	
	Result			2,850.04	
TRAINING EMPLOYEE 52943	1012580150	M	1010	2,772.00	
	Result			2,772.00	
TRAINING EMPLOYEE 59000	1012500160	M	1010	2,127.00	
	7086	1012500160	E	1010	597.96

Row 1 to 13 / 17 Number of New Lines: 1 Add

Adjustment Reason Code Layout (Continued)



- The initial merit amount will be adjusted.

UK Campus Regular Position Adjustment Reason Code

Message Log
 Data saved

Department: 81010

Faculty | Monthly Staff | Bi-Weekly/Hourly Staff

Department	81010	DIRECTORS OFFICE			
Employee	Funds Center	Adj. Code	Wage Type	2015 Increment	
TRAINING EMPLOYEE 7086	1012500160	E	1010	597.96	
	M	1010		1,700.00	
	Result			2,297.96	
TRAINING EMPLOYEE 8702	1012500160	M	1010	2,764.04	
	Result			2,764.04	
TRAINING EMPLOYEE 11128	1012500160	M	1010	2,656.52	
	1012580150	M	1010	2,656.52	
	Result			5,313.04	
TRAINING EMPLOYEE 52732	1012500560	M	1010	2,850.04	
	Result			2,850.04	
TRAINING EMPLOYEE 52943	1012580150	M	1010	2,772.00	
	Result			2,772.00	

Row 1 to 12 / 17 Number of New Lines: 1 Add

Adjustment Reason Code Layout Tips



- Enter all proposed salaries in the Regular Position layout **first** before accessing the **Adjustment Reason Code** layout.
- Run the **SalPro** report and the **Adjustment Reason Code** report, plan the reasons, and then access the **Adjustment Reason Code** layout to make the changes.

**“Plan ahead
before making the
entries”**

Exercise 3



Adjustment Reason Code Layout



Regular Position Budget Only Layout

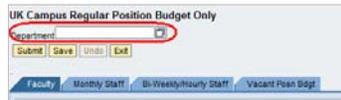


- Access to this layout will only be granted **AFTER** the completion of the salary proposal process.

1. Select the **Regular Position Budget Only** layout



2. Enter a value for the **Department**



3. Click on the **Submit** button or press the **Enter** key



Regular Position Budget Only Layout (Continued)



- For all tabs:
 - All funds centers with position budgets in the department entered on the prior screen will be displayed.

 4. Enter changes to the budget amount for the appropriate positions if warranted.

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
7006	TRAINING EMPLOYEE	51007276	1012500180	Executive/Managerial Regular Pay	512011 #	0.00	0.0000	0.00
				1010	106,202.00	100,500.00	29.7250	32,251.63
7307	TRAINING EMPLOYEE	50107769	1012500180	Executive/Managerial Regular Pay	512011 #	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
			1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
8702	TRAINING EMPLOYEE	50131485	1012500180	Professional Administrative Full-Time Re	512021 #	0.00	0.0000	0.00
				1010	65,686.00	68,450.00	29.7250	20,348.78
11128	TRAINING EMPLOYEE	50131473	1012500180	Executive/Managerial Regular Pay	512011 #	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.48
			1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.48

Regular Position Budget Only Layout (Continued)



- For all tabs (continued):
 - Click on the **Calculate Benefit** button so the system can calculate the new-year benefits budget

UK Campus Regular Position Budget Only

Department: 01010

Subst: Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff Vacant Pos Bdg

Calculate Benefit

Department: 01010 DIRECTORS OFFICE

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
7086 TRAINING EMPLOYEE: 51007276	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	106,202.00	108,500.00	29.7250	32,251.63
7307 TRAINING EMPLOYEE: 50107769	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
	1012500150	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
8702 TRAINING EMPLOYEE: 50131465	1012500160	Professional Administrative Full-Time Re	512021 #	1010	0.00	0.00	0.0000	0.00
				1010	65,686.00	68,450.00	29.7250	20,348.76
11128 TRAINING EMPLOYEE: 50131473	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.43
	1012500150	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.43

Number of New Lines: 1 Add

- Note: DO NOT** click on the **Calculate Benefit** button below the table! It does not work.

