



# Business Planning Simulation – FY 2017


## 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/o component units			2015 Original	2015 Recurring	2016 Original	2016 Recurring	2017 Future
Department	81010	DIRECTORS OFFICE							
Funds Center			Commitment Item						
101160670	INCOME		440107 Recovery at Cost of Services Provided	<input type="radio"/>	-17,500.00	-17,500.00	0.00	0.00	0.00
			440242 Professional Fees - Other Professional S	<input type="radio"/>	-100,000.00	-100,000.00	0.00	0.00	0.00
			449030 Other Revenue	<input type="radio"/>	-20,000.00	-20,000.00	0.00	0.00	0.00
			449050 Reimbursed Costs	<input type="radio"/>	-25,000.00	-25,000.00	0.00	0.00	0.00
			Result		-162,500.00	-162,500.00	0.00	0.00	0.00
1012003490	INSTRUCTION DEAN'S OFFICE		530000 Budget Pool - Current Expenses	<input type="radio"/>	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="radio"/>	138,699.90	0.00	0.00	0.00	0.00
			520000 Budget Pool Employee Benefits	<input type="radio"/>	2,209,249.87	1,180,605.43	1,180,605.43	218,810.14	0.00
			530000 Budget Pool - Current Expenses	<input type="radio"/>	162,667.50	663,698.64	779,182.75	1,607,253.83	0.00
			Result		5,10,617.27	1,844,304.07	1,959,788.18	1,826,063.97	0.00
1012127590	TEACHING INNOVATION INCENTIVE FUND		514001 Unallocated Personal Services	<input type="radio"/>	41,151.13	41,151.13	41,151.13	41,151.13	0.00
			530000 Budget Pool - Current Expenses	<input type="radio"/>	101,206.97	89,029.70	89,029.70	89,029.70	0.00
			Result		142,358.10	130,180.83	130,180.83	130,180.83	0.00

Row 1 to 14 / 135 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.

UK Campus Regular Position Budget Only  
Department: 81361

Submit Save Undo Exit

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

Calculate Benefit

Department: 81361 LAKE CUMBERLAND 4-H CAMP

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
2957	TRAINING EMPLOYEE	50118042	Secretarial/Clerical Full-Time Regular P	512051 1005	26,637.00	0.00	0.0000	0.00
6597	TRAINING EMPLOYEE	50106115	Service/Maintenance Full-Time Regular Pa	512061 1005	22,191.00	0.00	0.0000	0.00
11005320	TRAINING EMPLOYEE	50108109	Service/Maintenance Full-Time Regular Pa	512061 1005	21,896.50	0.00	0.0000	0.00
11046151	TRAINING EMPLOYEE	50108105	Secretarial/Clerical Full-Time Regular P	512051 1005	24,502.40	0.00	0.0000	0.00
11068976	TRAINING EMPLOYEE	50121664	Service/Maintenance Part-Time Regular Pa	512161 1005	17,347.20	0.00	0.0000	0.00
20005092	TRAINING EMPLOYEE	51022966	Service/Maintenance Full-Time Regular Pa	512061 1005	24,375.00	0.00	0.0000	0.00
20008717	TRAINING EMPLOYEE	50108434	Service/Maintenance Full-Time Regular Pa	512061 1005	0.00	0.00	0.0000	0.00
20010881	TRAINING EMPLOYEE	50108100	Service/Maintenance Full-Time Regular Pa	512061 1005	23,400.00	0.00	0.0000	0.00
<b>Overall Result</b>					<b>160,351.10</b>	<b>0.00</b>	<b>0.0000</b>	<b>0.00</b>

Row 1 to 2 / 9 Number of New Lines: 1 Add

Calculate Benefit

## Standard Layout Functions



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

Business Area: 0101  
Department: 81010

Submit Save Undo Exit

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

Business Area: 0101  
Department: 81010

Submit Save Undo Exit

- **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!**

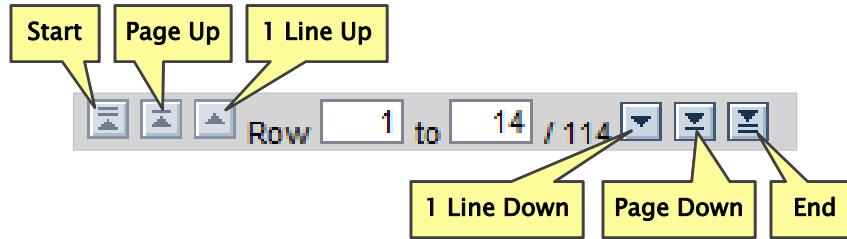
Business Area: 0101  
Department: 81010

Submit Save Undo Exit

## 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: [ ] Previous Next Options - 11 matches

UK Campus Regular Position Budget Only

Department: [ ]

Submit | Save | Undo | Exit

Faculty Monthly Staff **Bi-Weekly/Hourly Staff** Vacant Posen Bldgt

Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
2957	TRAINING EMPLOYEE	50119040	Secretarial/Clerical Full-Time Regular P	51-2331 1005	26,637.00	0.00	0.0000	0.00
6597	TRAINING EMPLOYEE	50106115	Service/Maintenance Full-Time Regular Pa	51-2361 1005	22,191.00	0.00	0.0000	0.00
11006106	TRAINING EMPLOYEE	50106109	Service/Maintenance Full-Time Regular Pa	51-2361 1005	21,896.90	0.00	0.0000	0.00
1104981	TRAINING EMPLOYEE	50106106	Secretarial/Clerical Full-Time Regular P	51-2331 1005	24,502.40	0.00	0.0000	0.00
11060676	TRAINING EMPLOYEE	50121664	Service/Maintenance Part-Time Regular Pa	51-2361 1005	17,347.20	0.00	0.0000	0.00
20009092	TRAINING EMPLOYEE	5122966	Service/Maintenance Full-Time Regular Pa	51-2361 1005	24,375.00	0.00	0.0000	0.00
20006717	TRAINING EMPLOYEE	5010434	Service/Maintenance Full-Time Regular Pa	51-2361 1005	0.00	0.00	0.0000	0.00
20010691	TRAINING EMPLOYEE	50106100	Service/Maintenance Full-Time Regular Pa	51-2361 1005	23,400.00	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		
<a href="#">Campus Non-Position Budget</a>	<a href="#">Campus Adjustment Reason Code</a>	<a href="#">Campus Non-Regular Position Budget</a>
<a href="#">Land Grant Non-Position Budget</a>	<a href="#">Land Grant Adjustment Reason Code</a>	<a href="#">Land Grant Non-Regular Position Budget</a>
<a href="#">Campus Position Budget</a>	<a href="#">Campus Regular Position Budget Only</a>	<a href="#">Campus Non-Regular Position Salary</a>
<a href="#">Land Grant Position Budget</a>	<a href="#">Land Grant Regular Position Budget Only</a>	<a href="#">Land Grant Non-Regular Position Salary</a>

## Income Estimates Process (Continued)



- UBO will provide one spreadsheet to the Provost Area only via the AFO:
  - Initial future year general fund budgets **ONLY**
  - Used for initial preparation of future year general fund 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 file is 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



