



BPS_300 Business Planning Simulation



Course Content



- BPS – Business Planning Simulation
- BPS Design and Layouts
- Phase I – Non-Position Budgets
- Phase II – Salary Proposals
- Phase III – Non-Regular Position Salary Proposals and Budget Entries
- Reports
- BPS Troubleshooting and Help



BPS – Business Planning Simulation

BPS – Business Planning Simulation

- SAP's 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

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 Tip



**“Plan before
making the
entries”**





BPS Designs And Layouts

BPS Designs & Layouts

- In BPS, the budgeting platform is defined by a budgeting area and each 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 Designs & Layouts



- 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

Welcome to the BPS Budgeting application

Click on the link(s) below to create/change salary.

[Campus Regular Position Budget Only](#)

[Campus Non Regular Position Budget](#)

[Land Grant Regular Position Budget Only](#)

[Land Grant Non Regular Position Budget](#)

[Campus Position Budget](#)

[Land Grant Position Budget](#)

[Campus Non Regular Position Salary](#)

[Land Grant Non Regular Position Salary](#)



Phase I – Income & Non-Position Budgets

Income & Non-Position Budget Processes



- Income Estimates Process
- Non-Position Budget Layout
 - ♦ **General Fund** income estimates
 - ♦ **Auxiliary, hospital, and restricted funds** income estimates

Income Estimates Process



- Budget Areas submit final income estimates with supporting documentation regarding significant changes:
 - ♦ Income estimates that will be eliminated in the new year
 - ♦ New income estimates
 - ♦ Income estimates which have at least a 10% change from the current fiscal year with an accompanying dollar amount of \$10,000 or more

Income Estimates Process



- UBO will provide two spreadsheets via through 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



- Select the appropriate **Non-Position Budget** BPS layout

[Campus Non Position Budget](#)

OR

[Land Grant Non Position Budget](#)

- Enter a value for each of the following selection criteria:

- ♦ Business Area
- ♦ Department

- **Tip:** To search for the appropriate selection, click on the **Search** button in the field

Non-Position Budget Layout



- **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.

Non-Position Budget Layout



- UK Business Areas:
 - ♦ 0101 UK w/o component units
 - ♦ 0102 Ky Tobacco R&D Center
 - ♦ 0103 UK Housing/Dining
 - ♦ 0104 Boone Faculty Club
 - ♦ 0105 WUKY
 - ♦ 0111 UK Hospital
 - ♦ 0112 Samaritan Hospital
 - ♦ 0113 University Health
 - ♦ 0120 UK COMed Clinical Depts
 - ♦ 0201 UK Research Foundation
 - ♦ 0301 Fund for Advancement of Education and Research at UK Med Cntr
 - ♦ 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
 - ♦ 1000 Central Ky Management Services (Finances not a part of IRIS)
 - ♦ 1100 Boone Center
 - ♦ KMSF Kentucky Medical Services Foundation

Non-Position Budget Layout



UK Campus Non-Position Budget

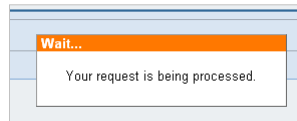
Business Area 0101

Department 01010

Submit Save Undo Exit

Campus Non Position

- Click on the **Submit** button or press **Enter**
- You may receive a system message while the system is working



Non-Position Budget Layout



UK Campus Non-Position Budget

Business Area 0101 UK w/o component units

Department 01010 DIRECTORS OFFICE

Submit Save Undo Exit

Campus Non Position

Enter Budget

Funds Center	Commitment Item	2010 Original	2010 Recurring	2011 Original	2011 Recurring	2012 Future
1011800070 INCOME	409000 Fees - Student Miscellaneous	-50,000.00	-50,000.00	-75,000.00	-75,000.00	0.00
	440242 Professional Fees - Other Professional S	-50,000.00	-50,000.00	-50,000.00	-50,000.00	0.00
	449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	0.00
	Result	-125,000.00	-125,000.00	-150,000.00	-150,000.00	0.00
1012003490 INSTRUCTION DEAN'S 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
1012003510 AG-ST-A AGRICULTURE STATE FUNDS ADM RESE	530000 Budget Pool - Current Expenses	0.00	0.00	26,000.00	13,070.00	0.00
	Result	0.00	0.00	26,000.00	13,070.00	0.00
1012500180 AG-SR-A DIRECTORS OFFICE	530000 Budget Pool - Current Expenses	37,363.00	37,363.00	37,363.00	37,363.00	0.00
	Result	37,363.00	37,363.00	37,363.00	37,363.00	0.00
1012500560 AG-ASST DEAN FOR DIVERSITY	530000 Budget Pool - Current Expenses	25,000.00	25,000.00	25,000.00	25,000.00	0.00
	Result	25,000.00	25,000.00	25,000.00	25,000.00	0.00
1012501260 AG-SR-A ADMINISTRATIVE RESERVE	520000 Budget Pool Employee Benefits	0.00	0.00	0.00	23,730.18	0.00
	530000 Budget Pool - Current Expenses	497,136.09	497,136.09	457,742.93	140,755.93	0.00

Row 14 / 110 Number of New Lines 1 Add

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

Non-Position Budget Layout



Business Area	0101	UK w/o component units							
Department	01010	DIRECTORS OFFICE							
Funds Center	Commitment Item	2010 Original	2010 Recurring	2011 Original	2011 Recurring	2012 Future			
101160070	INCOME	40660 Fees - Student Miscellaneous	-50,000.00	-50,000.00	-75,000.00	-75,000.00	-75,000.00		
		440242 Professional Fees - Other Professional S	-50,000.00	-50,000.00	-50,000.00	-50,000.00	-50,000.00		
		449050 Reimbursed Costs	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00		
		Result	-125,000.00	-125,000.00	-150,000.00	-150,000.00	0.00		
1012003490	INSTRUCTION DEAN'S OFFICE	530000 Budget Pool - Current Expenses	12,464.00	12,464.00	12,464.00	12,464.00	12,000.00		
		Result	12,464.00	12,464.00	12,464.00	12,464.00	12,000.00		
1012003510	AG-ST-A.AGRICULTURE STATE FUNDS ADM RESE	530000 Budget Pool - Current Expenses	0.00	0.00	25,000.00	13,070.00	13,000.00		
		Result	0.00	0.00	25,000.00	13,070.00	13,000.00		
1012500160	AG-SR-A DIRECTORS OFFICE	530000 Budget Pool - Current Expenses	37,363.00	37,363.00	37,363.00	37,363.00	37,300.00		
		Result	37,363.00	37,363.00	37,363.00	37,363.00	37,300.00		
1012500560	AG-ASST DEAN FOR DIVERSITY	530000 Budget Pool - Current Expenses	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
		Result	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00		
1012501200	AG-SR-A ADMINISTRATIVE RESERVE	520000 Budget Pool Employee Benefits	0.00	0.00	0.00	23,730.00	23,000.00		
		Result	0.00	0.00	0.00	23,730.00	23,000.00		
		530000 Budget Pool - Current Expenses	497,136.89	497,136.89	457,742.83	140,755.00	140,000.00		

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

UK Campus Non-Position Budget

Business Area: 0101

Department: 81010

Submit Save Undo Exit

Non-Position Budget Layout



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

	2011 Original	2011 Recurring	2012 Future
0	-75,000.00	-75,000.00	-76,000.00
0	-50,000.00	-50,000.00	-55,000.00
0	-25,000.00	-25,000.00	-25,000.00