Regular Position Budget Only Layout (Continued)



- For all tabs (continued):
 - The future-year budget and benefits budget amounts may be overwritten if the calculated amounts need to be changed.
 - Click on the **Save** button to save the data

UK Campus Regular Position Budget Only

Message Log

Data saved

Department: 01010

Subst: Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff Vacant Pos Bdg

Calculate Benefit

Department: 01010 DIRECTORS OFFICE

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
7086 TRAINING EMPLOYEE: 51007276	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	106,202.00	108,500.00	29.7250	32,251.63
7307 TRAINING EMPLOYEE: 50107769	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
	1012500150	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	0.00	0.00	0.0000	0.00
8702 TRAINING EMPLOYEE: 50131465	1012500160	Professional Administrative Full-Time Re	512021 #	1010	0.00	0.00	0.0000	0.00
				1010	65,686.00	68,450.00	29.7250	20,348.76
11128 TRAINING EMPLOYEE: 50131473	1012500160	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.43
	1012500150	Executive/Managerial Regular Pay	512011 #	1010	0.00	0.00	0.0000	0.00
				1010	52,443.50	55,100.00	29.7250	16,378.43

Number of New Lines: 1 Add

Regular Position Budget Only Layout Tips



- Use the **Add** button (bottom of the screen) to add a new-year budget for a “regular” position.

5021	TRAINING EMPLOYEE	50120697	1012005250	Faculty Full-Time Regular Pay	511011	#	1010	63,906.95	28,6220	0.00	0.00
							1010	74,054.00	75,004.00	28,6220	21,490.54

Row 1 to 12 / 52

Number of New Lines: 1 | **Add**

Calculate Benefit

- Enter the PERNR (employee assignment number), position number, funds center, and commitment item for the employee in the Faculty, Monthly Staff or Bi-Weekly/Hourly Staff tabs
- Enter the position number, funds center, and commitment item in the vacant position budget tab

Regular Position Budget Only Layout Tips (Con't)



- The **Regular Position Budget Only** layout must be used for “regular” employee budgets **ONLY**.
 - If a position is “regular” and does not appear in the layout, please notify BPS listserv (BPS-ISSUES@LSV.UKY.EDU).
- Employee, position, funds center, and commitment item master data must exist in IRIS/SAP before the BPS system will allow budget entry into the budget layouts.

Exercise 4



Regular Position Budget Only Layout



Editing Position Budgets



- Editing Position Budgets after Salary Proposal Process is complete:
 - When the salary proposal process is complete, access will be provided for making changes to the **Regular Position Budget Only** layout.
 - This allows updates to the future year position budgets for “regular” positions when needed.
 - Access to the **Regular Position** layout cannot be made available simultaneously with the **Regular Position Budget Only** layout because both layouts use the same information and data locks will occur.

Benefits Budgets



- Initially, the benefits budgets should not be entered directly into the BPS system, but should be calculated based on benefit percentages determined by a matrix table of the employee categories.
- Benefits are calculated for five different types:
 - Health
 - Basic life
 - Retirement
 - FICA
 - Miscellaneous fringe benefits

Benefits Budgets (Continued)



- The benefit percentages are only used for benefit budget calculations during the budget process.
- The calculated benefit budget amount can be changed directly in the layout if necessary.
- Benefits **need to be budgeted** in the funds center that is **associated with the position budgets** they support.

Benefits Budgets (Continued)



- **PLEASE NOTE:**
 - Even though the capability is available to change the benefits budgets on a position budget, it is expected that adequate benefits are placed directly against a funds center in the benefits budget column.
 - This process does not replace having benefits against each position and does not endorse putting all benefits for an area into one funds center.

Any Questions?