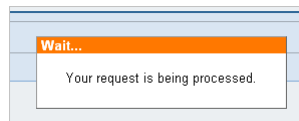
- 0101 UK w/o component units
- 0103 UK Housing and Dining
- 0105 WUKY
- 0111 UK Hospital
- 0112 Samaritan Hospital
- 0113 University Health
- 0114 Eastern State Hospital
- 0120 UK COM Clinical Depts
- 0201 UK Research Foundation
- 0301 Fund for Advancement of Education and Research at UK Med Center
- 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	Department	Funds Center	Commitment Item	2015 Original	2015 Recurring	2016 Original	2016 Recurring	2017 Future
0101	01010	1011660670	INCOME					
			440107 Recovery at Cost of Services Provided	-17,500.00	-17,500.00	0.00	0.00	0.00
			440242 Professional Fees - Other Professional S	-100,000.00	-100,000.00	0.00	0.00	0.00
			445030 Other Revenue	-20,000.00	-20,000.00	0.00	0.00	0.00
			445050 Reimbursed Costs	-25,000.00	-25,000.00	0.00	0.00	0.00
			<b>Result</b>	<b>-162,500.00</b>	<b>-162,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0101	01010	1012003490	INSTRUCTION DEANS OFFICE					
			530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	0.00
			<b>Result</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>0.00</b>
0101	01010	1012127530	COLLEGE OF AG STATE RESERVES					
			514001 Unallocated Personal Services	138,699.90	0.00	0.00	0.00	0.00
			520000 Budget Pool Employee Benefits	1,209,249.87	1,180,605.43	1,180,605.43	216,810.14	0.00
			530000 Budget Pool - Current Expenses	162,667.50	663,698.64	779,182.75	1,607,253.83	0.00
			<b>Result</b>	<b>1,510,617.27</b>	<b>1,844,304.07</b>	<b>1,959,788.18</b>	<b>1,826,063.97</b>	<b>0.00</b>
0101	01010	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	101,206.97	89,029.70	89,029.70	89,029.70	0.00
			<b>Result</b>	<b>142,358.10</b>	<b>130,180.83</b>	<b>130,180.83</b>	<b>130,180.83</b>	<b>0.00</b>

Row 1 to 14 / 135

Number of New Lines: 1 Add

## 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	2015 Original	2015 Recurring	2016 Original	2016 Recurring	2017 Future
1011660670	INCOME					
	440107 Recovery at Cost of Services Provided	-17,500.00	-17,500.00	0.00	0.00	0.00
	440242 Professional Fees - Other Professional S	-100,000.00	-100,000.00	0.00	0.00	0.00
	445030 Other Revenue	-20,000.00	-20,000.00	0.00	0.00	0.00
	445050 Reimbursed Costs	-25,000.00	-25,000.00	0.00	0.00	0.00
	<b>Result</b>	<b>-162,500.00</b>	<b>-162,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1012003490	INSTRUCTION DEANS OFFICE					
	530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	14,000.00
	<b>Result</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>14,000.00</b>
1012127530	COLLEGE OF AG STATE RESERVES					
	514001 Unallocated Personal Services	138,699.90	0.00	0.00	0.00	0.00
	520000 Budget Pool Employee Benefits	1,209,249.87	1,180,605.43	1,180,605.43	216,810.14	220,000.00
	530000 Budget Pool - Current Expenses	162,667.50	663,698.64	779,182.75	1,607,253.83	1,600,500.00
	<b>Result</b>	<b>1,510,617.27</b>	<b>1,844,304.07</b>	<b>1,959,788.18</b>	<b>1,826,063.97</b>	<b>1,826,500.00</b>
1012127590	TEACHING INNOVATION INCENTIVE FUND					
	514001 Unallocated Personal Services	41,151.13	41,151.13	41,151.13	41,151.13	43,600.00
	530000 Budget Pool - Current Expenses	101,206.97	89,029.70	89,029.70	89,029.70	91,250.00
	<b>Result</b>	<b>142,358.10</b>	<b>130,180.83</b>	<b>130,180.83</b>	<b>130,180.83</b>	<b>134,850.00</b>

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.
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.

UK Campus Non-Position Budget  
Message Log  
Data saved  
Business Area: 0101  
Department: 81010  
Submit Save Undo Exit

http://bwsbx.iris.uky.edu:8000/?view...  
Unsaved data will be lost. Do you want to log off?  
Yes No

Connection to Application Server Closed  
Start

## 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 Original	2016 Recurring	2017 Future
-2,500.00	-2,500.00	0.00	0.00	-2,700.00
-2,500.00	-2,500.00	0.00	0.00	-2,700.00
-5,000.00	-5,000.00	0.00	0.00	-5,400.00

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

530000 Budget Pool - Current  
Row 1 to 14 / 120  
Number of New Lines: 1 Add

- 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



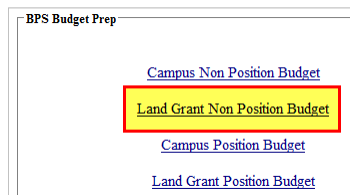
### Non-Position Budget Layout



## 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	2015 Recurring	2016 Recurring	2017 Future
Z4HPR0G-0330 CE5	2350036000	412007 Appropriations - Federal - 4-H Programs	-201,522.42	-231,893.00	-233,000.00
		Result	-201,522.42	-231,893.00	-233,000.00
ZANIMALHEA-0210 AES	2350046000	412008 Appropriations - Federal - Animal Health	-66,303.00	-47,059.00	-49,000.00
		Result	-66,303.00	-47,059.00	-49,000.00
ZEFNER-0330 CE5	2350066000	412003 Appropriations - Federal - Foods and Nut	-1,614,941.00	-1,687,424.00	-1,690,000.00
		Result	-1,614,941.00	-1,687,424.00	-1,690,000.00
ZHATCH-0210 AES	2350016000	530000 Budget Pool - Current Expenses	5,500.00	550.00	750.00
		Result	5,500.00	550.00	750.00
	2350026000	412001 Appropriations - Federal - Hatch Amended	-4,745,518.00	-5,203,138.00	-5,206,300.00
		Result	-4,745,518.00	-5,203,138.00	-5,206,300.00
	2350156000	530000 Budget Pool - Current Expenses	259,165.62	673,937.10	678,000.00
		Result	259,165.62	673,937.10	678,000.00
ZMCSTENN-0210 AES	2350056000	412002 Appropriations - Federal - McIntire-Sten	-552,121.00	-625,114.00	-628,100.00
		Result	-552,121.00	-625,114.00	-628,100.00
ZMULTI-0210 AES	2350036000	412005 Appropriations - Federal - Multiple Stat	-1,248,347.00	-1,275,962.00	-1,280,000.00

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 all active, “regular” employees only who participate in the salary proposal process.

