



Business Planning Simulation – FY 2016


BPS_300




UK UNIVERSITY OF KENTUCKY

1

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



UK UNIVERSITY OF KENTUCKY

Business Planning Simulation – FY 2016

2






Business Planning Simulation (BPS)

UK UNIVERSITY OF KENTUCKY

Business Planning Simulation – FY 2016

3



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

UK UNIVERSITY OF KENTUCKY

Business Planning Simulation – FY 2016

4

BPS Security



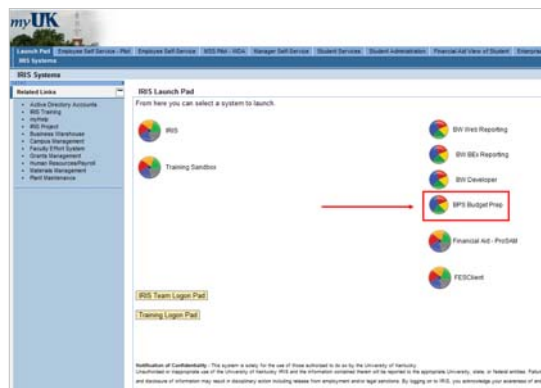
- Based on department(s)
- AFOs (Area Fiscal Officers) assign departments for budget users for security set-up
- Department assignments control data access in BPS InfoCubes (for reporting and layouts)



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: 01010

Submit Save Undo Exit

Campus Non Position

Business area	0101	UK w/o component units								
Department	81010	DIRECTORS OFFICE								
Funds Center		Commitment Item		2014 Original	2014 Recurring	2015 Original	2015 Recurring	2016 Future		
1011660670	INCOME	440107 Recovery at Cost of Services Provided	<input type="checkbox"/>	-17,500.00	-17,500.00	-17,500.00	-17,500.00	0.00		
		440242 Professional Fees - Other Professional S	<input type="checkbox"/>	-20,000.00	-20,000.00	-100,000.00	-100,000.00	0.00		
		449030 Other Revenue	<input type="checkbox"/>	0.00	0.00	-20,000.00	-20,000.00	0.00		
		449050 Reimbursed Costs	<input type="checkbox"/>	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00		
		Result		-62,500.00	-62,500.00	-162,500.00	-162,500.00	0.00		
1012003490	INSTRUCTION DEAN'S OFFICE	530000 Budget Pool - Current Expenses	<input type="checkbox"/>	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		
1012127530	COLLEGE OF AG STATE RESERVES	514001 Unallocated Personal Services	<input type="checkbox"/>	435,652.00	138,699.90	138,699.90	0.00	0.00		
		520000 Budget Pool Employee Benefits	<input type="checkbox"/>	0.00	1,209,249.87	1,209,249.87	1,210,535.45	0.00		
		530000 Budget Pool - Current Expenses	<input type="checkbox"/>	322,888.83	52,129.60	162,667.50	840,464.08	0.00		
		Result		758,540.83	1,400,079.37	1,510,617.27	2,150,999.53	0.00		
1012127590	TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	<input type="checkbox"/>	41,151.13	41,151.13	41,151.13	41,151.13	0.00		
		530000 Budget Pool - Current Expenses	<input type="checkbox"/>	55,280.00	101,206.97	101,206.97	98,029.70	0.00		
		Result		96,431.13	142,358.10	142,358.10	139,180.83	0.00		

Row 1 to 14 / 119 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.

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

Department: 81361 LAKE CUMBERLAND 4-H CAMP

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget	
2957	TRAINING EMPLOYEE	50119040	1043140300	Secretarial/Clerical Full-Time Regular P	512031 1005	26,110.50	0.00	0.0000	0.00
6597	TRAINING EMPLOYEE	50108115	1043140300	Service/Maintenance Full-Time Regular Pa	512061 1005	20,065.50	0.00	0.0000	0.00
59682	TRAINING EMPLOYEE	50108100	1043140300	Service/Maintenance Full-Time Regular Pa	512061 1005	0.00	0.00	0.0000	0.00
11005320	TRAINING EMPLOYEE	50108109	1043140300	Service/Maintenance Full-Time Regular Pa	512061 1005	19,383.00	0.00	0.0000	0.00
11048151	TRAINING EMPLOYEE	50108108	1043140300	Secretarial/Clerical Full-Time Regular P	512031 1005	23,316.80	0.00	0.0000	0.00
11068876	TRAINING EMPLOYEE	50121664	1043140300	Service/Maintenance Part-Time Regular Pa	512161 1005	15,100.80	0.00	0.0000	0.00
Overall Result						103,976.60	0.00	0.0000	0.00

Row 1 to 7 / 7 Number of New Lines: 1 Add

Standard Layout Functions



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

Business Area: 0101
 Department: 81010

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

Business Area: 0101
 Department: 81010

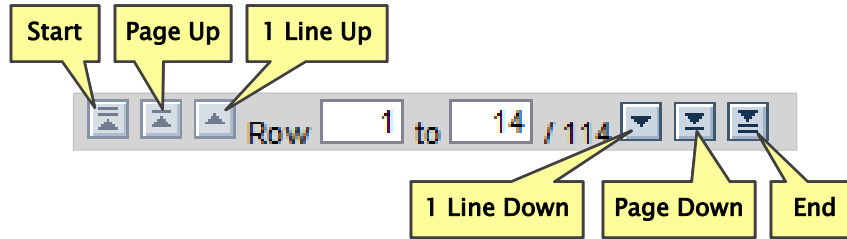
- **Exit** button – used to close out of the current layout. **Do not click on the “x” in the upper-right corner of the browser window!**

Business Area: 0101
 Department: 81010

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!