- Regular Position Budget and Salary Proposal Process
 - Position Budget and Salary Proposal
 - Regular Position Layout
 - Adjustment Reason Code Layout
 - Regular Position Budget Only Layout
 - Benefits Budgets





Phase III: Non-Regular Position Budget & Salary Proposals

Non-Regular Position Budget/Salary

- In BPS, non-regular positions are defined as Personnel Subarea 0006 – 0014 and Personnel Subarea 0001 – 0005 that are also clinical (Medical Colleges only) and Ag Extension Agents (College of Agriculture only).
 - 0006 Temp FT
 - 0007 Temp PT >.20
 - 0011 Unpaid
 - 0012 Non-Service
 - 0013 Temp PT <.20
 - 0014 Phased Retiree

Non-Regular Position Budget Layout



1. Select the appropriate **Non-Regular Position Budget** BPS layout

[Campus Non Regular Position Budget](#)

OR

[Land Grant Non Regular Position Budget](#)

2. Enter a value for **Department**

UK Campus Non-Regular Position Budget

Department:

Submit Save Undo Exit

Non-Regular

3. Click on the **Submit** button or press **Enter**

UK Campus Non-Regular Position Budget

Department: 7H500

Submit Save Undo Exit

Non-Regular Position Budget Layout (Continued)



- All active non-regular positions with prior year budgets in the department entered will be displayed.

UK Campus Non-Regular Position Budget

Department: 7H500

Submit Save Undo Exit

Non-Regular

Copy Budget to New Year Calculate Benefit

Department: 7H500 OBSTETRICS & GYNECOLOGY

Funds Center	Commitment Item	Position	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	55,370.00	0.00	0.0000	0.00
		Result	55,370.00	0.00	0.0000	0.00
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	101,828.00	0.00	0.0000	0.00
		Result	101,828.00	0.00	0.0000	0.00
1012095200	511011 Faculty Full-Time Regular Pay	50101694 Professor	42,885.00	0.00	0.0000	0.00
		Result	42,885.00	0.00	0.0000	0.00
1012807700	511011 Faculty Full-Time Regular Pay	50101310 Assistant Professor	90,250.00	0.00	0.0000	0.00
		50101688 Associate Professor	141,240.00	0.00	0.0000	0.00
		50101689 Professor	143,872.00	0.00	0.0000	0.00
		50101694 Professor	432,115.00	0.00	0.0000	0.00
		50125545 Associate Professor	216,750.00	0.00	0.0000	0.00

Row 1 to 14 / 33 Number of New Lines: 1 Add

Non-Regular Position Budget Layout (Continued)



- Enter a future year budget by funds center for each appropriate commitment item and position combination in the future budget field
 - If the prior year budget will be the same as the new year budget, click on the **Copy Budget to New Year** button.

Funds Center	Commitment Item	Position	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014015 Faculty Budget Only	55,370.00	55,370.00	20.6600	0.00
	Result		55,370.00	55,370.00	20.6600	0.00
1012001910	511011 Faculty Full-Time Regular Pay	51014015 Faculty Budget Only	101,828.00	101,828.00	20.6600	0.00
	Result		101,828.00	101,828.00	20.6600	0.00
101206200	511011 Faculty Full-Time Regular Pay	50101004 Professor	42,885.00	42,885.00	20.6600	0.00
	Result		42,885.00	42,885.00	20.6600	0.00
1012007700	511011 Faculty Full-Time Regular Pay	50101310 Assistant Professor	90,250.00	90,250.00	20.6600	0.00
		50101600 Associate Professor	141,240.00	141,240.00	20.6600	0.00
		50101600 Professor	143,872.00	143,872.00	20.6600	0.00
		50101604 Professor	432,115.00	432,115.00	20.6600	0.00
		50125045 Associate Professor	216,750.00	216,750.00	20.6600	0.00

Non-Regular Position Budget Layout (Continued)



- Click on the **Calculate Benefit** button to calculate and enter the benefits budget for the position in the **Benefits Budget** field

UK Campus Non-Regular Position Budget

Message Log
 Planning function FORM012(Calculate Benefit Budget), parameter group PARAM001(Calculate Benefit Budget) was carried out with no errors.
 16 data records were read, 16 of them were changed, 0 generated