UK Campus Regular Positions

Department: 1010 DIRECTORS OFFICE

Buttons: Submit, Save, Links, Exit

Tabs: Faculty, Monthly Staff, Bi-Weekly/Hourly Staff, Vacant Plan Bldg

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

Employee	Position	Funds Center	Commitment Item	Stage Type	2016 Dist %	2016 Salary	Proposed Salary % Incr	2017 Proposed Salary	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
TRAINING EMPLOYEE 7088	61007276 Clean Assistant/Administration	1012500160	612011	#	0	0.00	0.000	0.000	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE 10602	61019440 Clean Associate for Administration	1012500160	612011	#	100	116,162.66	0.000	0.00	116,163.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11128	60131473 Finance Director College of Agriculture	1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500150	612011	#	100	170,910.96	0.000	0.00	170,911.00	0.00	0.0000	0.00
		1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500150	612011	#	50	57,267.02	0.000	0.00	57,267.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 33282	60107780 Clean	1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500160	612011	#	100	87,267.02	0.000	0.00	87,267.00	0.00	0.0000	0.00
		1012500150	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500160	612011	#	40	126,105.23	0.000	0.00	115,117.20	0.00	0.0000	0.00
		1012500150	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 62732	61014502 Clean Assistant/Administration	1012500560	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500560	612011	#	40	126,105.23	0.000	0.00	140,117.20	0.00	0.0000	0.00
		1012500560	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500560	612011	#	100	106,817.04	0.000	0.00	106,817.00	0.00	0.0000	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.

UK Campus Regular Positions

Department: 1010 DIRECTORS OFFICE

Buttons: Submit, Save, Links, Exit

Tabs: Faculty, Monthly Staff, Bi-Weekly/Hourly Staff, Vacant Plan Bldg

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

Employee	Position	Funds Center	Commitment Item	Stage Type	2016 Dist %	2016 Salary	Proposed Salary % Incr	2017 Proposed Salary	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
TRAINING EMPLOYEE 7088	61007276 Clean Assistant/Administration	1012500160	612011	#	0	0.00	0.000	0.000	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 10602	61019440 Clean Associate for Administration	1012500160	612011	#	100	116,162.66	0.000	0.00	116,163.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 11128	60131473 Finance Director College of Agriculture	1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500150	612011	#	100	170,910.96	0.000	0.00	170,911.00	0.00	0.0000	0.00
		1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500150	612011	#	50	57,267.02	0.000	0.00	57,267.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 33282	60107780 Clean	1012500160	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500160	612011	#	100	87,267.02	0.000	0.00	87,267.00	0.00	0.0000	0.00
		1012500150	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500160	612011	#	40	126,105.23	0.000	0.00	115,117.20	0.00	0.0000	0.00
		1012500150	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 62732	61014502 Clean Assistant/Administration	1012500560	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500560	612011	#	40	126,105.23	0.000	0.00	140,117.20	0.00	0.0000	0.00
		1012500560	612011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
		1012500560	612011	#	100	106,817.04	0.000	0.00	106,817.00	0.00	0.0000	0.00

## 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/Weekly Staff Vacant Posn Bldg													
Dept. Salary from % Incr Copy Salary to Budget Calculate Benefits													
Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Dist %	2016 Salary	Propose Salary % Incr	2017 Propose Salary	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget	
TRAINING EMPLOYEE 7596	5103279 Dean Assistant/Administration	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					100	116,162.96	0.0000	116,000.00	116,163.00	116,000.00	0.0000	30,234.00	0.00
TRAINING EMPLOYEE 10902	5101949 Dean Associate for Administration	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					100	176,610.96	0.0000	181,000.00	176,611.00	181,000.00	0.0000	30,234.00	0.00
TRAINING EMPLOYEE 11128	5013143 Finance Director College of Agriculture	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					80	87,267.02	0.0000	86,100.00	87,267.00	86,100.00	0.0000	30,234.00	0.00
		121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					80	87,267.02	0.0000	86,000.00	87,267.00	86,000.00	0.0000	30,234.00	0.00
TRAINING EMPLOYEE 33262	5010759 Dean	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					40	126,106.23	0.0000	127,000.00	116,117.00	127,000.00	0.0000	30,234.00	0.00
		121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					40	126,106.23	0.0000	127,000.00	140,117.00	127,000.00	0.0000	30,234.00	0.00
TRAINING EMPLOYEE 52732	5101402 Dean Assistant/Administration	121200060	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					100	106,617.04	0.0000	106,000.00	106,617.00	106,000.00	0.0000	30,234.00	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/Weekly Staff Vacant Posn Bldg													
Dept. Salary from % Incr Copy Salary to Budget Calculate Benefits													
Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Dist %	2016 Salary	Propose Salary % Incr	2017 Propose Salary	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget	
TRAINING EMPLOYEE 7596	5103279 Dean Assistant/Administration	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	116,000.00	0.0000	0.00	
					100	116,162.96	0.0000	116,000.00	116,163.00	116,000.00	0.0000	36,071.41	0.00
TRAINING EMPLOYEE 10902	5101949 Dean Associate for Administration	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	181,000.00	0.0000	0.00	
					100	176,610.96	0.0000	181,000.00	176,611.00	181,000.00	0.0000	54,733.54	0.00
TRAINING EMPLOYEE 11128	5013143 Finance Director College of Agriculture	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					80	87,267.02	0.0000	86,100.00	87,267.00	86,100.00	0.0000	17,868.39	0.00
		121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					80	87,267.02	0.0000	86,000.00	87,267.00	86,000.00	0.0000	17,819.71	0.00
TRAINING EMPLOYEE 33262	5010759 Dean	121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					40	126,106.23	0.0000	127,000.00	116,117.00	127,000.00	0.0000	3,836.72	0.00
		121200160	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					40	126,106.23	0.0000	127,000.00	140,117.00	127,000.00	0.0000	36,367.18	0.00
TRAINING EMPLOYEE 52732	5101402 Dean Assistant/Administration	121200060	512011	1010	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	
					100	106,617.04	0.0000	106,000.00	106,617.00	106,000.00	0.0000	32,662.72	0.00

## Regular Position Budget Layout (Continued)



- Faculty & Monthly Staff tabs (continued):

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

UK Campus Regular Positions

Department: 6110

Buttons: Save, Print, Edit

Tabs: Faculty, Monthly Staff, Bi-Weekly/Hourly Staff, Vacant Posn. Bkg

Buttons: Calc Salary from % Incr, Calc Salary to Budget, Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Clm %	2016 Salary	Propose Salary % Incr	2017 Proposed Salary	2016 Reurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
TRAINING EMPLOYEE 7086	5102720 Clean Assistant/Administration	1012000160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 13002	51010400 Clean Associate for Administration	1012000160	512011	1010	100	116,162.96	0.0000	116,000.00	116,163.00	116,000.00	30.2340	35,371.44
TRAINING EMPLOYEE 11128	5013473 Finance Director College of Agriculture	1012000160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	100	179,910.96	0.0000	181,000.00	179,911.00	181,000.00	30.2340	54,723.54
				#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	80	87,097.02	0.0000	86,100.00	87,097.00	86,100.00	30.2340	17,889.29
				#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	80	87,097.02	0.0000	86,000.00	87,097.00	86,000.00	30.2340	17,536.72
TRAINING EMPLOYEE 33202	5010789 Clean	1012000160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	40	126,108.23	0.0000	124,750.00	126,107.00	124,750.00	30.2340	3,826.72
				#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	40	126,108.23	0.0000	127,000.00	140,117.00	127,000.00	30.2340	38,267.18
TRAINING EMPLOYEE 62752	51014000 Clean Assistant/Administration	1012000160	512011	#	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
				1010	100	106,817.04	0.0000	106,000.00	106,817.00	106,000.00	30.2340	32,662.72