Find: 51 Previous Next Options 7 matches

UK Campus Regular Position Budget Only
Department: 81361

Submit Save Undo Exit

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

Calculate benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
2957	TRAINING EMPLOYEE 50119040	1043140300	Secretarial/Clerical Full-Time Regular P	51:031 1005	26,110.50	0.00	0.0000	0.00
6597	TRAINING EMPLOYEE 50108115	1043140300	Service/Maintenance Full-Time Regular Pa	51:2061 1005	20,065.50	0.00	0.0000	0.00
59682	TRAINING EMPLOYEE 50108100	1043140300	Service/Maintenance Full-Time Regular Pa	51:2061 1005	0.00	0.00	0.0000	0.00
11005320	TRAINING EMPLOYEE 50108109	1043140300	Service/Maintenance Full-Time Regular Pa	51:2061 1005	19,383.00	0.00	0.0000	0.00
11048	TRAINING EMPLOYEE 50108108	1043140300	Secretarial/Clerical Full-Time Regular P	51:031 1005	23,316.80	0.00	0.0000	0.00
11068876	TRAINING EMPLOYEE 50121664	1043140300	Service/Maintenance Part-Time Regular Pa	51:1161 1005	15,100.80	0.00	0.0000	0.00



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



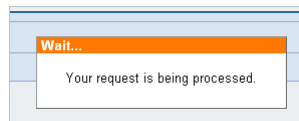
- 0101 UK w/o component units
- 0103 UK Housing and Dining
- 0105 WUKY
- 0111 UK Hospital
- 0112 Samaritan Hospital
- 0113 University Health
- 0114 Eastern State Hospital
- 0120 UK COM Clinical Depts
- 0201 UK Research Foundation
- 0301 Fund for Advancement of Education and Research at UK Med Center
- 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**

- 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 w/o component units
Department: 01010 DIRECTORS OFFICE

Funds Center	Commitment Item	2014 Original	2014 Recurring	2015 Original	2015 Recurring	2016 Future
1011860670 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	-100,000.00	-100,000.00	0.00
	449030 Other Revenue	0.00	0.00	-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	-162,500.00	-162,500.00	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
1012127530 COLLEGE OF AG STATE RESERVES	514001 Unallocated Personal Services	435,652.00	138,699.90	138,699.90	0.00	0.00
	520000 Budget Pool Employee Benefits	0.00	1,209,249.87	1,209,249.87	1,210,535.45	0.00
	530000 Budget Pool - Current Expenses	322,888.83	52,129.60	162,667.50	940,464.00	0.00
	Result	758,540.83	1,400,079.37	1,510,617.27	2,150,999.53	0.00
1012127590 TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	41,151.13	41,151.13	41,151.13	41,151.13	0.00
	530000 Budget Pool - Current Expenses	55,280.00	101,206.97	101,206.97	98,029.70	0.00
	Result	96,431.13	142,358.10	142,358.10	139,180.83	0.00

Number of New Lines: 1 Add

Non-Position Budget Layout (Continued)



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

Funds Center	Commitment Item	2014 Original	2014 Recurring	2015 Original	2015 Recurring	2016 Future
1011860670 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	-100,000.00	-100,000.00	-105,500.00
	449030 Other Revenue	0.00	0.00	-20,000.00	-20,000.00	-21,000.00
	449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00
	Result	-62,500.00	-62,500.00	-162,500.00	-162,500.00	-140,500.00
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	514001 Unallocated Personal Services	435,652.00	138,699.90	138,699.90	0.00	0.00
	520000 Budget Pool Employee Benefits	0.00	1,209,249.87	1,209,249.87	1,210,535.45	1,211,000.00
	530000 Budget Pool - Current Expenses	322,888.83	52,129.60	162,667.50	940,464.00	945,500.00
	Result	758,540.83	1,400,079.37	1,510,617.27	2,150,999.53	2,156,500.00
1012127590 TEACHING INNOVATION INCENTIVE FUND	514001 Unallocated Personal Services	41,151.13	41,151.13	41,151.13	41,151.13	43,000.00
	530000 Budget Pool - Current Expenses	55,280.00	101,206.97	101,206.97	98,029.70	100,000.00
	Result	96,431.13	142,358.10	142,358.10	139,180.83	143,000.00

- Press **Enter** and verify the data

UK Campus Non-Position Budget

Business Area: 0101

Department: 01010

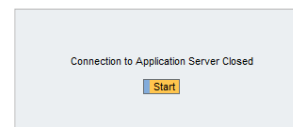
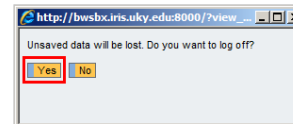
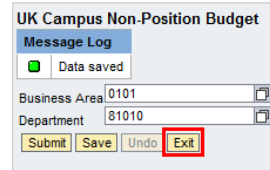
Submit Save Undo Exit

- Save the data using the **Save** button

Non-Position Budget Layout Tips



- A green confirmation message should appear in the Message Log.
7. Click on the **Exit** button to close out of the layout.
 8. Click on the **Yes** button to log off of the layout
 9. 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.