Department: 7H500

Submit Save Undo Exit

Funds Center	Commitment Item	Position	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014015 Faculty Budget Only	55,370.00	55,370.00	20.6600	14,766.07
	Result		55,370.00	55,370.00	20.6600	14,766.07
1012001910	511011 Faculty Full-Time Regular Pay	51014015 Faculty Budget Only	101,828.00	101,828.00	20.6600	27,155.49
	Result		101,828.00	101,828.00	20.6600	27,155.49
101206200	511011 Faculty Full-Time Regular Pay	50101604 Professor	42,885.00	42,885.00	20.6600	11,436.57
	Result		42,885.00	42,885.00	20.6600	11,436.57
1012007700	511011 Faculty Full-Time Regular Pay	50101310 Assistant Professor	90,250.00	90,250.00	20.6600	24,067.07
		50101600 Associate Professor	141,240.00	141,240.00	20.6600	37,665.88
		50101600 Professor	143,872.00	143,872.00	20.6600	30,367.70
		50101604 Professor	432,115.00	432,115.00	20.6600	115,236.43
		50125045 Associate Professor	216,750.00	216,750.00	20.6600	57,802.00

Non-Regular Position Budget Layout Tips



- Use the **Add** button to add a budget for a funds center/commitment item/position combination that is not displayed on the layout.



- The **Non-Regular Position Budget** layout **MUST** be used for budget entry **ONLY** for non-regular positions defined as Personnel Subarea 0006 – 0014 and Personnel Subarea 0001 – 0005 that are also clinical (Medical Colleges only) and Ag Extension Agents (College of Agriculture only).

Non-Regular Position Budget Layout (Continued)



- Click on the **Save** button to save the data

UK Campus Non-Regular Position Budget

Message Log
Data saved

Department: 7H500
[Save] [Search] [Print] [Exit]

Non-Regular

Copy Budget to New Year | Calculate Benefit

Department: 7H500 OBSTETRICS & GYNECOLOGY

Funds Center	Commitment Item	Position	2014 Recurring Budget	2015 Future Budget	Benefit Rate	2015 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	55,370.00	55,370.00	26.6680	14,766.07
	Result		55,370.00	55,370.00	26.6680	14,766.07
	Result		55,370.00	55,370.00	26.6680	14,766.07
1012001910	511011 Faculty Full-Time Regular Pay	51014815 Faculty Budget Only	101,828.00	101,828.00	26.6680	27,155.49
	Result		101,828.00	101,828.00	26.6680	27,155.49
	Result		101,828.00	101,828.00	26.6680	27,155.49
1012009200	511011 Faculty Full-Time Regular Pay	50101694 Professor	42,885.00	42,885.00	26.6680	11,436.57
	Result		42,885.00	42,885.00	26.6680	11,436.57
	Result		42,885.00	42,885.00	26.6680	11,436.57
1012007700	511011 Faculty Full-Time Regular Pay	50101310 Assistant Professor	90,250.00	90,250.00	26.6680	24,067.87
		50101680 Associate Professor	141,240.00	141,240.00	26.6680	37,665.86
		50101680 Professor	143,872.00	143,872.00	26.6680	38,367.78
		50101694 Professor	432,115.00	432,115.00	26.6680	115,236.43
		50125545 Associate Professor	216,750.00	216,750.00	26.6680	57,002.69

Row: 1 to 14 / 33 Number of New Lines: 1 | Add

Exercise 5



Non-Regular Position Budget Layout



Non-Regular Position Salary Layout



1. Select the desired **Non-Regular Employees Salary Proposal** layout

[Campus Non Regular Position Salary](#)

OR

[Land Grant Non Regular Position Salary](#)

2. Enter a value for **Department**

UK Campus Non-Regular Position Salary

Department:

Submit | Save | Undo | Exit

Faculty | Monthly Staff | Bi-Weekly/Hourly Staff

3. Click on the **Submit** button or press **Enter**

UK Campus Non-Regular Position Salary

Department: 7H500

Submit | Save | Undo | Exit

Non-Regular Position Salary Layout (Continued)



- To complete both the **Faculty** and **Monthly** tabs:
 - Enter either a proposed salary percentage increase **or** an annual salary amount for each employee if applicable
- To enter the salary from the previous year, click **Copy Salary**.