## 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: 6110

Buttons: Save, Print, Edit

Tabs: Faculty, Monthly Staff, Bi-Weekly/Hourly Staff, Vacant Posn. Bkg

Buttons: Calc Salary from % Incr, Calc Salary to Budget, Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Clm %	2016 Salary	Propose Salary % Incr	2017 Proposed Salary	2016 Reurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
TRAINING EMPLOYEE 2274	5102720 Administrative Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110776	5101120 Administrative Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110778	5101120 Administrative Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110780	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110782	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110784	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110786	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110788	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110790	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110792	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110794	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110796	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110798	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110800	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110802	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110804	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110806	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110808	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110810	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110812	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110814	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110816	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110818	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110820	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110822	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110824	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110826	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110828	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110830	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110832	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110834	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110836	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110838	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110840	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110842	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110844	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110846	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110848	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110850	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110852	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110854	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110856	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110858	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110860	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110862	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110864	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110866	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110868	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110870	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110872	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110874	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110876	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110878	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110880	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110882	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110884	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110886	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110888	5101120 Academic Support Assistant	012000160	512011	1000	0	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 110890	5101120 Academic Support Assistant	012000160										

## 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	2016 Distr %	2017 Distr %	2016 P
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	0	0	0	
TRAINING EMPLOYEE 11031783	50117125 Administrative Research Assistant Pr	1012500160	512141	1005	0	0	0	
	51024704 Administrative Services Assistant Pr	1012500160	512131	1005	80	100	100	
TRAINING EMPLOYEE 11030211	50121426 Student Affairs Coordinator	1012500560	512031	1005	80	100	100	
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	0	0	0	
	51024705 Administrative Services Assistant Pr	1012500160	512031	1005	80	100	100	
<b>Overall Result</b>					<b>295</b>	<b>352</b>	<b>352</b>	

## 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	2016 Distr %	2017 Distr %	2016 Pay Rate	2016 Salary	Propose Salary % Incr	2017 Proposed Pay Rate	2017 Proposed Salary
TRAINING EMPLOYEE 22019	50110121 Administrative Support Associate II	1012500150	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
TRAINING EMPLOYEE 11031783	50117125 Administrative Research Assistant Pr	1012500160	512141	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
	51024704 Administrative Services Assistant Pr	1012500160	512131	1005	80	100	100	28.98	40,482.00	3.000	29.73	29,730.00
TRAINING EMPLOYEE 11030211	50121426 Student Affairs Coordinator	1012500560	512031	1005	80	100	100	21.71	45,196.80	2.850	22.33	22,330.00
TRAINING EMPLOYEE 11070433	50103706 Library Technician Senior	1012500160	512031	1005	75	52	52	18.30	18,528.00	3.100	18.81	18,810.00
TRAINING EMPLOYEE 20005211	50109102 Administrative Support Associate I	1012500150	512031	1005	0	0	0	0.00	0.00	0.000	0.00	0.00
	51024705 Administrative Services Assistant Pr	1012500160	512031	1005	80	100	100	20.34	42,307.20	3.000	20.94	20,940.00
<b>Overall Result</b>					<b>295</b>	<b>352</b>	<b>352</b>	<b>64.30</b>	<b>144,474.00</b>	<b>11.950</b>	<b>66.62</b>	<b>66,620.00</b>



## 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	Fund Code	Commitment Code	Wage Type	Hours	2016 Salary	2017 Salary	2016 Pay Rate	2017 Pay Rate	2016 Salary % Inc	2017 Proposed Pay Rate	2017 Proposed Salary	2016 Resourcing Budget	2017 Future Budget
TRAINING EMPLOYEE	11031703	80110120	Administrative Support Assistant Pt	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	11031704	80110120	Administrative Services Assistant Pt	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	11031705	80110120	Administrative Support Assistant Pt	101200100	812141	1000	85	100	100	28.08	45,462.00	3,300	41,888.00	40,462.00
TRAINING EMPLOYEE	11031706	80110120	Student Affairs Coordinator	101200100	812141	1000	40	100	100	23.71	48,198.00	3,300	45,198.00	45,198.00
TRAINING EMPLOYEE	11031707	80110120	Library Technician Senior	101200100	812141	1000	75	82	82	18.30	18,538.20	3,300	18,911	17,245.34
TRAINING EMPLOYEE	20050211	80110120	Administrative Support Assistant	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	81024708	80110120	Administrative Services Assistant Pt	101200100	812141	1000	85	100	100	20.34	42,697.20	3,300	39,397	42,697.20
<b>Grand Total</b>							<b>247</b>	<b>392</b>	<b>392</b>	<b>34.30</b>	<b>144,474.20</b>	<b>11,490</b>	<b>140,789.04</b>	<b>144,474.00</b>

## 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	Fund Code	Commitment Code	Wage Type	Hours	2016 Salary	2017 Salary	2016 Pay Rate	2017 Pay Rate	2016 Salary % Inc	2017 Proposed Pay Rate	2017 Proposed Salary	2016 Resourcing Budget	2017 Future Budget	2017 Benefit Budget
TRAINING EMPLOYEE	11031703	80110120	Administrative Support Assistant Pt	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	11031704	80110120	Administrative Services Assistant Pt	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	11031705	80110120	Administrative Support Assistant Pt	101200100	812141	1000	85	100	100	28.08	45,462.00	3,300	41,888.00	40,462.00	88,000.00
TRAINING EMPLOYEE	11031706	80110120	Student Affairs Coordinator	101200100	812141	1000	40	100	100	23.71	48,198.00	3,300	45,198.00	45,198.00	88,172.50
TRAINING EMPLOYEE	11031707	80110120	Library Technician Senior	101200100	812141	1000	75	82	82	18.30	18,538.20	3,300	18,911	17,245.34	38,000.00
TRAINING EMPLOYEE	20050211	80110120	Administrative Support Assistant	101200100	812141	1000	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING EMPLOYEE	81024708	80110120	Administrative Services Assistant Pt	101200100	812141	1000	85	100	100	20.34	42,697.20	3,300	39,397	42,697.20	88,000.00
<b>Grand Total</b>							<b>247</b>	<b>392</b>	<b>392</b>	<b>34.30</b>	<b>144,474.20</b>	<b>11,490</b>	<b>140,789.04</b>	<b>144,474.00</b>	<b>34,172.50</b>