- ♦ Use the **Add** button to add a budget (for a funds center/commitment item combination) that is not displayed on the layout
 - System will indicate an error if a non-relevant commitment item is used

1012501260 AG-SR-A ADMINISTRATIVE RESERVE 520000 Budget Pool Employee Benet

530000 Budget Pool - Current Expen

Row 1 to 14 / 110 Number of New Lines: 1 Add

Non-Position Budget Layout



- Tips
 - ♦ 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
 - ♦ The non-position budget layout allows budget entry for future year income and non-position expenses by funds center and commitment item combinations

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)
- Entered only by College of Ag business officers using the Land Grant Non-Position Budget layout

Fund Group 25 Income Estimates



- Select the **Land Grant Non-Position Budget** BPS layout (only used by College of Ag business officers)

[Land Grant Non Position Budget](#)

- Enter the **Department**

UK Land Grant Non-Position Budget
Department: 81010
Submit Save Undo Exit

- Click on the **Submit** button or press **Enter**

Department: 81010
Submit Save Undo Exit
Land Grant Non Position

Fund Group 25 Income Estimates



- Enter a future year budget by grant for each appropriate commitment item in the future budget field

Department	Program	Commitment Item	2018 Requiring	2017 Requiring	2018 Budget
01010	DIRECTORS OFFICE				
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - 4-0 Program	221,800.00	221,800.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	221,800.00	221,800.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - Animal Health	45,107.00	45,107.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	45,107.00	45,107.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - Food and Fed	1,075,899.00	1,075,899.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	1,075,899.00	1,075,899.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - E.P.A.	88,270.00	88,270.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	88,270.00	88,270.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Budget Post - Current Expenses	1,500.00	1,500.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	1,500.00	1,500.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - Public Account	4,136,874.00	4,136,874.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	4,136,874.00	4,136,874.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Budget Post - Current Expenses	448,810.00	448,810.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	448,810.00	448,810.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Z33000000 Appropriations - Federal - Wildlife Dept	490,000.00	490,000.00	0.00
ZAMR03-0301 CES	Z33000000 AG-E-A REVENUE 4-0 PROGRAM	Result	490,000.00	490,000.00	0.00

- Click on the **Save** button

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

- ♦ 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

Summary



- 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 Proposal Process

“Regular” Position Budget and Salary Proposal Process



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

“Regular” Position Budget and Salary Proposal Process



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

“Regular” Position Budget and Salary Proposal Process



- 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
 - ♦ 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



- Select the **Position Budget** BPS layout, either Campus or Land Grant

[Campus Position Budget](#)

OR

[Land Grant Position Budget](#)

- Enter a value for the **Department**

Regular Position Budget Layout



- Click on the **Submit** button or press **Enter**

- Four tabs will display

Regular Position Budget Layout



- 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

Employee	Position	Funds Center	Comment Item	Wage Type	2011 Salary	2011 Proposed Salary	2012 Salary	2011 Recurring Budget	2012 Recurring Budget	2011 Benefit Rate	2012 Benefit Rate
TRAINING EMPLOYEE 1	08100135 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1440	08100129 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1683	08100129 Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2333	5104297 Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4000	08111757 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4318	08101443 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5143	08103144 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00

Regular Position Budget Layout



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

Employee	Position	Funds Center	Comment Item	Wage Type	2011 Salary	2011 Proposed Salary %	2012 Salary	2011 Recurring Budget	2012 Recurring Budget	2011 Benefit Rate	2012 Benefit Rate
TRAINING EMPLOYEE 1	08100135 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1440	08100129 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1683	08100129 Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2333	5104297 Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4000	08111757 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4318	08101443 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5143	08103144 Associate Professor	1012005110	511011	#	0	0.00	0.00	0.00	0.00	0.0000	0.00

Regular Position Budget Layout



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

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 2011	2011 2011	Propose	2012 Propose	2011	2012	Benefit	2012	
					Rate	Salary	Salary %	Salary	Recurring Budget	Future Budget	Rate	Benefit Budget	
TRAINING EMPLOYEE 1	50102135 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1140	50102129 Associate Professor	1012005110	511011	#	100	66,610.98	0.000	67,610.00	66,610.00	67,610.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1883	50102129 Professor	1012005110	511011	#	100	79,268.96	0.000	79,269.00	79,268.00	79,268.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2333	51004297 Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4000	50111707 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4310	50102143 Associate Professor	1012005110	511011	#	100	72,222.03	0.000	73,222.00	72,222.00	73,222.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5163	50102144 Associate Professor	1012005110	511011	#	100	73,022.84	0.000	74,022.00	73,022.00	74,022.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5163	50102144 Associate Professor	1012005110	511011	#	100	65,540.01	0.000	66,540.00	65,540.00	66,540.00	0.00	0.0000	0.00

- **Note:** Do not use the **Calculate Benefits** button at the bottom of the layout. This button is non-functional.

Regular Position Budget Layout



- **Faculty & Monthly Staff tabs:**
 - ♦ Click on the **Calculate Benefit** button so the system can calculate the new year benefits budget
 - ♦ Future year budget and benefits budget amounts may be overwritten if the calculated amounts need to be changed

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 2011	2011 2011	Propose	2012 Propose	2011	2012	Benefit	2012	
					Rate	Salary	Salary %	Salary	Recurring Budget	Future Budget	Rate	Benefit Budget	
TRAINING EMPLOYEE 1	50102135 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1140	50102129 Associate Professor	1012005110	511011	#	100	66,610.98	0.000	67,610.00	66,610.00	67,610.00	28.990	0.0000	0.00
TRAINING EMPLOYEE 1883	50102129 Professor	1012005110	511011	#	100	79,268.96	0.000	79,269.00	79,268.00	79,268.00	28.990	0.0000	0.00
TRAINING EMPLOYEE 2333	51004297 Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4000	50111707 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4310	50102143 Associate Professor	1012005110	511011	#	100	72,222.03	0.000	73,222.00	72,222.00	73,222.00	28.990	0.0000	0.00
TRAINING EMPLOYEE 5163	50102144 Associate Professor	1012005110	511011	#	100	73,022.84	0.000	74,022.00	73,022.00	74,022.00	28.990	0.0000	0.00
TRAINING EMPLOYEE 5163	50102144 Associate Professor	1012005110	511011	#	100	65,540.01	0.000	66,540.00	65,540.00	66,540.00	28.990	0.0000	0.00

Regular Position Budget Layout



- **Faculty & Monthly Staff** tabs:
 - ♦ Click on the **Save** button to save the data

UK Campus Regular Positions

Message Log

Planning function PDR013(Calculate Benefit Budget), parameter group PAB001(Calculate benefit budget) was carried out with no errors

4 data records were read, 0 of them were changed, 0 generated

Department: BN100

Submit Save **Exit**

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

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

Department: BN100 ARCHITECTURE INSTRUCTION

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Dist %	2011 Salary	Propose Salary %	2012 Propose Salary	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
TRAINING EMPLOYEE 1	50103135 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 1140	50103126 Associate Professor	1012005110	511011	#	100	66,610.98	0.000	67,610.00	66,610.98	67,610.00	28.8500	19,510.89
TRAINING EMPLOYEE 1083	50103129 Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2333	51004267 Professor	1012005110	511011	#	100	79,209.99	0.000	79,209.99	79,209.99	79,209.99	29.8500	40,610.73
TRAINING EMPLOYEE 4000	50111707 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4318	50103143 Associate Professor	1012005110	511011	#	100	59,304.87	0.000	60,304.00	59,304.87	60,304.00	9.9700	21,889.90
TRAINING EMPLOYEE 4563	50103144 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4318	50103143 Associate Professor	1012005110	511011	#	100	72,022.03	0.000	73,022.00	72,022.03	73,022.00	28.8500	21,130.40
TRAINING EMPLOYEE 4318	50103143 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 4318	50103143 Associate Professor	1012005110	511011	#	100	73,622.94	0.000	74,622.00	73,622.94	74,622.00	28.8500	21,381.27
TRAINING EMPLOYEE 5163	50103144 Associate Professor	1012005110	511011	#	0	0.00	0.000	0.00	0.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5163	50103144 Associate Professor	1012005110	511011	#	100	65,548.01	0.000	66,548.00	65,548.01	66,548.00	28.8500	19,203.84