UK Campus Non-Regular Position Salary

Message Log
 Planning function FORM019(Copy Mth salary to new year), parameter group PAR001(Copy Mth salary to new year) was carried out with no errors.
 0 data records were read, 0 of them were changed, 5 generated

Department: 7H500

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Calc. Salary from % Incr Copy Salary

Department: 7H500 OBSTETRICS & GYNECOLOGY

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Dist %	2014 Salary	Propose Salary % Incr	2015 Propose Salary
TRAINING EMPLOYEE	10041290 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	0.000	37,740.00
TRAINING EMPLOYEE	11052661 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	0.000	37,740.00
TRAINING EMPLOYEE	11060982 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	35,472.00	0.000	35,472.00
TRAINING EMPLOYEE	11076105 50111526 Temporary Professional Administrator	1012807700	512212	1210	83	9,999.60	0.000	9,999.60
		1013196030	512212	1210	17	2,000.40	0.000	2,000.40
Overall Result					400	122,952.00	0.000	122,952.00

Row: 1 to 8 /g Number of New Lines: 1 Add

Non-Regular Position Salary Layout (Continued)



- Faculty** and **Monthly** tabs (continued):
 - If a proposed salary percentage is used, click on the **Calc. Salary from % Incr** button after entering the percentage.

UK Campus Non-Regular Position Salary

Message Log
 Planning function FORM011(Calculate Salary from % Incr), parameter group PAR002(Calculate Mth Salary from % Incr) was carried out with no errors.
 5 data records were read, 5 of them were changed, 0 generated

Department: 7H500

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Calc. Salary from % Incr Copy Salary

Department: 7H500 OBSTETRICS & GYNECOLOGY

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Dist %	2014 Salary	Propose Salary % Incr	2015 Propose Salary
TRAINING EMPLOYEE	10041290 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	3.000	38,872.20
TRAINING EMPLOYEE	11052661 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	3.100	38,909.94
TRAINING EMPLOYEE	11060982 50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	35,472.00	3.200	36,607.10
TRAINING EMPLOYEE	11076105 50111526 Temporary Professional Administrator	1012807700	512212	1210	83	9,999.60	3.300	10,329.59
		1013196030	512212	1210	17	2,000.40	3.400	2,068.41
Overall Result					400	122,952.00	16.000	128,787.24

Row: 1 to 8 /g Number of New Lines: 1 Add

- The new year proposed salary will be calculated.
 - The annual proposed salary can be entered directly though.

Non-Regular Position Salary Layout (Continued)



- Faculty and Monthly tabs (continued):

5. Save the data using the Save button

UK Campus Non-Regular Position Salary

Message Log
Data saved

Department: 7H500

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Calc. Salary from % Incr Copy Salary

Department: 7H500 OBSTETRICS & GYNECOLOGY

Employee	Position	Funds Center	Commitment Item	Wage Type	2014 Distr %	2014 Salary	Propose Salary % Incr	2015 Propose Salary	
TRAINING EMPLOYEE 10041290	50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	3.000	38,872.20	
TRAINING EMPLOYEE 11052661	50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	37,740.00	3.100	38,909.94	
TRAINING EMPLOYEE 11060992	50110962 Post-Doctoral Scholar	1012807700	513530	1080	100	35,472.00	3.200	36,607.10	
TRAINING EMPLOYEE 11076105	50111528 Temporary Professional Administrator	1012807700	512212	1210	83	9,999.60	3.300	10,329.59	
		1013195030	512212	1210	17	2,000.40	3.400	2,068.41	
Overall Result						400	122,952.00	16.000	126,787.24

Row 1 to 6 / 6 Number of New Lines: 1 Add

Non-Regular Position Salary Layout (Continued)



- Bi-weekly/Hourly tab:

1. Copy the previous year's distribution percentage by clicking on the Copy Distr % from Prior Year button
2. Change the new year distribution percentage if incorrect

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Copy Distr % from prior year Calc. Salary from % Incr Copy Pay Rate