2015 Original	2015 Recurring	2016 Future
-17,500.00	-17,500.00	-19,000.00
-100,000.00	-100,000.00	-100,500.00
-20,000.00	-20,000.00	-21,000.00

- 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



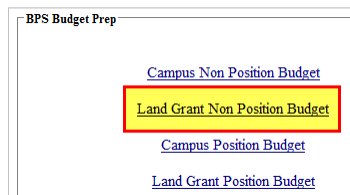
Non-Position Budget Layout



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	2014 Recurring	2015 Recurring	2016 Future
ZAHPROG-0330 CES	2358036000	412007 Appropriations - Federal - 4-H Programs	-201,522.42	-201,522.42	-202,000.00
		Result	-201,522.42	-201,522.42	-202,000.00
ZANMALHEA-0210 AES	2350048000	412003 Appropriations - Federal - Animal Health	-56,303.00	-56,303.00	-57,500.00
		Result	-56,303.00	-56,303.00	-57,500.00
ZEFNER-0330 CES	2358066000	412003 Appropriations - Federal - Foods and Nut	-1,614,941.00	-1,614,941.00	-1,616,000.00
		Result	-1,614,941.00	-1,614,941.00	-1,616,000.00
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	-4,745,518.00	-4,745,518.00	-4,800,000.00
		Result	-4,745,518.00	-4,745,518.00	-4,800,000.00
	2350156000	530000 Budget Pool - Current Expenses	302,337.68	259,165.62	261,000.00
		Result	302,337.68	259,165.62	261,000.00
ZMCSTENN-0210 AES	2350056000	412002 Appropriations - Federal - McIntire-Sten	-552,121.00	-552,121.00	-553,500.00
		Result	-552,121.00	-552,121.00	-553,500.00
ZMULT-0210 AES	2350030000	412005 Appropriations - Federal - Multiple Stat	-1,248,347.00	-1,248,347.00	-1,250,000.00

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

Buttons: Submit, Save, Print, Exit

Tabs: Faculty, Monthly Staff, Biweekly/Hourly Staff, Vacant Post Bkg

Buttons: Calc. Salary from % Incr, Copy Salary to Budget, Calculate Benefits

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 2015 Chg Salary	Propose Salary %	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	2016 Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 7086	5107276 Dean Assistant/Administration	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 0702	50131465 Special Events Coordinator	1012500100	512021	#	100	109,328.96	0.00	0.00	109,327.00	0.00	0.0000
TRAINING EMPLOYEE 10902	51018949 Associate Dean for Administration	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 11128	50131473 Finance Director College of Agriculture	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 33382	50127769 Dean	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500500	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000

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.

UK Campus Regular Positions

Department: 01010

Buttons: Submit, Save, Print, Exit

Tabs: Faculty, Monthly Staff, Biweekly/Hourly Staff, Vacant Post Bkg

Buttons: Calc. Salary from % Incr, Copy Salary to Budget, Calculate Benefits

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 2015 Chg Salary	Propose Salary %	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	2016 Benefit Rate	2015 Benefit Budget
TRAINING EMPLOYEE 7086	5107276 Dean Assistant/Administration	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 0702	50131465 Special Events Coordinator	1012500100	512021	#	9	109,328.96	0.00	0.00	109,327.00	0.00	0.0000
TRAINING EMPLOYEE 10902	51018949 Associate Dean for Administration	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 11128	50131473 Finance Director College of Agriculture	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 33382	50127769 Dean	1012500100	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500500	512011	#	0	0.00	0.00	0.00	0.00	0.00	0.0000

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):
 2. Click on the **Copy Salary to Budget** button to enable the system to copy the proposed annual salary to the new year budget field

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bdg												
<input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																
Department 01010 DIRECTORS OFFICE																
Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Dist %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget				
TRAINING EMPLOYEE 7006	51007276 Dean Assistant/Administration	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	100	109,326.96	0.0000	111,000.00	109,327.00	111,000.00	30.0030	0.00				
TRAINING EMPLOYEE 0702	50131465 Special Events Coordinator	1012500160	512021	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
TRAINING EMPLOYEE 10902	51019949 Associate Dean for Administration	1012500160	512011	#	100	173,700.00	0.0000	178,000.00	0.00	178,000.00	30.0030	0.00				
TRAINING EMPLOYEE 11120	50131473 Finance Director College of Agriculture	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	50	54,008.00	0.0000	56,000.00	54,008.00	56,000.00	30.0030	0.00				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	50	54,008.00	0.0000	56,000.00	54,008.00	56,000.00	30.0030	0.00				
TRAINING EMPLOYEE 33282	50107789 Dean	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	40	110,160.00	0.0000	112,000.00	110,160.00	112,000.00	30.0030	0.00				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	40	110,160.00	0.0000	112,000.00	110,160.00	112,000.00	30.0030	0.00				
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):
 3. 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.

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bdg												
<input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																
Department 01010 DIRECTORS OFFICE																
Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Dist %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget				
TRAINING EMPLOYEE 7006	51007276 Dean Assistant/Administration	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	100	109,326.96	0.0000	111,000.00	109,327.00	111,000.00	30.0030	33,363.33				
TRAINING EMPLOYEE 0702	50131465 Special Events Coordinator	1012500160	512021	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
TRAINING EMPLOYEE 10902	51019949 Associate Dean for Administration	1012500160	512011	#	100	173,700.00	0.0000	178,000.00	0.00	178,000.00	30.0030	52,505.25				
TRAINING EMPLOYEE 11120	50131473 Finance Director College of Agriculture	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	50	54,008.00	0.0000	56,000.00	54,008.00	56,000.00	30.0030	16,801.68				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	50	54,008.00	0.0000	56,000.00	54,008.00	56,000.00	30.0030	16,801.68				
TRAINING EMPLOYEE 33282	50107789 Dean	1012500160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	40	110,160.00	0.0000	112,000.00	110,160.00	112,000.00	30.0030	33,603.36				
				1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				
				1010	40	110,160.00	0.0000	112,000.00	110,160.00	112,000.00	30.0030	33,603.36				
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00				

Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):

4. Click on the Save button to save the data

Department: 01010

Submit Save Undo Exit

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

Calc. Salary from % Incr Copy Salary to Budget Calculate Benefit

Department: 01010 DIRECTORS OFFICE

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Dist %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	2016 Recurring Budget	2016 Future Budget	Benefit Rate	2016 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 8702	50131465 Special Events Coordinator	1012500160	512021	#	0	109,326.96	0.000	111,000.00	109,327.00	111,000.00	30.0030	33,203.33
TRAINING EMPLOYEE 10902	51019949 Associate Dean for Administration	1012500160	512011	#	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 33282	50102789 Dean	1012500150	512011	#	0	54,006.00	0.000	56,000.00	54,006.00	56,000.00	30.0030	16,801.66
TRAINING EMPLOYEE 52732	51014092 Dean Assistant/Administration	1012500560	512011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00

Row 1 to 14 / 22 Number of New Lines: 1 Add

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.