Regular Position Budget Layout



- **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: SC000

Submit Save **Exit**

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

Copy Dist % from prior enter Copy Salary from % Inor Copy Salary to Budget Calculate Benefit

Department: SC000 MED CTR PHYSICAL PLANT ADMIN

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2011 Dist %	2011 Salary	Propose Salary %	2012 Propose Salary	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
TRAINING EMPLOYEE 920	50132719 Waste Management Specialist	1043000470	512061	1005	80	100	11.17 23,233.60	0.000	0.00	0.00	23,233.60	0.0000	0.00
TRAINING EMPLOYEE 1548	50104810 Carpet Station #	1043000470	512061	1005	80	100	14.76 30,708.80	0.000	0.00	0.00	30,708.80	0.0000	0.00
TRAINING EMPLOYEE 2261	50104800 Carpenter #	1043000470	512061	1005	80	100	16.99 35,298.20	0.000	0.00	0.00	35,298.20	0.0000	0.00
TRAINING EMPLOYEE 2379	51000537 Maintenance Technician Supervisor	1043000470	512061	1005	80	100	23.34 48,547.20	0.000	0.00	0.00	48,547.20	0.0000	0.00
TRAINING EMPLOYEE 3188	50104796 Carpenter #	1043000470	512061	1005	80	100	17.29 36,063.20	0.000	0.00	0.00	36,063.20	0.0000	0.00
TRAINING EMPLOYEE 4278	50104764 Facility Management Systems Operator	1043000470	512061	1005	80	100	15.44 32,115.20	0.000	0.00	0.00	32,115.20	0.0000	0.00
TRAINING EMPLOYEE 4871	51000539 Maintenance Technician Supervisor	1043000470	512061	1005	80	100	23.34 48,547.20	0.000	0.00	0.00	48,547.20	0.0000	0.00
TRAINING EMPLOYEE 5414	50104872 Maintenance Technician #	1043000470	512061	1005	80	100	18.79 39,843.20	0.000	0.00	0.00	39,843.20	0.0000	0.00
TRAINING EMPLOYEE 5433	50132167 Maintenance Technician #	1043000470	512061	1005	80	100	18.44 38,436.20	0.000	0.00	0.00	38,436.20	0.0000	0.00
TRAINING EMPLOYEE 5442	50102479 Estimator	1043000470	512061	1005	80	100	26.81 56,764.80	0.000	0.00	0.00	56,764.80	0.0000	0.00
TRAINING EMPLOYEE 5882	50104774 Electrician #	1043000470	512061	1005	80	100	19.84 42,047.20	0.000	0.00	0.00	42,047.20	0.0000	0.00
TRAINING EMPLOYEE 6162	51000296 Truck Driver #	1043000470	512061	1005	80	100	13.24 28,787.20	0.000	0.00	0.00	28,787.20	0.0000	0.00
TRAINING EMPLOYEE 6274	50104767 Plumber Licensed 1st Class	1043000470	512061	1005	80	100	18.67 39,833.60	0.000	0.00	0.00	39,833.60	0.0000	0.00
TRAINING EMPLOYEE 7111	50104845 Maintenance Technician #	1043000470	512061	1005	80	100	17.82 37,065.60	0.000	0.00	0.00	37,065.60	0.0000	0.00

Regular Position Budget Layout



- Bi-Weekly/Hourly Staff tab:
 - ♦ 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	2011 Dist %	2011 Salary	Propose Salary % Incr	2012 Propose Salary	2012 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget	
TRAINING EMPLOYEE 820	50132719 Waste Management Specialist	1043000470	512061	1005	80	1.17	23,233.60	0.0000	0.00	0.00	23,233.60	0.00	0.0000	0.00
TRAINING EMPLOYEE 1546	50104810 Cement Mason II	1043000470	512051	1005	80	1.00	35,700.00	0.0000	0.00	0.00	35,700.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2241	50104830 Carpenter II	1043000470	512051	1005	80	1.00	33,259.20	0.0000	0.00	0.00	33,259.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 2079	51000297 Maintenance Technician Supervisor	1043000470	512041	1005	80	1.00	46,847.20	0.0000	0.00	0.00	46,847.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 3108	50104796 Carpenter II	1043000470	512051	1005	80	1.00	35,963.20	0.0000	0.00	0.00	35,963.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 4078	50104754 Facility Management Systems Operator	1043000470	512041	1005	80	1.00	32,115.20	0.0000	0.00	0.00	32,115.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 4671	51000539 Maintenance Technician Supervisor	1043000470	512041	1005	80	1.00	45,547.20	0.0000	0.00	0.00	45,547.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5414	50104872 Maintenance Technician II	1043000470	512041	1005	80	1.00	32,843.20	0.0000	0.00	0.00	32,843.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5433	50132487 Maintenance Technician II	1043000470	512041	1005	80	1.00	40,435.20	0.0000	0.00	0.00	40,435.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5442	50132479 Estimator	1043000470	512051	1005	80	1.00	55,764.00	0.0000	0.00	0.00	55,764.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5892	50104774 Electrician I	1043000470	512051	1005	80	1.00	32,947.20	0.0000	0.00	0.00	32,947.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 6182	51000295 Truck Driver II	1043000470	512061	1005	80	1.00	28,787.20	0.0000	0.00	0.00	28,787.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 6274	50104767 Plumber Licensed 1st Class	1043000470	512051	1005	80	1.00	38,833.60	0.0000	0.00	0.00	38,833.60	0.00	0.0000	0.00
TRAINING EMPLOYEE 7111	50104845 Maintenance Technician II	1043000470	512041	1005	80	1.00	37,065.60	0.0000	0.00	0.00	37,065.60	0.00	0.0000	0.00

Regular Position Budget Layout



- Bi-Weekly/Hourly Staff tab:
 - ♦ 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