## 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.

Facility Monthly Staff Bi-Weekly/Hourly Staff **Vacant Posn Bdg**

Calculate Benefit

Department: 81010 DIRECTORS OFFICE

Employee #	Position	Funds Center	Commitment Item	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
Not assigned	510107417 Staff Support Associate I	1012580150	512031	0.00	0.00	0.0000	0.00
	510107419 Staff Support Associate I	1012580150	512031	0.00	0.00	0.0000	0.00
	510107971 Agriculture Extension Agent County	1012589780	512071	48,193.08	48,200.00	30.2340	14,572.79
	510110121 Administrative Support Associate II	1012580150	512031	23,056.80	23,100.00	36.8200	8,505.42
	510128492 Program Assistant	1012580150	512041	0.00	0.00	0.0000	0.00
	510131485 Special Events Coordinator	1012500160	512021	65,685.96	65,686.00	30.2340	19,856.51
	51014688 Agriculture Extension Agent County	1012589780	512071	71,222.00	71,223.00	30.2340	21,533.56
<b>Result</b>				<b>208,157.84</b>	<b>208,209.00</b>	<b>127.5220</b>	<b>64,471.28</b>

## Regular Position Budget Layout (Continued)



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

UK Campus Regular Positions

Message Log

- Planning function FORM012(Calculate Benefit Budget), parameter group PARM001(Calculate benefit budget) was carried out with no errors
- 4 data records were read, 4 of them were changed, 0 generated

Department: 81010

Submit Save Undo Exit

Facility Monthly Staff Bi-Weekly/Hourly Staff **Vacant Posn Bdg**

Calculate Benefit

Department: 81010 DIRECTORS OFFICE

Employee #	Position	Funds Center	Commitment Item	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
Not assigned	510107417 Staff Support Associate I	1012580150	512031	0.00	0.00	0.0000	0.00
	510107419 Staff Support Associate I	1012580150	512031	0.00	0.00	0.0000	0.00
	510107971 Agriculture Extension Agent County	1012589780	512071	48,193.08	48,200.00	30.2340	14,572.79
	510110121 Administrative Support Associate II	1012580150	512031	23,056.80	23,100.00	36.8200	8,505.42
	510128492 Program Assistant	1012580150	512041	0.00	0.00	0.0000	0.00
	510131485 Special Events Coordinator	1012500160	512021	65,685.96	65,686.00	30.2340	19,856.51
	51014688 Agriculture Extension Agent County	1012589780	512071	71,222.00	71,223.00	30.2340	21,533.56
<b>Result</b>				<b>208,157.84</b>	<b>208,209.00</b>	<b>127.5220</b>	<b>64,471.28</b>

## 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 1<sup>st</sup>.

## 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).

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		0	18,228.80	18,870.00	18,228.80	38,8416	15,234.86
TRAINING EMPLOYEE	0111	00154818	Developmental Technician L	1043800470	512001	1000		80	100	100	12.93	27,866.40	1,000	18.00	27,492.00	27,866.40	27,492.00	38,8416	14,441.07
Row	0274	00154767		1043800470	512001	1000		100			18.86				38,228.80				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)

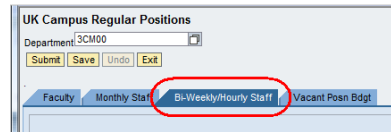


- The **Regular Position Budget** layout must be used for “regular” position budgets and salary proposals **ONLY**.
  - If a position is “regular” and does not appear in the layout, please notify the BPS listserv ([BPS-ISSUES@LSV.UKY.EDU](mailto:BPS-ISSUES@LSV.UKY.EDU)).
    - Reminder:** In BPS, “regular” 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 1<sup>st</sup> 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	Fund Center	Adj. Code	Wage Type	2017 Increment
TRAINING EMPLOYEE 1086	1012500100	M	1010	847.04
Result	1012800180	M	1010	1,089.04
TRAINING EMPLOYEE 10002	1012800180	M	1010	1,089.04
Result	1012500190	M	1010	2,002.96
TRAINING EMPLOYEE 11128	1012500190	M	1010	922.00
Result	1012800180	M	1010	2,905.96
TRAINING EMPLOYEE 33282	1012800180	M	1010	-112,405.23
Result	1012800180	M	1010	1,894.77
TRAINING EMPLOYEE 52732	1012500900	M	1010	-110,510.48
Result	1012500900	M	1010	-108,517.04

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

TRAINING EMPLOYEE	52732	1012500560	M	1010	-110,510.48
Result					-108,517.04

Row 1 to 12 / 21 | 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	2017 Increment	
TRAINING EMPLOYEE	7086	1012500160	M	1010	847.04
		Result			847.04
TRAINING EMPLOYEE	10902	1012500160	M	1010	1,089.04
		Result			1,089.04
TRAINING EMPLOYEE	11128	1012500160	M	1010	2,002.98
		1012580150	M	1010	902.98
		Result			2,905.96
TRAINING EMPLOYEE	33282	1012500160	M	1010	-112,405.23
		1012580150	M	1010	1,894.77
		Result			-110,510.46
TRAINING EMPLOYEE	52732	1012500560	M	1010	-106,517.04
		Result			-106,517.04
	7086	1012500160	E	1010	150.00

Row 1 to 13 / 22 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

Department: 81010

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Department	81010	DIRECTORS OFFICE			
Employee	Funds Center	Adj. Code	Wage Type	2017 Increment	
TRAINING EMPLOYEE	7086	1012500160	E	1010	150.00
		M	1010	697.04	
		Result			847.04
TRAINING EMPLOYEE	10902	1012500160	M	1010	1,089.04
		Result			1,089.04
TRAINING EMPLOYEE	11128	1012500160	M	1010	2,002.98
		1012580150	M	1010	902.98
		Result			2,905.96
TRAINING EMPLOYEE	33282	1012500160	M	1010	-112,405.23
		1012580150	M	1010	1,894.77
		Result			-110,510.46
TRAINING EMPLOYEE	52732	1012500560	M	1010	-106,517.04

Row 1 to 12 / 22 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	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
7066	TRAINING EMPLOYEE	51007276	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
10802	TRAINING EMPLOYEE	51019949	Executive/Managerial Regular Pay	512011 #	115,153.00	116,000.00	30.2340	0.00
11126	TRAINING EMPLOYEE	50131473	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
33262	TRAINING EMPLOYEE	50107768	Executive/Managerial Regular Pay	512011 #	179,911.00	181,000.00	30.2340	0.00
				1010	57,087.00	59,100.00	30.2340	0.00
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	57,087.00	58,000.00	30.2340	0.00
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
				1010	115,117.20	12,700.00	30.2340	0.00
				1010	140,117.20	127,000.00	30.2340	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	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
7086	TRAINING EMPLOYEE	51007276	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
10902	TRAINING EMPLOYEE	51019949	Executive/Managerial Regular Pay	512011 #	115,153.00	116,000.00	30.2340	35,071.44
11128	TRAINING EMPLOYEE	50131473	Executive/Managerial Regular Pay	512011 #	179,911.00	181,000.00	30.2340	54,723.54
33082	TRAINING EMPLOYEE	50107769	Executive/Managerial Regular Pay	512011 #	57,097.00	59,100.00	30.2340	17,868.29
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
		1012500150	Executive/Managerial Regular Pay	512011 #	57,097.00	58,000.00	30.2340	17,536.72
		1012500150	Executive/Managerial Regular Pay	512011 #	115,117.20	12,700.00	30.2340	3,839.72
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
		1010		1010	140,117.20	127,000.00	30.2340	38,307.18