UK Campus Regular Positions

Department: 01010

Submit Save Undo Exit

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

Copy Dist % from prior year Calc. Salary from % Incr Copy Salary to Budget Calculate Benefit

Department: 01010 DIRECTORS OFFICE

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 Dist %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	2016 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate I	1012500150	512031	1005	80	50	0	21.48	22,559.20	0.000	22,559.20	0.000	0.000
TRAINING EMPLOYEE 11031783	51017125 Administrative Research Assistant Pr	1012500160	512141	1005	60	100	0	22.51	35,115.60	0.000	33,945.08	0.000	0.000
TRAINING EMPLOYEE 11034276	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	0	0.00	0.00	0.000	0.00	0.000	0.000
TRAINING EMPLOYEE 11035011	50121420 Student Affairs Coordinator	1012500560	512031	1005	80	100	0	29.37	42,309.60	0.000	42,309.60	0.000	0.000
TRAINING EMPLOYEE 11070433	50103700 Library Technician Senior	1012500160	512031	1005	75	82	0	15.75	15,970.50	0.000	15,524.34	0.000	0.000
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	0	17.31	36,004.80	0.000	35,526.40	0.000	0.000
Overall Result					375	402	0	87.42	151,799.70	0.000	149,704.62	0.000	0.000

Row 1 to 7 / 7 Number of New Lines: 1 Add

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

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bldg												
<input type="button" value="Copy Distr % from prior year"/> <input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																
Department: 81010 DIRECTORS OFFICE																
Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 Dist %	2016 Dist %	2015 Pay Rate	2015 Salary	Propose Salary % Incr	2016 Propose Pay Rate	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	80	50	90	21.48	22,339.20	0.000	0.00	0.00	22,339.20	0.00	36.3820	0.00
TRAINING EMPLOYEE 11031783	50117125 Administrative Research Assistant Pr	1012500160	512141	1005	60	100	100	22.54	35,115.60	0.000	0.00	0.00	33,945.08	0.00	36.3820	0.00
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500150	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11039311	50121426 Student Affairs Coordinator	1012500050	512031	1005	80	100	100	20.37	42,369.60	0.000	0.00	0.00	42,369.60	0.00	36.3820	0.00
TRAINING EMPLOYEE 11075433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.75	15,970.50	0.000	0.00	0.00	15,524.34	0.00	36.3820	0.00
TRAINING EMPLOYEE 20095211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	17.31	36,004.80	0.000	0.00	0.00	35,526.40	0.00	36.3820	0.00
Overall Result					375	402	402	97.42	151,799.70	0.000	0.00	0.00	149,704.62	0.00	181.9100	0.00

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.

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bldg												
<input type="button" value="Copy Distr % from prior year"/> <input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																
Department: 81010 DIRECTORS OFFICE																
Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 Dist %	2016 Dist %	2015 Pay Rate	2015 Salary	Propose Salary % Incr	2016 Propose Pay Rate	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	80	50	90	21.48	22,339.20	3.000	22.12	23,054.80	22,339.20	0.00	36.3820	0.00
TRAINING EMPLOYEE 11031783	50117125 Administrative Research Assistant Pr	1012500160	512141	1005	60	100	100	22.54	35,115.60	3.100	23.21	36,267.60	33,945.08	0.00	36.3820	0.00
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500150	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11039311	50121426 Student Affairs Coordinator	1012500050	512031	1005	80	100	100	20.37	42,369.60	2.900	20.97	43,617.60	42,369.60	0.00	36.3820	0.00
TRAINING EMPLOYEE 11075433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.75	15,970.50	2.000	16.22	16,447.60	15,524.34	0.00	36.3820	0.00
TRAINING EMPLOYEE 20095211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	17.31	36,004.80	3.200	17.90	37,148.80	35,526.40	0.00	36.3820	0.00
Overall Result					375	402	402	97.42	151,799.70	15.250	100.36	156,425.80	149,704.62	0.00	181.9100	0.00

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

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bldg															
<input type="button" value="Copy Dist % from prior year"/> <input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																			
Department 01010 DIRECTORS OFFICE																			
Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 Dist %	2016 Dist %	2015 Pay Rate	2015 Salary	Propose Salary % Incr	2016 Propose Pay Rate	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget			
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate I	1012500150	512031	1005	80	50	50	21.48	22,339.20	3.000	22.12	23,004.80	22,339.20	23,004.80	36.3020	8,369.61			
TRAINING EMPLOYEE 11031703	51017125 Administrative Research Assistant P	1012500160	512141	1005	60	100	100	22.51	35,115.00	3.100	23.21	36,207.60	33,945.00	36,207.60	36.3020	13,173.05			
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500160	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.0000	0.00				
TRAINING EMPLOYEE 11030311	50121426 Student Affairs Coordinator	1012500560	512031	1005	80	100	100	20.37	42,369.60	2.950	20.97	43,617.60	42,369.60	43,617.60	36.3020	15,060.90			
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	82	82	15.75	15,970.50	3.000	16.22	16,447.00	15,524.34	16,447.00	36.3020	5,983.70			
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	17.31	36,004.80	3.200	17.96	37,148.80	35,526.40	37,148.80	36.3020	13,515.40			
Overall Result					375	492	492	97.42	151,799.70	15.250	100.30	156,425.68	149,754.62	156,425.68	151,910.00	8,916.06			

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.