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / pay period	2011 Dist %	2011 Salary	Propose Salary % Incr	2012 Propose Salary	2012 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget	
TRAINING EMPLOYEE 820	50132719 Waste Management Specialist	1043000470	512061	1005	80	1.17	23,233.60	0.0000	0.00	0.00	23,233.60	0.00	0.0000	0.00
TRAINING EMPLOYEE 1546	50104810 Cement Mason II	1043000470	512051	1005	80	1.00	35,700.00	0.0000	0.00	0.00	35,700.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 2241	50104830 Carpenter II	1043000470	512051	1005	80	1.00	33,259.20	0.0000	0.00	0.00	33,259.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 2079	51000297 Maintenance Technician Supervisor	1043000470	512041	1005	80	1.00	46,847.20	0.0000	0.00	0.00	46,847.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 3108	50104796 Carpenter II	1043000470	512051	1005	80	1.00	35,963.20	0.0000	0.00	0.00	35,963.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 4078	50104754 Facility Management Systems Operator	1043000470	512041	1005	80	1.00	32,115.20	0.0000	0.00	0.00	32,115.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 4671	51000539 Maintenance Technician Supervisor	1043000470	512041	1005	80	1.00	45,547.20	0.0000	0.00	0.00	45,547.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5414	50104872 Maintenance Technician II	1043000470	512041	1005	80	1.00	32,843.20	0.0000	0.00	0.00	32,843.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5433	50132487 Maintenance Technician II	1043000470	512041	1005	80	1.00	40,435.20	0.0000	0.00	0.00	40,435.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 5442	50132479 Estimator	1043000470	512051	1005	80	1.00	55,764.00	0.0000	0.00	0.00	55,764.00	0.00	0.0000	0.00
TRAINING EMPLOYEE 5892	50104774 Electrician I	1043000470	512051	1005	80	1.00	32,947.20	0.0000	0.00	0.00	32,947.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 6182	51000295 Truck Driver II	1043000470	512061	1005	80	1.00	28,787.20	0.0000	0.00	0.00	28,787.20	0.00	0.0000	0.00
TRAINING EMPLOYEE 6274	50104767 Plumber Licensed 1st Class	1043000470	512051	1005	80	1.00	38,833.60	0.0000	0.00	0.00	38,833.60	0.00	0.0000	0.00
TRAINING EMPLOYEE 7111	50104845 Maintenance Technician II	1043000470	512041	1005	80	1.00	37,065.60	0.0000	0.00	0.00	37,065.60	0.00	0.0000	0.00

Regular Position Budget Layout



- **Bi-Weekly/Hourly Staff** tab:
 - ♦ Click on the **Copy Salary to Budget** button to enable the system to copy the proposed annual salary to the new year budget field

UK Campus Regular Positions

Message Log

Department: SC000 MED CTR PHYSICAL PLANT ADMIN

Buttons: Salary, Salary, Exit

Facility: Working Staff: **Bi-Weekly/Hourly Staff** Vacant From Bgt

Copy Clear % from prior year | Calc. Salary from % Inc. | **Copy Salary to Budget** | Calculate Benefits

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours	2011 Pay Rate	2011 Pay %	2012 Proposed Salary	2012 Proposed Pay Rate	2012 Proposed Salary %	2012 Recurring Budget	2012 Future Budget	2012 Future Rate	2012 Future Benefit
TRAINING EMPLOYEE 629	50102700 Inside Management Specialist	1043000470	5120041	1000	80	190	11.17	23,232.00	1.000	11.20	23,462.40	23,232.00	0.00	0.00
TRAINING EMPLOYEE 1546	50104000 Cabinet Maker I	1043000470	5120041	1000	80	100	14.70	28,700.00	1.000	14.81	29,812.80	28,700.00	0.00	0.00
TRAINING EMPLOYEE 2241	50104800 Carpenter II	1043000470	5120041	1000	80	100	15.90	31,200.00	1.000	16.15	33,060.00	31,200.00	0.00	0.00
TRAINING EMPLOYEE 2379	51000537 Maintenance Technician Supervisor	1043000470	5120041	1000	80	100	23.34	48,547.20	1.000	23.57	49,826.88	48,547.20	0.00	0.00
TRAINING EMPLOYEE 3108	50104700 Carpenter II	1043000470	5120041	1000	80	100	17.29	35,963.20	1.000	17.48	36,316.80	35,963.20	0.00	0.00
TRAINING EMPLOYEE 4070	50104754 Facility Management Systems Operator	1043000470	5120041	1000	80	100	16.44	32,115.20	1.000	16.59	32,427.20	32,115.20	0.00	0.00
TRAINING EMPLOYEE 4071	51000530 Maintenance Technician Supervisor	1043000470	5120041	1000	80	100	23.34	48,547.20	1.000	23.57	49,826.88	48,547.20	0.00	0.00
TRAINING EMPLOYEE 5474	50104072 Maintenance Technician II	1043000470	5120041	1000	80	100	16.79	32,843.20	1.000	16.93	33,176.80	32,843.20	0.00	0.00
TRAINING EMPLOYEE 5423	50102907 Maintenance Technician II	1043000470	5120041	1000	80	100	19.44	40,476.20	1.000	19.60	40,839.40	40,476.20	0.00	0.00
TRAINING EMPLOYEE 5442	50102470 Electrician	1043000470	5120041	1000	80	100	26.01	50,764.00	1.000	27.01	56,526.40	50,764.00	0.00	0.00
TRAINING EMPLOYEE 5802	50104774 Electrician II	1043000470	5120041	1000	80	100	16.84	32,947.20	1.000	16.95	33,269.60	32,947.20	0.00	0.00
TRAINING EMPLOYEE 6102	51000200 Truck Driver I	1043000470	5120041	1000	80	100	13.84	28,787.20	1.000	13.98	29,076.40	28,787.20	0.00	0.00
TRAINING EMPLOYEE 6274	50104761 Plumber Licensed 1st Class	1043000470	5120041	1000	80	100	16.87	36,833.60	1.000	16.98	36,228.80	36,833.60	0.00	0.00
TRAINING EMPLOYEE 7111	50104840 Maintenance Technician I	1043000470	5120041	1000	80	100	17.62	37,085.60	1.000	18.00	37,440.00	37,085.60	0.00	0.00

Regular Position Budget Layout



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

UK Campus Regular Positions

Message Log

Department: SC000 MED CTR PHYSICAL PLANT ADMIN

Buttons: Salary, Salary, Exit

Facility: Working Staff: **Bi-Weekly/Hourly Staff** Vacant From Bgt

Copy Clear % from prior year | Calc. Salary from % Inc. | **Copy Salary to Budget** | **Calculate Benefits**

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours	2011 Pay Rate	2011 Pay %	2012 Proposed Salary	2012 Proposed Pay Rate	2012 Proposed Salary %	2012 Recurring Budget	2012 Future Budget	2012 Future Rate	2012 Future Benefit
TRAINING EMPLOYEE 629	50102700 Inside Management Specialist	1043000470	5120041	1000	80	100	11.17	23,232.00	1.000	11.20	23,462.40	23,232.00	0.00	0.00
TRAINING EMPLOYEE 1546	50104000 Cabinet Maker I	1043000470	5120041	1000	80	100	14.70	28,700.00	1.000	14.81	29,812.80	28,700.00	0.00	0.00
TRAINING EMPLOYEE 2241	50104800 Carpenter II	1043000470	5120041	1000	80	100	15.90	31,200.00	1.000	16.15	33,060.00	31,200.00	0.00	0.00
TRAINING EMPLOYEE 2379	51000537 Maintenance Technician Supervisor	1043000470	5120041	1000	80	100	23.34	48,547.20	1.000	23.57	49,826.88	48,547.20	0.00	0.00
TRAINING EMPLOYEE 3108	50104700 Carpenter II	1043000470	5120041	1000	80	100	17.29	35,963.20	1.000	17.48	36,316.80	35,963.20	0.00	0.00
TRAINING EMPLOYEE 4070	50104754 Facility Management Systems Operator	1043000470	5120041	1000	80	100	16.44	32,115.20	1.000	16.59	32,427.20	32,115.20	0.00	0.00
TRAINING EMPLOYEE 4071	51000530 Maintenance Technician Supervisor	1043000470	5120041	1000	80	100	23.34	48,547.20	1.000	23.57	49,826.88	48,547.20	0.00	0.00
TRAINING EMPLOYEE 5474	50104072 Maintenance Technician II	1043000470	5120041	1000	80	100	16.79	32,843.20	1.000	16.93	33,176.80	32,843.20	0.00	0.00
TRAINING EMPLOYEE 5423	50102907 Maintenance Technician II	1043000470	5120041	1000	80	100	19.44	40,476.20	1.000	19.60	40,839.40	40,476.20	0.00	0.00
TRAINING EMPLOYEE 5442	50102470 Electrician	1043000470	5120041	1000	80	100	26.01	50,764.00	1.000	27.01	56,526.40	50,764.00	0.00	0.00
TRAINING EMPLOYEE 5802	50104774 Electrician II	1043000470	5120041	1000	80	100	16.84	32,947.20	1.000	16.95	33,269.60	32,947.20	0.00	0.00
TRAINING EMPLOYEE 6102	51000200 Truck Driver I	1043000470	5120041	1000	80	100	13.84	28,787.20	1.000	13.98	29,076.40	28,787.20	0.00	0.00
TRAINING EMPLOYEE 6274	50104761 Plumber Licensed 1st Class	1043000470	5120041	1000	80	100	16.87	36,833.60	1.000	16.98	36,228.80	36,833.60	0.00	0.00
TRAINING EMPLOYEE 7111	50104840 Maintenance Technician I	1043000470	5120041	1000	80	100	17.62	37,085.60	1.000	18.00	37,440.00	37,085.60	0.00	0.00