- 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

- Planning function FORMD12(Calculate Benefit Budget), parameter group PARMD01(Calculate benefit budget) was carried out with no errors
- 6 data records were read, 6 of them were changed, 0 generated

Department: 61010

Submit Save Undo Exit

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
7086	TRAINING EMPLOYEE	51007276	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
10902	TRAINING EMPLOYEE	51019949	Executive/Managerial Regular Pay	512011 #	115,153.00	116,000.00	30.2340	35,071.44
11128	TRAINING EMPLOYEE	50131473	Executive/Managerial Regular Pay	512011 #	179,911.00	181,000.00	30.2340	54,723.54
33082	TRAINING EMPLOYEE	50107769	Executive/Managerial Regular Pay	512011 #	57,097.00	59,100.00	30.2340	17,868.29
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
		1012500150	Executive/Managerial Regular Pay	512011 #	57,097.00	58,000.00	30.2340	17,536.72
		1012500150	Executive/Managerial Regular Pay	512011 #	115,117.20	12,700.00	30.2340	3,839.72
		1012500150	Executive/Managerial Regular Pay	512011 #	0.00	0.00	0.0000	0.00
		1010		1010	140,117.20	127,000.00	30.2340	38,307.18

## 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	0.0000	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 Benefit

Department: 7H500 OBSTETRICS & GYNECOLOGY

Funds Center	Commitment Item	Position	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 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
1012095280	511011 Faculty Full-Time Regular Pay	50101694 Professor	52,500.00	0.00	0.0000	0.00
	Result		52,500.00	0.00	0.0000	0.00
1012141390	511011 Faculty Full-Time Regular Pay	51011152 Assistant Professor	92,190.00	0.00	0.0000	0.00
		51014950 Assistant Professor	41,107.50	0.00	0.0000	0.00
		51018929 Assistant Professor	83,918.80	0.00	0.0000	0.00
		51019506 Associate Professor	100,914.20	0.00	0.0000	0.00
	Result		318,130.50	0.00	0.0000	0.00

Row 1 to 14 / 34 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.

UK Campus Non-Regular Position Budget

Message Log  
 Planning function FORMD19/Copy budget to new fiscal year, parameter group PARM001/Copy budget to new fiscal year was carried out with no errors  
 0 data records were read, 0 of them were changed, 14 generated

Department: 7H500

Non-Regular

Copy Budget to New Year    Calculate Benefit

Funds Center	Commitment Item	Position	2018 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.1530	0.00
	Result		53,658.00	53,658.00	27.1530	0.00
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	96,717.00	96,717.00	27.1530	0.00
	Result		96,717.00	96,717.00	27.1530	0.00
1012096200	511011 Faculty Full-Time Regular Pay	51016604 Professor	52,500.00	52,500.00	27.1530	0.00
	Result		52,500.00	52,500.00	27.1530	0.00
1012141300	511011 Faculty Full-Time Regular Pay	51011152 Assistant Professor	82,180.00	82,180.00	27.1530	0.00
	51014950 Assistant Professor		41,107.50	41,107.50	27.1530	0.00
	51018929 Assistant Professor		83,918.80	83,918.80	27.1530	0.00
	51019506 Associate Professor		100,914.20	100,914.20	27.1530	0.00
	Result		318,130.50	318,130.50	108.6120	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 FORMD12/Calculate Benefit Budget, parameter group PARM001/Calculate Benefit Budget was carried out with no errors  
 14 data records were read, 14 of them were changed, 0 generated

Department: 7H500

Non-Regular

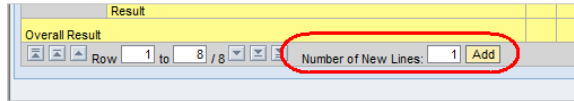
Copy Budget to New Year    Calculate Benefit

Funds Center	Commitment Item	Position	2018 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
1012001040	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.1530	14,569.76
	Result		53,658.00	53,658.00	27.1530	14,569.76
1012001910	511011 Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	96,717.00	96,717.00	27.1530	26,804.63
	Result		96,717.00	96,717.00	27.1530	26,804.63
1012096200	511011 Faculty Full-Time Regular Pay	51016604 Professor	52,500.00	52,500.00	27.1530	14,255.33
	Result		52,500.00	52,500.00	27.1530	14,255.33
1012141300	511011 Faculty Full-Time Regular Pay	51011152 Assistant Professor	82,180.00	82,180.00	27.1530	25,032.95
	51014950 Assistant Professor		41,107.50	41,107.50	27.1530	11,161.82
	51018929 Assistant Professor		83,918.80	83,918.80	27.1530	22,706.47
	51019506 Associate Professor		100,914.20	100,914.20	27.1530	27,401.23
	Result		318,130.50	318,130.50	108.6120	86,301.51

## 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	2016 Recurring Budget	2017 Future Budget	Benefit Rate	2017 Benefit Budget
1012001040	511011	Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	53,658.00	53,658.00	27.1530	14,569.76
			Result	53,658.00	53,658.00	27.1530	14,569.76
			Result	53,658.00	53,658.00	27.1530	14,569.76
1012001910	511011	Faculty Full-Time Regular Pay	51014615 Faculty Budget Only	98,717.00	98,717.00	27.1530	26,804.63
			Result	98,717.00	98,717.00	27.1530	26,804.63
			Result	98,717.00	98,717.00	27.1530	26,804.63
1012095280	511011	Faculty Full-Time Regular Pay	50101694 Professor	52,500.00	52,500.00	27.1530	14,255.33
			Result	52,500.00	52,500.00	27.1530	14,255.33
			Result	52,500.00	52,500.00	27.1530	14,255.33
1012141390	511011	Faculty Full-Time Regular Pay	51011152 Assistant Professor	92,190.00	92,190.00	27.1530	25,032.35
			51014950 Assistant Professor	41,107.50	41,107.50	27.1530	11,161.92
			51018929 Assistant Professor	83,918.80	83,918.80	27.1530	22,786.47
			51019506 Associate Professor	100,914.20	100,914.20	27.1530	27,401.23
			Result	318,130.50	318,130.50	108.6120	86,381.97
			Result	318,130.50	318,130.50	108.6120	86,381.97