Faculty		Monthly Staff	Bi-Weekly/Hourly Staff	Vacant Posn Bldg															
<input type="button" value="Copy Dist % from prior year"/> <input type="button" value="Calc. Salary from % Incr"/> <input type="button" value="Copy Salary to Budget"/> <input type="button" value="Calculate Benefit"/>																			
Department 01010 DIRECTORS OFFICE																			
Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 Dist %	2016 Dist %	2015 Pay Rate	2015 Salary	Propose Salary % Incr	2016 Propose Pay Rate	2016 Propose Salary	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget			
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate I	1012500150	512031	1005	80	50	50	21.48	22,339.20	3.000	22.12	23,004.80	22,339.20	23,004.80	36.3020	8,369.61			
TRAINING EMPLOYEE 11031703	51017125 Administrative Research Assistant P	1012500160	512141	1005	60	100	100	22.51	35,115.00	3.100	23.21	36,207.60	33,945.00	36,207.60	36.3020	13,173.05			
TRAINING EMPLOYEE 11034376	50109102 Administrative Support Associate I	1012500160	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00	0.00	0.0000	0.00				
TRAINING EMPLOYEE 11030311	50121426 Student Affairs Coordinator	1012500560	512031	1005	80	100	100	20.37	42,369.60	2.950	20.97	43,617.60	42,369.60	43,617.60	36.3020	15,060.90			
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	82	82	15.75	15,970.50	3.000	16.22	16,447.00	15,524.34	16,447.00	36.3020	5,983.70			
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	17.31	36,004.80	3.200	17.96	37,148.80	35,526.40	37,148.80	36.3020	13,515.40			
Overall Result					375	492	492	97.42	151,799.70	15.250	100.30	156,425.68	149,754.62	156,425.68	151,910.00	8,916.06			

Regular Position Budget Layout (Continued)



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

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

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2015 2016	2015 2016	2015 2016	Propose 2016	2016 2015	2016 2015	2016 Future	Benefit	2016 Benefit	
					Rate	Rate	Rate	Rate	Rate	Rate	Rate	Budget	Rate	Budget	
TRAINING EMPLOYEE 22919	5010121 Administrative Support Associate I	1012500150	512031	1005	80	50	50	21.48	22,339.29	3,000	22.12	23,004.68	22,339.29	23,004.68	5,369.61
TRAINING EMPLOYEE 1103476	50109102 Administrative Support Associate I	1012500160	512141	1005	80	100	100	22.51	35,115.00	3,100	23.21	36,207.60	33,945.00	36,207.60	13,173.00
TRAINING EMPLOYEE 1103476	50109102 Administrative Support Associate I	1012500160	512031	1005	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE 1103831	50121426 Student Affairs Coordinator	1012500660	512031	1005	80	100	100	20.37	42,369.00	2,950	20.97	43,617.00	42,369.00	43,617.00	15,068.96
TRAINING EMPLOYEE 1107843	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	15.76	15,976.56	3,000	16.22	16,447.00	15,524.34	16,447.00	5,963.70
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	80	100	100	17.31	36,004.00	3,200	17.86	37,148.00	35,526.40	37,148.00	13,515.48
Overall Result															
					375	432	432	87.42	151,799.79	15,250	100.38	156,425.68	149,734.62	156,425.68	56,910.88

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

Employee	Position	Funds Center	Commitment Item	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
# Not assigned	50107417 Staff Support Associate I	1012500150	512031	9,831.00	10,000.00	8.4710	0.00
	50107419 Staff Support Associate I	1012500150	512031	30,868.00	31,200.00	8.4710	0.00
	50107454 Professor	1012003600	511011	36,175.00	36,000.00	0.00	0.00
	50107971 Agriculture Extension Agent County	1012509700	512071	175,859.00	177,000.00	30.0030	0.00
	50122338 Agriculture Extension Agent County	1012127630	512071	0.00	0.00	0.0000	0.00
	50120492 Program Assistant	1012500150	512041	26,197.00	31,000.00	8.4710	0.00
	50131465 Special Events Coordinator	1012500160	512021	65,665.96	67,000.00	30.0030	0.00
	50132515 Associate Professor	1012127630	511011	0.00	0.00	0.0000	0.00
	51014668 Agriculture Extension Agent County	1012509700	512071	41,820.00	43,800.00	30.0030	0.00
Result				388,241.96	397,800.00	142.7300	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.

Faculty									
Monthly Staff									
Bi-Weekly/Hourly Staff									
Vacant Posn Bdg									
Calculate Benefit									
Department		81010 DIRECTORS OFFICE							
Employee	Position	Funds Center	Commitment Item		2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget	
# Not assigned	50107417	Staff Support Associate I	1012580150	512031	9,831.00	10,000.00	8.4710	847.10	
	50107419	Staff Support Associate I	1012580150	512031	30,668.00	31,200.00	8.4710	2,642.95	
	50107454	Professor	1012003500	511011	36,175.00	38,000.00	27.3080	10,377.04	
	50107971	Agriculture Extension Agent County	1012589760	512071	175,859.00	177,000.00	30.0030	53,105.31	
	50112238	Agriculture Extension Agent County	1012127530	512071	0.00	0.00	0.0000	0.00	
	50128492	Program Assistant	1012580150	512041	26,197.00	31,000.00	8.4710	2,626.01	
	50131465	Special Events Coordinator	1012500160	512021	65,685.96	67,000.00	30.0030	20,102.01	
	50132515	Associate Professor	1012127530	511011	0.00	0.00	0.0000	0.00	
	51014688	Agriculture Extension Agent County	1012589760	512071	41,826.00	43,600.00	30.0030	13,081.31	
Result					386,241.96	397,800.00	142.7300	102,781.73	