Regular Position Budget Layout



- **Bi-Weekly/Hourly Staff** tab:
- ♦ Click on the **Save** button to save the data

UK Campus Regular Positions

Message Log

Planning Function F00012 (Calculate Benefit Budget), parameter group PAR0021 (Calculate benefit budget) was carried out with no errors.

175 data records were read, 14 of them were changed, 0 generated.

Department: SC000

Submit Save Links Exit

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

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

Department: SC000 MED CTR PHYSICAL PLANT ADMIN

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours / 2011	2012	2011	2011	Propose	2012	2012	2011	2012	2012	Benefit	2012
					Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
TRAINING EMPLOYEE: 809	50132718 Waste Management Specialist	1043000470	512061	1005	80	100	11.17	23,233.60	1.000	11.26	23,462.40	23,233.60	23,462.40	38.8416	9,113.93	
TRAINING EMPLOYEE: 1546	50104610 Cement Mason I	1043000470	512061	1005	80	100	14.78	36,796.80	1.000	14.91	31,932.00	36,796.80	31,912.00	38.8416	12,045.68	
TRAINING EMPLOYEE: 2241	50104600 Carpenter II	1043000470	512061	1005	80	100	15.89	33,256.20	1.000	16.15	31,982.00	33,256.20	31,982.00	38.8416	13,847.47	
TRAINING EMPLOYEE: 2379	51000537 Maintenance Technician Supervisor	1043000470	512041	1005	80	100	23.34	48,547.20	1.000	23.57	49,626.60	48,547.20	49,526.60	38.8416	19,942.93	
TRAINING EMPLOYEE: 3188	50104796 Carpenter II	1043000470	512061	1005	80	100	17.29	35,963.20	1.000	17.46	36,316.80	35,963.20	36,316.80	38.8416	14,166.81	
TRAINING EMPLOYEE: 4078	50104754 Facility Management Systems Operator	1043000470	512041	1005	80	100	15.44	32,116.20	1.000	15.59	32,427.20	32,116.20	32,427.20	38.8416	12,595.05	
TRAINING EMPLOYEE: 4671	51000539 Maintenance Technician Supervisor	1043000470	512041	1005	80	100	23.34	48,547.20	1.000	23.57	49,626.60	48,547.20	49,526.60	38.8416	19,942.93	
TRAINING EMPLOYEE: 5414	50104612 Maintenance Technician II	1043000470	512061	1005	80	100	16.79	35,843.20	1.000	16.95	31,986.00	35,843.20	31,716.00	38.8416	12,862.60	
TRAINING EMPLOYEE: 5432	50132167 Maintenance Technician II	1043000470	512061	1005	80	100	19.44	40,476.20	1.000	19.63	40,838.40	40,476.20	40,838.40	38.8416	15,916.94	
TRAINING EMPLOYEE: 5442	50132478 Estimator	1043000470	512061	1006	80	100	26.81	55,764.80	1.000	27.08	56,326.40	55,764.80	56,526.40	38.8416	21,677.74	
TRAINING EMPLOYEE: 5882	50104774 Electrician I	1043000470	512061	1005	80	100	15.84	32,947.20	1.000	16.05	33,280.00	32,947.20	33,280.00	38.8416	12,926.20	
TRAINING EMPLOYEE: 6162	51000295 Truck Driver I	1043000470	512061	1005	80	100	13.84	28,787.20	1.000	13.98	29,676.40	28,787.20	29,076.40	38.8416	11,294.34	
TRAINING EMPLOYEE: 6274	50104767 Plumber Licensed 1st Class	1043000470	512061	1005	80	100	18.67	38,833.60	1.000	18.88	39,228.00	38,833.60	39,228.00	38.8416	15,236.80	
TRAINING EMPLOYEE: 7111	50104649 Maintenance Technician II	1043000470	512041	1005	80	100	17.62	37,068.00	1.000	17.80	37,440.00	37,068.00	37,440.00	38.8416	14,542.97	

Regular Position Budget Layout



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

UK Campus Regular Positions

Department: SC000

Submit Save Links Exit

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

Calculate Benefit

Department: SC000 MED CTR PHYSICAL PLANT ADMIN

Employee	Position	Funds Center	Commitment Item	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
# Not assigned	50104669 Maintenance Technician II	1043000470	512041	0.00	0.00	0.0000	0.00
	50104749 Custodial Worker I	1043000470	512061	18,364.00	0.00	0.0000	0.00
	50104601 Carpenter I	1043000470	512061	0.00	0.00	0.0000	0.00
	50123626 Physical Plant Manager I	1043000470	512021	66,587.00	0.00	0.0000	0.00
	50127671 Custodial Worker I	1043000470	512061	17,261.00	0.00	0.0000	0.00
	50128948 Utility Worker	1043000470	512061	18,491.00	0.00	0.0000	0.00
	50132478 Scheduler	1043000470	512051	53,955.00	0.00	0.0000	0.00
	51000540 Maintenance Technician Supervisor	1043000470	512041	0.00	0.00	0.0000	0.00
	51000546 Utility Worker	1043000470	512061	18,491.00	0.00	0.0000	0.00
	51000573 Information Systems Controls Technician	1043000470	512041	38,209.00	0.00	0.0000	0.00
	51002328 Grounds Worker II	1043000470	512061	21,278.00	0.00	0.0000	0.00
	51002309 Administrative Coordinator II	1043000470	512021	38,458.00	0.00	0.0000	0.00
	51002927 Project Manager II	1043000470	512071	42,363.00	0.00	0.0000	0.00
	51003352 Custodial Worker Supervisor I	1043000470	512061	24,481.00	0.00	0.0000	0.00