## 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:
  4. 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**.

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Distr %	2016 Salary	Propose Salary % Incr	2017 Propose Salary
TRAINING EMPLOYEE 49420	50101684 Professor	101206280	511011	1010	10	53,000.00	0.000	53,000.00
		101280700	511011	1010	10	53,000.00	0.000	53,000.00
		121537600	511011	1010	2	10,600.00	0.000	10,600.00
TRAINING EMPLOYEE 11001459	50121959 Assistant Professor	101319500	511211	1210	57	5,748.96	0.000	5,748.96
		101319500	511211	1210	43	4,250.96	0.000	4,250.96
TRAINING EMPLOYEE 11021422	51011152 Assistant Professor	1012141390	511011	1010	31	82,190.00	0.000	82,190.00
TRAINING EMPLOYEE 11024999	50101689 Professor	101280700	511011	1010	100	175,362.00	0.000	175,362.00
TRAINING EMPLOYEE 11052221	50101697 Associate Professor	1215375470	511011	1010	7	32,760.00	0.000	32,760.00
TRAINING EMPLOYEE 11056762	51006531 Instructor	101319500	511011	1010	100	219,999.96	0.000	219,999.96
TRAINING EMPLOYEE 11065019	51014950 Assistant Professor	1012141390	511011	1010	18	41,107.50	0.000	41,107.50
TRAINING EMPLOYEE 11074212	51018929 Assistant Professor	1012141390	511011	1010	35	83,918.79	0.000	83,918.79
TRAINING EMPLOYEE 20001951	51019506 Associate Professor	1012141390	511011	1010	37	100,914.19	0.000	100,914.19
<b>Overall Result</b>					<b>450</b>	<b>872,882.40</b>	<b>0.000</b>	<b>872,882.40</b>

### 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.

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Distr %	2016 Salary	Propose Salary % Incr	2017 Propose Salary
TRAINING EMPLOYEE 49420	50101684 Professor	101206280	511011	1010	10	53,000.00	3.000	54,590.00
		101280700	511011	1010	10	53,000.00	3.000	54,643.00
		121537600	511011	1010	2	10,600.00	3.000	10,919.20
TRAINING EMPLOYEE 11001459	50121959 Assistant Professor	101319500	511211	1210	57	5,748.96	2.900	5,915.75
		101319500	511211	1210	43	4,250.96	2.900	4,376.38
TRAINING EMPLOYEE 11021422	51011152 Assistant Professor	1012141390	511011	1010	31	82,190.00	3.000	84,655.70
TRAINING EMPLOYEE 11024999	50101689 Professor	101280700	511011	1010	100	175,362.00	3.140	180,699.31
TRAINING EMPLOYEE 11052221	50101697 Associate Professor	1215375470	511011	1010	7	32,760.00	3.000	33,742.80
TRAINING EMPLOYEE 1106762	51006531 Instructor	101319500	511011	1010	100	219,999.96	2.890	226,357.96
TRAINING EMPLOYEE 11065019	51014950 Assistant Professor	1012141390	511011	1010	18	41,107.50	3.100	42,361.63
TRAINING EMPLOYEE 11074212	51018929 Assistant Professor	1012141390	511011	1010	35	83,918.79	3.000	86,436.35
TRAINING EMPLOYEE 20001951	51019506 Associate Professor	1012141390	511011	1010	37	100,914.19	3.000	103,941.62
<b>Overall Result</b>					<b>450</b>	<b>872,882.40</b>	<b>30.200</b>	<b>899,179.85</b>

- 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

Employee	Position	Funds Center	Commitment Item	Wage Type	2016 Distr %	2016 Salary	Propose Salary % Incr	2017 Propose Salary
TRAINING EMPLOYEE	49420 50101694 Professor	1012065280	511011	1010	10	53,000.00	3,000	54,550.00
		1012807700	511011	1010	10	53,000.00	3,100	54,643.00
		1215378200	511011	1010	2	10,600.00	3,200	10,939.20
TRAINING EMPLOYEE	11001458 50121958 Assistant Professor	1013183650	511211	1210	57	5,748.98	2,900	5,915.70
		1013195030	511211	1210	43	4,250.98	2,950	4,376.38
TRAINING EMPLOYEE	11021422 51011152 Assistant Professor	1012141390	511011	1010	31	92,190.00	3,000	94,955.70
TRAINING EMPLOYEE	11024999 50101689 Professor	1012807700	511011	1010	100	175,392.00	3,140	180,899.31
TRAINING EMPLOYEE	11052221 50101697 Associate Professor	1215375470	511011	1010	7	32,760.00	3,000	33,742.80
TRAINING EMPLOYEE	11056762 51008531 Instructor	1013195050	511011	1010	100	219,999.96	2,890	226,357.96
TRAINING EMPLOYEE	11065019 51014950 Assistant Professor	1012141390	511011	1010	18	41,107.50	3,100	42,381.83
TRAINING EMPLOYEE	11074212 51018929 Assistant Professor	1012141390	511011	1010	35	83,918.79	3,000	86,436.35
TRAINING EMPLOYEE	20001951 51019506 Associate Professor	1012141390	511011	1010	37	100,914.19	3,000	103,941.62
<b>Overall Result</b>					<b>450</b>	<b>872,882.40</b>	<b>36,280</b>	<b>899,179.85</b>

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

## Non-Regular Position Salary Layout (Continued)



- Bi-weekly/Hourly tab:

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

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2016 Distr %	2017 Distr %
TRAINING EMPLOYEE	54154 50310674 Temporary Technical/Paraprofessional	1012009020	512214	1005	20	100	100
TRAINING EMPLOYEE	10026679 50223367 Temporary Professional Non-Admin	1012805700	512217	1005	34	100	100
TRAINING EMPLOYEE	11001229 50316377 Temporary Technical/Paraprofessional	1012805700	512214	1005	80	100	100
TRAINING EMPLOYEE	11002034 51016771 Temporary Technical/Paraprofessional	1012805700	512214	1005	10	100	100
TRAINING EMPLOYEE	11013741 51015783 Student/Non-Work Study	1012009020	513110	1006	40	100	100
TRAINING EMPLOYEE	11030833 51015969 Temporary Technical/Paraprofessional	1012805700	512214	1005	64	100	100
TRAINING EMPLOYEE	11043053 51026105 Temporary Technical/Paraprofessional	1012805700	512214	1005	36	100	100
TRAINING EMPLOYEE	11044134 50116377 Temporary Technical/Paraprofessional	1012805700	512214	1005	40	100	100
TRAINING EMPLOYEE	11046856 51015784 Student/Non-Work Study	1012009020	513110	1006	40	100	100
TRAINING EMPLOYEE	11053536 51017210 Temporary Technical/Paraprofessional	1012805700	512214	1005	48	100	100
TRAINING EMPLOYEE	11057317 50116377 Temporary Technical/Paraprofessional	1012805700	512214	1005	20	100	100
TRAINING EMPLOYEE	11062064 51015967 Temporary Technical/Paraprofessional	1012805700	512214	1005	40	100	100
TRAINING EMPLOYEE	11062474 51018803 Graduate Research Assistant	1012136720	513810	1020	40	100	100
TRAINING EMPLOYEE	11064452 51019804 Graduate Research Assistant	1012136720	515510	1020	40	100	100