Regular Position Budget Layout (Continued)



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

Faculty									
Monthly Staff									
Bi-Weekly/Hourly Staff									
Vacant Posn Bdg									
Calculate Benefit									
Department		81010 DIRECTORS OFFICE							
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Exit"/>									
Employee	Position	Funds Center	Commitment Item		2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget	
# Not assigned	50107417	Staff Support Associate I	1012580150	512031	9,831.00	10,000.00	8.4710	847.10	
	50107419	Staff Support Associate I	1012580150	512031	30,668.00	31,200.00	8.4710	2,642.95	
	50107454	Professor	1012003500	511011	36,175.00	38,000.00	27.3080	10,377.04	
	50107971	Agriculture Extension Agent County	1012589760	512071	175,859.00	177,000.00	30.0030	53,105.31	
	50112238	Agriculture Extension Agent County	1012127530	512071	0.00	0.00	0.0000	0.00	
	50128492	Program Assistant	1012580150	512041	26,197.00	31,000.00	8.4710	2,626.01	
	50131465	Special Events Coordinator	1012500160	512021	65,685.96	67,000.00	30.0030	20,102.01	
	50132515	Associate Professor	1012127530	511011	0.00	0.00	0.0000	0.00	
	51014688	Agriculture Extension Agent County	1012589760	512071	41,826.00	43,600.00	30.0030	13,081.31	
Result					386,241.96	397,800.00	142.7300	102,781.73	

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).

PERNR	Position Name	Salary
51003352	Custodial Worker Supervisor I	1043800470 512061

Row 1 to 14 / 23

Number of New Lines: 1 Add

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 I	1043800470	512001	1000		80	100	100	17.83	27,888.00	1,000	18.00	27,492.00	27,888.00	27,492.00	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	04,494.00	75,000.00	30,0440	8,718.24
Row	50104869	1043800470	512041		19000		7379.79

Regular Position Budget Layout Tips (Continued)

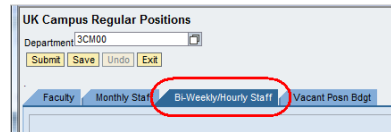


- The **Regular Position Budget** layout must be used for “regular” position budgets and salary proposals **ONLY**.
 - If a position is “regular” and does not appear in the layout, please notify the BPS listserv (BPS-ISSUES@LSV.UKY.EDU).
 - Reminder:** In BPS, “regular” positions are defined as positions 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	010	2,297.90
		Result		2,297.96
TRAINING EMPLOYEE 0702	1012500160	M	010	2,704.04
		Result		2,704.04
TRAINING EMPLOYEE 11128	1012500160	M	010	2,656.52
		Result		2,656.52
TRAINING EMPLOYEE 52732	1012500560	M	010	2,650.04
		Result		2,650.04
TRAINING EMPLOYEE 52943	1012500160	M	010	2,772.00
		Result		2,772.00
TRAINING EMPLOYEE 59000	1012500160	M	010	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

Row 1 to 12 / 16 Number of New Lines: 1 Add

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

Submit Save Undo Exit

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

Submit Save Undo Exit

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

Campus Regular Position Budget Only
OR
Land Grant Regular Position Budget Only

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	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
7006	TRAINING EMPLOYEE	51007276	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000
				1010	109,327.00	111,000.00	30.0030	0.00
8702	TRAINING EMPLOYEE	50151485	1012500100	Professional Administrative Full-Time Re	512021 #	0.00	0.00	0.0000
				1010	0.00	0.00	0.0000	0.00
11128	TRAINING EMPLOYEE	50151475	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000
				1010	64,006.00	56,000.00	30.0030	0.00
				1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00
				1010	54,006.00	56,000.00	30.0030	0.00
33382	TRAINING EMPLOYEE	50107769	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000
				1010	110,160.00	112,000.00	30.0030	0.00
				1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00
				1010	110,160.00	112,000.00	30.0030	0.00

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

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
7006	TRAINING EMPLOYEE	51007276	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	109,327.00	111,000.00	30.0030	33,303.33
8702	TRAINING EMPLOYEE	50131405	1012500100	Professional Administrative Full-Time Re	512021 #	0.00	0.00	0.00
				1010	0.00	0.00	0.0000	0.00
11128	TRAINING EMPLOYEE	50131473	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	54,006.00	56,000.00	30.0030	16,801.68
		1012580150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	54,006.00	56,000.00	30.0030	16,801.68
33282	TRAINING EMPLOYEE	50107709	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	110,160.00	112,000.00	30.0030	33,603.36
		1012580150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	110,160.00	112,000.00	30.0030	33,603.36

- 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

Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
7006	TRAINING EMPLOYEE	51007276	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	109,327.00	111,000.00	30.0030	33,303.33
8702	TRAINING EMPLOYEE	50131405	1012500100	Professional Administrative Full-Time Re	512021 #	0.00	0.00	0.00
				1010	0.00	0.00	0.0000	0.00
11128	TRAINING EMPLOYEE	50131473	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	54,006.00	56,000.00	30.0030	16,801.68
		1012580150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	54,006.00	56,000.00	30.0030	16,801.68
33282	TRAINING EMPLOYEE	50107709	1012500100	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.00
				1010	110,160.00	112,000.00	30.0030	33,603.36
		1012580150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	110,160.00	112,000.00	30.0030	33,603.36