Department: 7E100 NURSING INSTRUCTION

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours pay period	2014 Distr %	2015 Distr %	2014 Pay Rate	2014 Salary	Propose Salary % Incr	2015 Propose Pay Rate	2015 Propose Salary
TRAINING EMPLOYEE 10118	51015969 Temporary Technical/Paraprofessional	1012805700	512214	1005	79	100	100	25.00	51,475.00	0.000	0.00	0.00
TRAINING EMPLOYEE 32637	50210674 Temporary Technical/Paraprofessional	1012000820	512214	1005	4	100	100	40.00	3,912.00	0.000	0.00	0.00
TRAINING EMPLOYEE 10025681	50110674 Temporary Technical/Paraprofessional	1012000820	512214	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
TRAINING EMPLOYEE 10029647	50110674 Temporary Technical/Paraprofessional	1012000820	512214	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11000737	51015967 Temporary Technical/Paraprofessional	1012805700	512214	1005	20	100	100	25.00	13,000.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11001229	50316377 Temporary Technical/Paraprofessional	1012805700	512214	1005	80	100	100	16.57	34,465.60	0.000	0.00	0.00
TRAINING EMPLOYEE 11017184	50110674 Temporary Technical/Paraprofessional	1012000820	512214	1005	8	100	100	40.00	8,320.00	0.000	0.00	0.00
	50118810 Temporary Professional Administrator	1012000820	512212	1020	0	0	0	0.00	0.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11024103	51015783 Student/Non-Work Study	1012000820	513110	1005	40	100	100	8.00	9,360.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11026716	51015967 Temporary Technical/Paraprofessional	1012805700	512214	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
	51018771 Temporary Technical/Paraprofessional	1012805700	512214	1005	20	100	100	25.00	13,000.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11028775	50116377 Temporary Technical/Paraprofessional	1012805700	512214	1005	20	100	100	12.56	6,531.20	0.000	0.00	0.00
TRAINING EMPLOYEE 11029391	50210674 Temporary Technical/Paraprofessional	1012000820	512214	1005	8	100	100	40.00	7,800.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11035633	51015969 Temporary Technical/Paraprofessional	1012805700	512214	1005	64	100	100	27.00	44,928.00	0.000	0.00	0.00

Row 1 to 14 / 66 Number of New Lines: 1 Add

Non-Regular Position Salary Layout (Continued)



- **Bi-weekly/Hourly tab (continued):**
 3. Enter either a proposed pay rate percentage increase or a proposed pay rate for each employee if applicable
 - If the proposed pay rate percentage is used, click on the **Calc. Salary from % Incr** button.
 - If desired, click **Copy Pay Rate** to copy last year's pay rate to the **Propose Pay Rate** column.

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours	2014 Salary	2015 Proposed Salary	Proposed Pay Rate
TRAINING EMPLOYEE 10118	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	70	100	25.00	51,475.00
TRAINING EMPLOYEE 32637	50210074 Temporary Technical/Paraprofessional	1012000620	512214	1005	4	100	40.00	3,912.00
TRAINING EMPLOYEE 10225681	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 10229647	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 11005737	51015967 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	25.00	13,000.00
TRAINING EMPLOYEE 11001229	50310377 Temporary Technical/Paraprofessional	1012005700	512214	1005	80	100	16.57	34,465.60
TRAINING EMPLOYEE 11017154	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	8	100	40.00	8,520.00
TRAINING EMPLOYEE 11015810	50110810 Temporary Professional Administrator	1012000620	512212	1020	0	0	0.00	0.00
TRAINING EMPLOYEE 11024103	51015783 Student/Non-Work Study	1012000620	513110	1005	40	100	9.00	9,360.00
TRAINING EMPLOYEE 11026716	51015967 Temporary Technical/Paraprofessional	1012005700	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 11018771	50110674 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	25.00	13,000.00
TRAINING EMPLOYEE 11026775	50110377 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	12.56	6,531.20
TRAINING EMPLOYEE 11029391	50210074 Temporary Technical/Paraprofessional	1012000620	512214	1005	8	100	40.00	7,800.00
TRAINING EMPLOYEE 11030033	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	64	100	27.00	44,928.00

Non-Regular Position Salary Layout (Continued)



- **Bi-weekly/Hourly tab (continued):**
 4. Save the data using the **Save** button