Regular Position Budget Layout



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

Employee	Position	Funds Center	Commitment Item	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
# Not assigned	50104609 Maintenance Technician II	1043800470	512041	0.00	0.00	0.0000	0.00
	50104749 Custodial Worker I	1043800470	512061	18,304.00	19,000.00	38.8410	7,379.79
	50104807 Carpenter II	1043800470	512051	0.00	0.00	0.0000	0.00
	50123626 Physical Plant Manager I	1043800470	512021	66,587.04	67,000.00	31.6350	21,195.45
	50127671 Custodial Worker I	1043800470	512061	17,201.60	18,000.00	38.8410	6,997.36
	50128948 Utility Worker	1043800470	512061	15,491.20	19,000.00	38.8410	7,379.79
	50128470 Scheduler	1043800470	512051	53,955.20	54,000.00	38.8410	20,974.14
	51000546 Maintenance Technician Supervisor	1043800470	512041	0.00	0.00	0.0000	0.00
	51000546 Utility Worker	1043800470	512061	18,491.20	19,000.00	38.8410	7,379.79
	51000573 Information Systems Controls Technician	1043800470	512041	38,209.60	39,000.00	38.8410	15,147.99
	51002328 Grounds Worker II	1043800470	512061	21,278.40	22,000.00	38.8410	8,545.02
	51002608 Administrative Coordinator II	1043800470	512021	36,458.16	39,000.00	31.6350	12,337.65
	51002927 Project Manager II	1043800470	512071	42,363.24	43,000.00	31.6350	13,603.05
	51003382 Custodial Worker Supervisor I	1043800470	512061	24,481.60	25,000.00	38.8410	9,710.25

Regular Position Budget Layout



- Vacant Posn Budget tab:
 - ♦ Click on the **Save** button to save the data

Employee	Position	Funds Center	Commitment Item	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
# Not assigned	50104609 Maintenance Technician II	1043800470	512041	0.00	0.00	0.0000	0.00
	50104749 Custodial Worker I	1043800470	512061	18,304.00	19,000.00	38.8410	7,379.79
	50104807 Carpenter II	1043800470	512051	0.00	0.00	0.0000	0.00
	50123626 Physical Plant Manager I	1043800470	512021	66,587.04	67,000.00	31.6350	21,195.45
	50127671 Custodial Worker I	1043800470	512061	17,201.60	18,000.00	38.8410	6,997.36
	50128948 Utility Worker	1043800470	512061	15,491.20	19,000.00	38.8410	7,379.79
	50128470 Scheduler	1043800470	512051	53,955.20	54,000.00	38.8410	20,974.14
	51000546 Maintenance Technician Supervisor	1043800470	512041	0.00	0.00	0.0000	0.00
	51000546 Utility Worker	1043800470	512061	18,491.20	19,000.00	38.8410	7,379.79
	51000573 Information Systems Controls Technician	1043800470	512041	38,209.60	39,000.00	38.8410	15,147.99
	51002328 Grounds Worker II	1043800470	512061	21,278.40	22,000.00	38.8410	8,545.02
	51002608 Administrative Coordinator II	1043800470	512021	36,458.16	39,000.00	31.6350	12,337.65
	51002927 Project Manager II	1043800470	512071	42,363.24	43,000.00	31.6350	13,603.05
	51003382 Custodial Worker Supervisor I	1043800470	512061	24,481.60	25,000.00	38.8410	9,710.25

Regular Position Budget Layout



- **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 July 1

Regular Position Budget Layout



51003352	Custodial Worker Supervisor I	1043800420	512081
Row 1	to 14	/ 23	Number of New Lines: 1 Add

- **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)

Regular Position Budget Layout



- 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	5882	5010477A	Electrician I	1043000470	512041	1000	100	18.86	32,847.20	1,800	33,200.00	32,847.20	32,200.00	38,8419	12,829.28
TRAINING EMPLOYEE	6102	5100206	Truck Driver I	1043000470	512041	1000	100	13.84	28,787.20	1,800	29,578.40	28,787.20	28,278.40	38,8419	11,264.24
TRAINING EMPLOYEE	6274	5010477	Plumber Licensed Int Class	1043000470	512041	1000	100	18.87	38,833.80	1,800	40,233.80	38,833.80	39,233.80	38,8419	15,214.96
TRAINING EMPLOYEE	6314	5020268	Healthcare Technician I	1043000470	512041	1000	100	12.82	22,862.80	1,800	24,262.80	22,862.80	22,462.80	38,8419	14,242.27
	6274	5010477		1043000470	512041	1000	100	18.86			33,200.00	32,847.20	32,200.00	38,8419	12,829.28

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

61003283	Custodial Worker Expenses I	1043000470	512041	1000	100	24,400.00	24,000.00	20,8410	6,710.26
50104809		1043000470	512041	1000	100	19000			7379.79

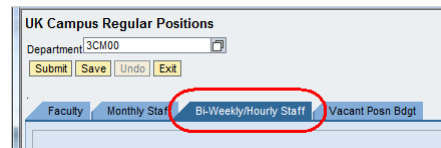
Regular Position Budget Layout



- 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 (Hospital Salary Enterprise)

- Affects clinical employees who are part of the hospital salary enterprise structure
- 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



Position Budget Layout

- Enter the budget directly into the future budget field
- Use the **Calculate Benefits** button to calculate the benefits budget

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 or during/after the salary proposal process is closed (usually late April, May, or June))
 - ♦ O – Other
 - ♦ D – Distribution Change

Adjustment Reason Code Layout



- One layout per budgeting area is available for this process
 - ♦ Adjustment Reason Code Layout
- 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



- Select the **Regular Position Adjustment Reason Code** layout

[Campus Adjustment Reason Code](#)

OR

[Land Grant Adjustment Reason Code](#)

- Enter a value for **Department**

- Click on the **Submit** button or press **Enter**

Adjustment Reason Code Layout



- **Faculty** tab is for “regular” faculty employees
- **Monthly Staff** tab is for “regular” monthly paid employees
- **Bi-Weekly/Hourly Staff** tab is for “regular” bi-weekly and hourly paid employees

Employee	Funds Center	Adj. Code	Wage Type	2012 Increment	
TRAINING EMPLOYEE	1	1012005110	M	1010	999.02

Adjustment Reason Code Layout



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

Employee	Funds Center	Adj. Code	Wage Type	2012 Increment
TRAINING EMPLOYEE 1	1012005110	M	1010	999.02
TRAINING EMPLOYEE 1140	1012005110	M	1010	999.04
TRAINING EMPLOYEE 1903	1012005110	M	1010	999.13
TRAINING EMPLOYEE 2333	1012005110	M	1010	999.13
TRAINING EMPLOYEE 4000	1012005110	M	1010	999.97
TRAINING EMPLOYEE 4310	1012005110	M	1010	999.06

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

TRAINING EMPLOYEE	4000	1012005110	M	1010	999.97
		Result			999.97
TRAINING EMPLOYEE	4310	1012005110	M	1010	999.06
		Result			999.06

Number of New Lines: 1 | Add

Adjustment Reason Code Layout



- Enter the appropriate PERNR (employee assignment number), funds center, adjustment code key, wage type, and amount
- Click on **Submit**

UK Campus Regular Position Adjustment Reason Code

Department: 8N100

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Employee	Funds Center	Adj. Code	Wage Type	2012 Increment
TRAINING EMPLOYEE 1	1012005110	M	1010	999.02
	Result			999.02
TRAINING EMPLOYEE 1140	1012005110	M	1010	999.04
	Result			999.04
TRAINING EMPLOYEE 1883	1012005110	M	1010	999.13
	Result			999.13
TRAINING EMPLOYEE 2333	1012005110	M	1010	701.97
	Result			701.97
TRAINING EMPLOYEE 4000	1012005110	M	1010	999.97
	Result			999.97
TRAINING EMPLOYEE 4318	1012005110	M	1010	999.06
	Result			999.06
	1140	1012005110	E	1010
				200.00