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 Benefits

- 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 Benefits

Department: 7H500 OBSTETRICS & GYNECOLOGY

Funds Center	Commitment Item	Position	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	0.00	0.0000	0.00
	Result		53,658.00	0.00	0.0000	0.00
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	98,717.00	0.00	0.0000	0.00
	Result		98,717.00	0.00	0.0000	0.00
1012095260	511011 Faculty Full-Time Regular Pay	50101694 Professor	39,100.00	0.00	0.0000	0.00
	Result		39,100.00	0.00	0.0000	0.00
1012807700	511011 Faculty Full-Time Regular Pay	50101889 Professor	131,846.40	0.00	0.0000	0.00
	50101694 Professor		163,402.59	0.00	0.0000	0.00
	Result		295,248.99	0.00	0.0000	0.00
513530	Post Doctoral Scholars	50110902 Post-Doctoral Scholar	89,151.00	0.00	0.0000	0.00
	Result		89,151.00	0.00	0.0000	0.00

Row: 1 to 14 / 27 Add 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	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.3080	0.00
	Result		53,658.00	53,658.00	27.3080	0.00
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	98,717.00	98,717.00	27.3080	0.00
	Result		98,717.00	98,717.00	27.3080	0.00
1012095280	511011 Faculty Full-Time Regular Pay	50101694 Professor	39,100.00	39,100.00	27.3080	0.00
	Result		39,100.00	39,100.00	27.3080	0.00
1012807700	511011 Faculty Full-Time Regular Pay	50101689 Professor	131,846.40	131,846.40	27.3080	0.00
	50101694 Professor		163,402.59	163,402.59	27.3080	0.00
	Result		295,248.99	295,248.99	54.6160	0.00
	513530 Post Doctoral Scholars	50110962 Post-Doctoral Scholar	69,151.00	69,151.00	20.4830	0.00
	Result		69,151.00	69,151.00	20.4830	0.00

Non-Regular Position Budget Layout (Continued)



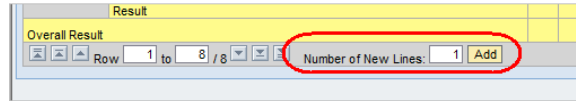
- Click on the **Calculate Benefit** button to calculate and enter the benefits budget for the position in the **Benefits Budget** field

Funds Center	Commitment Item	Position	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.3080	14,652.93
	Result		53,658.00	53,658.00	27.3080	14,652.93
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	98,717.00	98,717.00	27.3080	26,957.64
	Result		98,717.00	98,717.00	27.3080	26,957.64
1012095280	511011 Faculty Full-Time Regular Pay	50101694 Professor	39,100.00	39,100.00	27.3080	10,677.43
	Result		39,100.00	39,100.00	27.3080	10,677.43
1012807700	511011 Faculty Full-Time Regular Pay	50101689 Professor	131,846.40	131,846.40	27.3080	36,004.61
	50101694 Professor		163,402.59	163,402.59	27.3080	44,621.98
	Result		295,248.99	295,248.99	54.6160	80,626.59
	513530 Post Doctoral Scholars	50110962 Post-Doctoral Scholar	69,151.00	69,151.00	20.4830	14,164.20
	Result		69,151.00	69,151.00	20.4830	14,164.20

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)



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

Department: 7H500
 Submit Save Undo Exit

Non-Regular

Copy Budget to New Year Calculate Benefit

Department	Funds Center	Commitment Item	Position	2015 Recurring Budget	2016 Future Budget	Benefit Rate	2016 Benefit Budget
7H500	1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.3080	14,652.93
		Result		53,658.00	53,658.00	27.3080	14,652.93
7H500	1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	98,717.00	98,717.00	27.3080	26,957.64
		Result		98,717.00	98,717.00	27.3080	26,957.64
7H500	1012095280	511011 Faculty Full-Time Regular Pay	50101694 Professor	39,100.00	39,100.00	27.3080	10,677.43
		Result		39,100.00	39,100.00	27.3080	10,677.43
7H500	1012807700	511011 Faculty Full-Time Regular Pay	50101689 Professor	131,846.40	131,846.40	27.3080	36,004.61
		50101694 Professor		163,402.59	163,402.59	27.3080	44,621.98
		Result		295,248.99	295,248.99	54.6160	80,626.59
	513530	Post Doctoral Scholars	50110962 Post-Doctoral Scholar	69,151.00	69,151.00	20.4830	14,164.20
		Result		69,151.00	69,151.00	20.4830	14,164.20

Row 1 to 14 / 27 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**.

Faculty									
Monthly Staff									
Bi-Weekly/Hourly Staff									
Calc. Salary from % Incr <input type="button" value="Copy Salary"/>									
Department 7H500 OBSTETRICS & GYNECOLOGY									
Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Distr %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	
TRAINING EMPLOYEE 49420	50101694	Professor	1012095280	511011	1010	8	43,207.50	0.000	43,207.50
			1012807700	511011	1010	34	180,600.00	0.000	180,600.00
			1013195050	511011	1010	30	159,862.50	0.000	159,862.50
TRAINING EMPLOYEE 51359	51006047	Assistant Professor	1013195050	511011	1010	45	77,850.02	0.000	77,850.02
TRAINING EMPLOYEE 11001459	50121959	Assistant Professor	1013183650	511211	1210	58	5,759.98	0.000	5,759.98
			1013195030	511211	1210	42	4,239.98	0.000	4,239.98
TRAINING EMPLOYEE 11024999	50101689	Professor	1012807700	511011	1010	76	131,846.40	0.000	131,846.40
TRAINING EMPLOYEE 11064396	51014550	Assistant Professor	1013195030	511011	1010	13	29,524.01	0.000	29,524.01
Overall Result						308	632,890.39	0.000	632,890.39

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.