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours	2014 Salary	2015 Proposed Salary	Proposed Pay Rate
TRAINING EMPLOYEE 10118	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	70	100	25.00	51,475.00
TRAINING EMPLOYEE 32637	50210074 Temporary Technical/Paraprofessional	1012000620	512214	1005	4	100	40.00	3,912.00
TRAINING EMPLOYEE 10225681	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 10229647	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 11005737	51015967 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	25.00	13,000.00
TRAINING EMPLOYEE 11001229	50310377 Temporary Technical/Paraprofessional	1012005700	512214	1005	80	100	16.57	34,465.60
TRAINING EMPLOYEE 11017154	50110674 Temporary Technical/Paraprofessional	1012000620	512214	1005	8	100	40.00	8,520.00
TRAINING EMPLOYEE 11015810	50110810 Temporary Professional Administrator	1012000620	512212	1020	0	0	0.00	0.00
TRAINING EMPLOYEE 11024103	51015783 Student/Non-Work Study	1012000620	513110	1005	40	100	9.00	9,360.00
TRAINING EMPLOYEE 11026716	51015967 Temporary Technical/Paraprofessional	1012005700	512214	1005	0	0	0.00	0.00
TRAINING EMPLOYEE 11018771	50110674 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	25.00	13,000.00
TRAINING EMPLOYEE 11026775	50110377 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	12.56	6,531.20
TRAINING EMPLOYEE 11029391	50210074 Temporary Technical/Paraprofessional	1012000620	512214	1005	8	100	40.00	7,800.00
TRAINING EMPLOYEE 11030033	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	64	100	27.00	44,928.00

Non-Regular Position Salary Layout Tips



- Use the **Add** button to add a line to the budget
 - Enter the PERNR (employee assignment number), position number, funds center, and commitment item for the employee

TRAINING EMPLOYEE	11038656	50110828	Student/Non-Work Study	1012005250	513110	1005
TRAINING EMPLOYEE	11038657	50110828	Student/Non-Work Study	1012005250	513110	1005

Row 1 to 14 / 49 Number of New Lines: 1 Add

- The **Non-Regular Position Salary** layout must be used for salary entry **ONLY** for positions defined as Personnel Subarea 0006 – 0014 and Personnel Subarea 0001 – 0005 that are also clinical (Medical Colleges only) and Ag Extension Agents (College of Agriculture only).
- PERNR, position, funds center and commitment item master data **MUST EXIST** in IRIS/SAP before the BPS system will allow budget entry into the budget layouts.

Non-Regular Position Salary Layout Tips (Con't)



- The proposed salary percentage and the annual salary amount fields may not be used simultaneously.

Exercise 6



Non-Regular Position Salary Layout



Any Questions?



- Other Salary Proposals and Balancing the Budget
 - Non-Regular Position Budget Layout
 - Non-Regular Employees Salary Proposal Layout





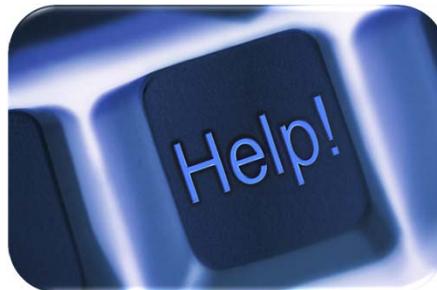
BPS Budget Reports

BPS Budget Reports



- BPS Budget Reports located in BW Role – BPS Budget Reports:

- ▼ Campus Income/Expense Reports
 - ▣ [Budget Income Estimate](#)
 - ▣ [Budget Expense Estimate](#)
 - ▣ [Budget Narrative Report](#)
 - ▣ [Budget Reconciliation Report](#)
 - ▣ [Budget ONLY Income Estimate](#)
 - ▣ [Budget ONLY Expense Estimate](#)
 - ▣ [Budget ONLY Reconciliation Estimate](#)
- [Salary Proposal Reports](#)
 - ▣ [Salary Proposal Detail Report Full Time - Regular Employees](#)
 - ▣ [Salary Proposal Detail Report Part Time - Regular Employees](#)
 - ▣ [Salary Proposal Detail Report Full/Part Time - Regular Empl](#)
 - ▣ [Salary Proposal Detail Report - Non-Regular Employees](#)
 - ▣ [Salary Proposal Summary Full Time-Regular Employees](#)
 - ▣ [Salary Proposal Summary Part Time-Regular Employees](#)
 - ▣ [Salary Proposal Summary Full/Part Time-Regular Employees](#)
 - ▣ [STATIC: Salary Proposal Detail Report Full Time - Regular E](#)
 - ▣ [STATIC: Salary Proposal Detail Report Part Time - Regular E](#)
 - ▣ [STATIC: Salary Proposal Detail Report Full/Part Time - Regu](#)
 - ▣ [STATIC: Salary Proposal Summary Full Time-Regular Employees](#)
 - ▣ [STATIC: Salary Proposal Summary Part Time-Regular Employees](#)
 - ▣ [STATIC: Salary Proposal Summary Full/Part Time-Regular Empl](#)
- ▼ Other
 - ▣ [Position Cost Distribution](#)