Row 1 to 12 / 40 Number of New Lines: 1 Add

Adjustment Reason Code Layout



- The initial merit amount will be adjusted

UK Campus Regular Position Adjustment Reason Code

Department: 8N100

Submit Save Undo Exit

Faculty Monthly Staff Bi-Weekly/Hourly Staff

Employee	Funds Center	Adj. Code	Wage Type	2012 Increment
TRAINING EMPLOYEE 1	1012005110	M	1010	999.02
	Result			999.02
TRAINING EMPLOYEE 1140	1012005110	E	1010	200.00
		M	1010	799.04
	Result			999.04
TRAINING EMPLOYEE 1883	1012005110	M	1010	999.13
	Result			999.13
TRAINING EMPLOYEE 2333	1012005110	M	1010	701.97
	Result			701.97
TRAINING EMPLOYEE 4000	1012005110	M	1010	999.97
	Result			999.97
TRAINING EMPLOYEE 4318	1012005110	M	1010	999.06

Row 1 to 12 / 40 Number of New Lines: 1 Add

Adjustment Reason Code Layout



- Tip
 - ♦ 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 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
- Select the **Regular Position Budget Only** layout

[Campus Regular Position Budget Only](#)

OR

[Land Grant Regular Position Budget Only](#)

- Enter a value for the **Department**

- Click on the **Submit** button or press the **Enter** key

Regular Position Budget Only Layout



- **Faculty** tab is for “regular” faculty employees only
- **Monthly** tab is for “regular” monthly paid staff employees
- **Bi-Weekly/Hourly Staff** tab is for “regular” bi-weekly and hourly paid employees
- **Vacant Posn Budget** tab contains **prior year** position budgets for “regular” *position* **ONLY** that are vacant

Regular Position Budget Only Layout



- For all tabs:
 - ♦ All funds centers with position budgets in the department entered on the prior screen will be displayed
 - ♦ Enter changes to the budget amount for the appropriate positions if warranted

UK Campus Regular Position Budget Only

Department: 09100

Submi Save Undo Exit

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

Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
1	TRAINING EMPLOYEE	50103135	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	66,610.85	67,610.00	28.8500	19,510.89
1140	TRAINING EMPLOYEE	50103128	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	75,288.96	76,288.00	28.8500	22,015.19
1083	TRAINING EMPLOYEE	50103129	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	59,304.87	60,304.00	35.9710	21,691.95
2333	TRAINING EMPLOYEE	51004297	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	0.00	150,000.00	28.8500	43,287.00
4000	TRAINING EMPLOYEE	50111707	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	73,222.03	73,222.00	28.8500	21,130.40
4318	TRAINING EMPLOYEE	50103143	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	73,022.04	74,022.00	28.8500	21,361.27

Row 1 to 12 / 39 Number of New Lines: 1 Add

Regular Position Budget Only Layout



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

UK Campus Regular Position Budget Only

Department: 09100

Submi Save Undo Exit

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

Calculate Benefit

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
1	TRAINING EMPLOYEE	50103135	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	66,610.88	67,610.00	28.8500	19,510.89
1140	TRAINING EMPLOYEE	50103128	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	75,288.96	76,288.00	28.8500	22,015.19
1083	TRAINING EMPLOYEE	50103129	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	59,304.87	60,304.00	35.9710	21,691.95
2333	TRAINING EMPLOYEE	51004297	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	0.00	150,000.00	28.8500	43,287.00
4000	TRAINING EMPLOYEE	50111707	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	73,222.03	73,222.00	28.8500	21,130.40
4318	TRAINING EMPLOYEE	50103143	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
				1010	73,022.04	74,022.00	28.8500	21,361.27

Row 1 to 12 / 39 Number of New Lines: 1 Add

Regular Position Budget Only Layout



- For all tabs:
 - ♦ 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

Department: 01100

Buttons: **Save** (circled), Print, Exit

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

Calculate Benefits

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
1	TRAINING EMPLOYEE	0103135	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
1140	TRAINING EMPLOYEE	0103128	1012005110	Faculty Full-Time Regular Pay 511011 #	66,610.96	67,610.00	28.8500	19,510.89
1883	TRAINING EMPLOYEE	0103128	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
1883	TRAINING EMPLOYEE	0103128	1012005110	Faculty Full-Time Regular Pay 511011 #	75,286.96	76,286.00	28.8500	22,015.19
2333	TRAINING EMPLOYEE	0104297	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
2333	TRAINING EMPLOYEE	0104297	1012005110	Faculty Full-Time Regular Pay 511011 #	59,384.87	60,304.00	35.9710	21,691.95
4000	TRAINING EMPLOYEE	0111707	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
4000	TRAINING EMPLOYEE	0111707	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	150,000.00	28.8500	43,287.00
4318	TRAINING EMPLOYEE	01102143	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
4318	TRAINING EMPLOYEE	01102143	1012005110	Faculty Full-Time Regular Pay 511011 #	72,222.83	73,222.00	28.8500	21,130.40
4318	TRAINING EMPLOYEE	01102143	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	0.00	0.0000	0.00
4318	TRAINING EMPLOYEE	01102143	1012005110	Faculty Full-Time Regular Pay 511011 #	73,022.94	74,022.00	28.8500	21,361.27

Buttons: Print, Save, Exit, Calculate Benefits

Number of New Lines: 1 Add

Regular Position Budget Only Layout



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

4318	TRAINING EMPLOYEE	01102143	1012005110	Faculty Full-Time Regular Pay 511011 #	0.00	74,022.00	28.8500	21,361.27
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Buttons: Print, Save, Exit, Calculate Benefits

Number of New Lines: 1 **Add** (circled)

- 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
 - ♦ 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



- 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



- **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

Summary



- 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 Salary Proposals & Budget Entries

Non-Regular Position Salary Proposals & Budget Entries



- Non-Regular Position Salary Proposals and Budget Entries
 - ♦ Non-Regular Position Budget Layout
 - ♦ Non-Regular Position Salary Layout

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)

Non-Regular Position Budget Layout



- Select the **Non-Regular Position Budget** BPS layout either Campus or Land Grant

[Campus Non Regular Position Budget](#)

OR

[Land Grant Non Regular Position Budget](#)

- Enter a value for **Department**

UK Campus Non-Regular Position Budget
Department: 0N100
Submit Save Undo Exit
Non-Regular
Copy Budget to New Year Calculate Benefit
Department: 0N100 ARCHITECTURE ARCHITECTURE

Non-Regular Position Budget Layout



- Click on the **Submit** button or press **Enter**

UK Campus Non-Regular Position Budget
Department: 0N100
Submit Save Undo Exit
Non-Regular

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

UK Campus Non-Regular Position Budget
Department: 0N100
Submit Save Undo Exit
Non-Regular
Copy Budget to New Year Calculate Benefit
Department: 0N100 ARCHITECTURE ARCHITECTURE

Position	2011 Budget	2012 Budget	2013 Budget
0N1001 - Faculty/Full-Time Regular Pos	48,171.00	4,000.00	2,000.00
0N1002 - Faculty/Part-Time Regular Pos	48,171.00	4,000.00	2,000.00
0N1003 - Temporary Faculty	48,171.00	4,000.00	2,000.00
0N1004 - Teaching Assistants	48,171.00	4,000.00	2,000.00
0N1005 - Research/Graduate Assistants	48,171.00	4,000.00	2,000.00
0N1006 - Student Teaching Assistants	48,171.00	4,000.00	2,000.00
0N1007 - Other	48,171.00	4,000.00	2,000.00
0N1008 - Total	48,171.00	4,000.00	2,000.00