Faculty									
Monthly Staff									
Bi-Weekly/Hourly Staff									
Calc. Salary from % Incr <input type="button" value="Copy Salary"/>									
Department 7H500 OBSTETRICS & GYNECOLOGY									
Employee	Position	Funds Center	Commitment Item	Wage Type	2015 Distr %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	
TRAINING EMPLOYEE 49420	50101694	Professor	1012095280	511011	1010	8	43,207.50	3.000	44,503.73
			1012807700	511011	1010	34	180,600.00	3.000	186,018.00
			1013195050	511011	1010	30	159,862.50	3.000	164,658.38
TRAINING EMPLOYEE 51359	51006047	Assistant Professor	1013195050	511011	1010	45	77,850.02	3.100	80,263.27
TRAINING EMPLOYEE 11001459	50121959	Assistant Professor	1013183650	511211	1210	58	5,759.98	3.200	5,944.30
			1013195030	511211	1210	42	4,239.98	3.200	4,375.66
TRAINING EMPLOYEE 11024999	50101689	Professor	1012807700	511011	1010	76	131,846.40	3.300	136,197.33
TRAINING EMPLOYEE 11064396	51014550	Assistant Professor	1013195030	511011	1010	13	29,524.01	3.400	30,527.83
Overall Result						308	632,890.39	25.200	652,486.60

- 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

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	2015 Distr %	2015 Salary	Propose Salary % Incr	2016 Propose Salary	
TRAINING EMPLOYEE 49420	50101694 Professor	1012095280	511011	1010	8	43,207.50	3.000	44,503.73	
		1012807700	511011	1010	34	180,600.00	3.000	186,018.00	
		1013195050	511011	1010	30	159,862.50	3.000	164,658.38	
TRAINING EMPLOYEE 51359	51006047 Assistant Professor	1013195050	511011	1010	45	77,850.02	3.100	80,263.37	
TRAINING EMPLOYEE 11001459	50121959 Assistant Professor	1013183650	511211	1210	58	5,759.98	3.200	5,944.30	
		1013195030	511211	1210	42	4,239.98	3.200	4,375.66	
TRAINING EMPLOYEE 11024999	50101689 Professor	1012807700	511011	1010	76	131,846.40	3.300	136,197.33	
TRAINING EMPLOYEE 11064396	51014550 Assistant Professor	1013195030	511011	1010	13	29,524.01	3.400	30,527.83	
Overall Result						308	632,890.39	25.200	652,468.80

Row 1 to 9 / 9 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 per period	2015 Distr %	2016 Distr %	2015 Pay Rate	2015 Salary	Propose Salary % Incr	2016 Propose Pay Rate	2016 Propose Salary
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 49364	50111113 Student Teaching Assistant	1012000820	513010	1020	20	100	100	270.27	7,927.02	0.000	0.00	0.00
TRAINING EMPLOYEE 10028647	51018602 Graduate Research Assistant	1012136720	513510	1020	25	100	100	260.00	7,260.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11000737	51015967 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	100	25.00	13,000.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11001229	50316377 Temporary Technical/Paraprofessional	1012005700	512214	1005	80	100	100	16.97	34,485.60	0.000	0.00	0.00
TRAINING EMPLOYEE 11012741	51015702 Student/Non-Work Study	1012000820	513110	1005	40	100	100	25.00	26,000.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11017154	50110674 Temporary Technical/Paraprofessional	1012000820	512214	1005	8	100	100	40.00	8,320.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11018347	50111113 Student Teaching Assistant	1012000820	513010	1020	20	100	100	270.27	7,927.02	0.000	0.00	0.00
TRAINING EMPLOYEE 11026716	51018771 Temporary Technical/Paraprofessional	1012005700	512214	1005	8	100	100	25.00	5,200.00	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 11030833	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	64	100	100	27.00	44,808.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11030800	51015969 Temporary Technical/Paraprofessional	1012005700	512214	1005	20	100	100	15.00	7,800.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11042642	51015705 Student/Non-Work Study	1012000820	513110	1005	40	100	100	15.00	15,800.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11044134	50110377 Temporary Technical/Paraprofessional	1012005700	512214	1005	40	100	100	13.50	14,940.00	0.000	0.00	0.00

Row 1 to 14 / 44 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.

Non-Regular Position Salary Layout (Continued)



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

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 [E] 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

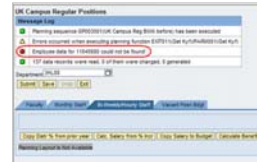
Keys to Minimize Budget/BPS Issues

- 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.

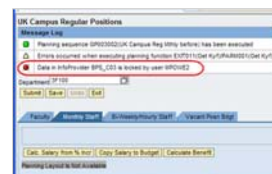
BPS Messages



- **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



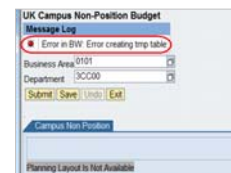
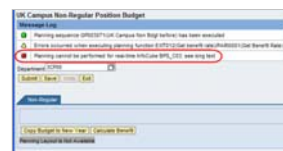
Include a screen shot when e-mailing the BPS listserv!



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



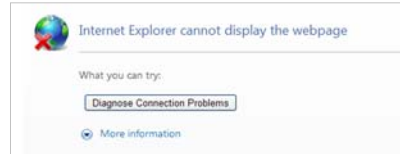
- **Expired web page**

- **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:

- BPS_300 Business Planning Simulation Course Manual
 - 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