BPS Troubleshooting and Help

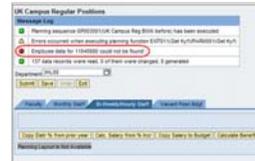
Keys to Minimize Budget/BPS Issues

- Prepare budget data for entry first before access the BPS system
- Keep aware of the BPS schedule
 - During each layout availability period, the system is available daily from 7:00 am through 10:00 pm. (The system is being updated (and unavailable) from 10:00 pm through 7:00 am.)
- Double-check your data entry before exiting a layout
- Run BPS reports to check the data
- **DO NOT** enter employees into BPS
 - The employee master data must exist in IRIS/SAP first before budget data can be entered into BPS.

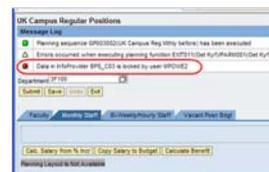
BPS Messages



- **Employee could not be found**
 - **Prevention**
 - Communication between the departmental HR personnel administration staff person and the budget officer
 - **Solution**
 - Contact BPS listserv BPS-ISSUES@lsv.uky.edu
- **Locked out of layout**
 - **Prevention**
 - Use the **Exit** button
 - **Solution**
 - Contact BPS listserv BPS-ISSUES@lsv.uky.edu



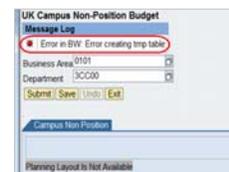
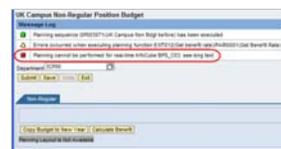
Include a screen shot when e-mailing the BPS listserv!



BPS Messages (Continued)



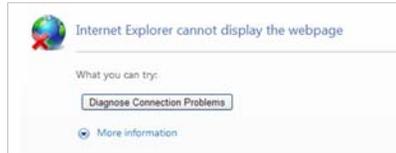
- **Planning could not be performed**
 - BW is fixing an issue and has locked out users momentarily
 - **Solution**
 - Log out of system, and log back into the system
- **Error creating tmp table**
 - Has to do with a table space issue and is a **very rare** issue
 - **Solution**
 - Log out of system and log back into the system



Other BPS Issues



- **Expired web page**
 - **Prevention**
 - Proper planning
 - **Solution**
 - Log out of both systems, close the browser, and then log back into the system
- **Timed out due to inactivity**
 - **Prevention**
 - Proper planning
 - **Solution**
 - Log out of system, and log back into system (If you are locked out, contact BPS list serve BPS-ISSUES@lsv.uky.edu)



BPS Help



- Budget Process Questions
 - First, check with your AFO
- BPS System Questions
 - myHelp Website
 - <http://myhelp.uky.edu/rwd/HTML/BPS.html>
 - Contains:
 - 2014–2015 BPS_300 Business Planning Simulation Course Presentation
 - BPS Tips, Tricks, and Troubleshooting
 - Quick Reference Cards (QRCs)
 - If needed, check with UBO by using the BPS listserv (BPS-ISSUES@LSV.UKY.EDU)

Any Final Questions?



- Business Planning Simulation (BPS)
- Phase I: Income & Non-Position Budgets
- Phase II: Regular Position Budget & Salary Proposals
- Phase III: Non-Regular Position Budget & Salary Proposals
- BPS Budget Reports
- BPS Troubleshooting and Help