## 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 / pay period	2016 Clas %	2017 Clas %	2016 Pay Rate	2016 Salary	Propose Salary % Incr	2017 Propose Pay Rate	2017 Propose Salary
TRAINING EMPLOYEE 54184	8012674 Temporary Technical/Professional	101200020	512214	1026	20	100	100	30.00	18,600.00	0.000	31.00	18,120.00
TRAINING EMPLOYEE 1032879	8022367 Temporary Professional Non-Admin	101200700	512217	1009	34	100	100	30.00	26,520.00	0.000	31.00	27,404.00
TRAINING EMPLOYEE 11051229	8014037 Temporary Technical/Professional	101200700	512214	1009	80	100	100	19.00	37,440.00	0.000	19.00	39,620.00
TRAINING EMPLOYEE 11052204	8101771 Temporary Technical/Professional	101200700	512214	1009	10	100	100	30.00	7,800.00	0.000	31.00	8,060.00
TRAINING EMPLOYEE 11012741	8101763 Student/Non-Work Study	101200020	510110	1006	40	100	100	25.00	26,000.00	0.000	26.00	27,040.00
TRAINING EMPLOYEE 1103603	8101686 Temporary Technical/Professional	101200700	512214	1009	64	100	100	27.00	44,928.00	0.000	28.00	46,960.00
TRAINING EMPLOYEE 1104603	8102108 Temporary Technical/Professional	101200700	512214	1009	40	100	100	13.00	14,840.00	0.000	14.00	15,080.00
TRAINING EMPLOYEE 11044134	8014037 Temporary Technical/Professional	101200700	512214	1009	30	100	100	10.00	10,400.00	0.000	11.00	11,440.00
TRAINING EMPLOYEE 1104603	8101764 Student/Non-Work Study	101200020	510110	1006	40	100	100	10.00	10,400.00	0.000	11.00	11,440.00
TRAINING EMPLOYEE 1103603	8101720 Temporary Technical/Professional	101200700	512214	1009	40	100	100	32.00	38,960.00	0.000	33.00	41,164.00
TRAINING EMPLOYEE 11057317	8014037 Temporary Technical/Professional	101200700	512214	1009	20	100	100	19.00	7,600.00	0.000	18.00	8,320.00
TRAINING EMPLOYEE 11032034	8101687 Temporary Technical/Professional	101200700	512214	1009	40	100	100	29.00	29,120.00	0.000	29.00	30,160.00
TRAINING EMPLOYEE 11032474	8101682 Graduate Research Assistant	1012136720	510610	1020	40	100	100	600.00	18,000.00	0.000	600.00	18,000.00
TRAINING EMPLOYEE 11034462	8101604 Graduate Research Assistant	1012136720	510610	1020	40	100	100	810.81	21,081.08	0.000	821.00	21,546.00

## 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 / pay period	2016 Clas %	2017 Clas %	2016 Pay Rate	2016 Salary	Propose Salary % Incr	2017 Propose Pay Rate	2017 Propose Salary
TRAINING EMPLOYEE 54184	8012674 Temporary Technical/Professional	101200020	512214	1026	20	100	100	30.00	18,600.00	0.000	31.00	18,120.00
TRAINING EMPLOYEE 1032879	8022367 Temporary Professional Non-Admin	101200700	512217	1009	34	100	100	30.00	26,520.00	0.000	31.00	27,404.00
TRAINING EMPLOYEE 11051229	8014037 Temporary Technical/Professional	101200700	512214	1009	80	100	100	19.00	37,440.00	0.000	19.00	39,620.00
TRAINING EMPLOYEE 11052204	8101771 Temporary Technical/Professional	101200700	512214	1009	10	100	100	30.00	7,800.00	0.000	31.00	8,060.00
TRAINING EMPLOYEE 11012741	8101763 Student/Non-Work Study	101200020	510110	1006	40	100	100	25.00	26,000.00	0.000	26.00	27,040.00
TRAINING EMPLOYEE 1103603	8101686 Temporary Technical/Professional	101200700	512214	1009	64	100	100	27.00	44,928.00	0.000	28.00	46,960.00
TRAINING EMPLOYEE 1104603	8102108 Temporary Technical/Professional	101200700	512214	1009	40	100	100	13.00	14,840.00	0.000	14.00	15,080.00
TRAINING EMPLOYEE 11044134	8014037 Temporary Technical/Professional	101200700	512214	1009	30	100	100	10.00	10,400.00	0.000	11.00	11,440.00
TRAINING EMPLOYEE 1104603	8101764 Student/Non-Work Study	101200020	510110	1006	40	100	100	10.00	10,400.00	0.000	11.00	11,440.00
TRAINING EMPLOYEE 1103603	8101720 Temporary Technical/Professional	101200700	512214	1009	40	100	100	32.00	38,960.00	0.000	33.00	41,164.00
TRAINING EMPLOYEE 11057317	8014037 Temporary Technical/Professional	101200700	512214	1009	20	100	100	19.00	7,600.00	0.000	18.00	8,320.00
TRAINING EMPLOYEE 11032034	8101687 Temporary Technical/Professional	101200700	512214	1009	40	100	100	29.00	29,120.00	0.000	29.00	30,160.00
TRAINING EMPLOYEE 11032474	8101682 Graduate Research Assistant	1012136720	510610	1020	40	100	100	600.00	18,000.00	0.000	600.00	18,000.00
TRAINING EMPLOYEE 11034462	8101604 Graduate Research Assistant	1012136720	510610	1020	40	100	100	810.81	21,081.08	0.000	821.00	21,546.00



## 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





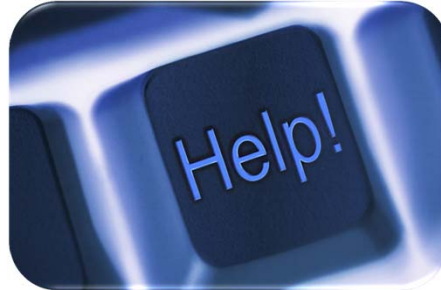
# BPS Budget Reports

## 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

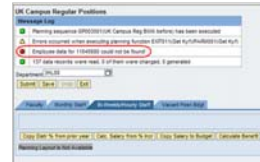
### Keys to Minimize Budget/BPS Issues

- 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.

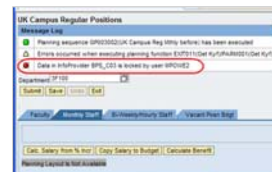
## BPS Messages



- **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](mailto:BPS-ISSUES@lsv.uky.edu)
- **Locked out of layout**
  - **Prevention**
    - Use the **Exit** button
  - **Solution**
    - Contact BPS listserv [BPS-ISSUES@lsv.uky.edu](mailto:BPS-ISSUES@lsv.uky.edu)



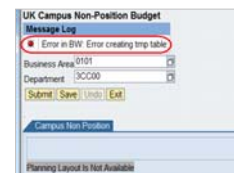
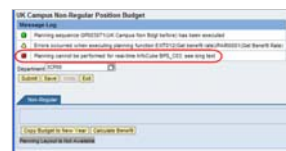
Include a screen shot when e-mailing the BPS listserv!



## BPS Messages (Continued)



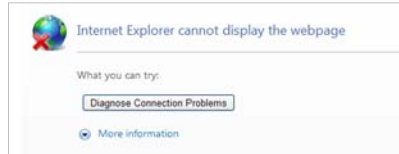
- **Planning could not be performed**
  - BW is fixing an issue and has locked out users momentarily
  - **Solution**
    - Log out of system, and log back into the system
- **Error creating tmp table**
  - Has to do with a table space issue and is a **very rare** issue
  - **Solution**
    - Log out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