Non-Regular Position Budget Layout



- 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 **Copy Budget to New Year**

Funds Center	Commitment Item	Position	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
1012005110	511011 Faculty Full-Time Regular Pay	50103134 Professor	36,721.98	0.00	0.0000	0.00
		Result	36,721.98	0.00	0.0000	0.00
	511211 Faculty Part-Time Regular Pay	50120291 Instructor	48,381.98	0.00	0.0000	0.00
		Result	48,381.98	0.00	0.0000	0.00
	511311 Temporary Faculty	51000236 Instructor	55,236.00	0.00	0.0000	0.00
		51000237 Instructor	55,824.00	0.00	0.0000	0.00
		51000238 Instructor	55,824.00	0.00	0.0000	0.00
		Result	166,884.00	0.00	0.0000	0.00
	513010 Teaching Assistants	50111542 Student Teaching Assistant	31,000.00	0.00	0.0000	0.00
		Result	31,000.00	0.00	0.0000	0.00
	513510 Research Graduate Assistants	50129596 Graduate Research Assistant	24,800.00	0.00	0.0000	0.00
		Result	24,800.00	0.00	0.0000	0.00
		Overall Result	307,787.94	0.00	0.0000	0.00

Non-Regular Position Budget Layout



- 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	2011 Recurring Budget	2012 Future Budget	Benefit Rate	2012 Benefit Budget
1012005110	511011 Faculty Full-Time Regular Pay	50103134 Professor	36,721.98	36,721.98	35.97%	0.00
		Result	36,721.98	36,721.98	35.97%	0.00
	511211 Faculty Part-Time Regular Pay	50120291 Instructor	48,381.98	48,381.98	9.35%	0.00
		Result	48,381.98	48,381.98	9.35%	0.00
	511311 Temporary Faculty	51000236 Instructor	55,236.00	55,236.00	28.85%	0.00
		51000237 Instructor	55,824.00	55,824.00	28.85%	0.00
		51000238 Instructor	55,824.00	55,824.00	28.85%	0.00
		Result	166,884.00	166,884.00	28.57%	0.00
	513010 Teaching Assistants	50111542 Student Teaching Assistant	31,000.00	31,000.00	2.28%	0.00
		Result	31,000.00	31,000.00	2.28%	0.00
	513510 Research Graduate Assistants	50129596 Graduate Research Assistant	24,800.00	24,800.00	2.28%	0.00
		Result	24,800.00	24,800.00	2.28%	0.00
		Overall Result	307,787.94	307,787.94	136.47%	0.00

Non-Regular Position Budget Layout



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

Result	307,787.94
Overall Result	307,787.94
Row: 1 to 14 / 14	Number of New Lines: 1 Add

- ♦ 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)

Exercise 5



- Non-Regular Position Budget Layout



Non-Regular Position Salary Layout



- Select **Non-Regular Employees Salary Proposal Layout**

[Campus Non Regular Position Salary](#)

OR

[Land Grant Non Regular Position Salary](#)

- Enter a value for **Department**

- Click on the **Submit** button or press **Enter**

Non-Regular Position Salary Layout



- Three tabs will display
 - ♦ The **Faculty** tab displays faculty employees
 - ♦ The **Monthly** tab is for monthly paid employees
 - ♦ The **Bi-weekly/Hourly** tab is for bi-weekly and hourly paid employees

Non-Regular Position Salary Layout



- 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
 - Note:** To enter the salary from the previous year, click **Copy Salary**

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Dir %	2011 Salary	Propose Salary % Incr	2012 Proposed Salary
TRAINING EMPLOYEE 0854	50102134 Professor	1012005110	011011	1010	100	26,721.00	0.000	0.00
TRAINING EMPLOYEE 11000906	50102091 Instructor	1012005110	011311	1210	100	28,988.00	0.000	0.00
TRAINING EMPLOYEE 11001427	01010113 Instructor	1012005110	011311	1210	100	20,000.00	0.000	0.00
TRAINING EMPLOYEE 11024709	01000409 Instructor	1012005110	011311	1210	100	7,880.00	0.000	0.00
TRAINING EMPLOYEE 11027650	01010114 Instructor	1012005110	011311	1210	100	28,660.00	0.000	0.00
TRAINING EMPLOYEE 11040080	01000236 Instructor	1012005110	011311	1210	100	58,124.00	0.000	0.00
TRAINING EMPLOYEE 11040020	01000237 Instructor	1012005110	011311	1210	100	58,124.00	0.000	0.00
TRAINING EMPLOYEE 11040020	01000236 Instructor	1012005110	011311	1210	100	58,824.00	0.000	0.00
TRAINING EMPLOYEE 11041029	01000409 Instructor	1012005110	011311	1210	100	20,000.00	0.000	0.00
TRAINING EMPLOYEE 11044705	01000236 Instructor	1012005110	011311	1210	100	28,988.00	0.000	0.00
TRAINING EMPLOYEE 11040141	01000409 Instructor	1012005110	011311	1210	100	24,000.00	0.000	0.00
TRAINING EMPLOYEE 11040143	01010112 Instructor	1012005110	011311	1210	100	84,171.00	0.000	0.00
TRAINING EMPLOYEE 11051208	01010113 Instructor	1012005110	011311	1210	100	21,600.00	0.000	0.00
Overall Result						9,300	0.000	0.00

Non-Regular Position Salary Layout



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

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Dir %	2011 Salary	Propose Salary % Incr	2012 Proposed Salary
TRAINING EMPLOYEE 0854	50102134 Professor	1012005110	011011	1010	100	26,721.00	0.000	0.00
TRAINING EMPLOYEE 11000906	50102091 Instructor	1012005110	011311	1210	100	28,988.00	0.000	0.00
TRAINING EMPLOYEE 11001427	01010113 Instructor	1012005110	011311	1210	100	20,000.00	0.000	0.00
TRAINING EMPLOYEE 11024709	01000409 Instructor	1012005110	011311	1210	100	7,880.00	0.000	0.00
TRAINING EMPLOYEE 11027650	01010114 Instructor	1012005110	011311	1210	100	28,660.00	0.000	0.00
TRAINING EMPLOYEE 11040080	01000236 Instructor	1012005110	011311	1210	100	58,124.00	0.000	0.00
TRAINING EMPLOYEE 11040020	01000237 Instructor	1012005110	011311	1210	100	58,124.00	0.000	0.00
TRAINING EMPLOYEE 11040020	01000236 Instructor	1012005110	011311	1210	100	58,824.00	0.000	0.00
TRAINING EMPLOYEE 11041029	01000409 Instructor	1012005110	011311	1210	100	20,000.00	0.000	0.00
TRAINING EMPLOYEE 11044705	01000236 Instructor	1012005110	011311	1210	100	28,988.00	0.000	0.00
TRAINING EMPLOYEE 11040141	01000409 Instructor	1012005110	011311	1210	100	24,000.00	0.000	0.00
TRAINING EMPLOYEE 11040143	01010112 Instructor	1012005110	011311	1210	100	84,171.00	0.000	0.00
TRAINING EMPLOYEE 11051208	01010113 Instructor	1012005110	011311	1210	100	21,600.00	0.000	0.00
Overall Result						9,300	0.000	0.00

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

Non-Regular Position Salary Layout



- Faculty and Monthly tabs:
 - ♦ Save the data using the Save button

UK Campus Non-Regular Position Salary

Message Log
 Planning function FORM011(Calculate Salary from % Incr), parameter group PAR002(Calculate 10th Salary from % Incr was carried out with no errors)
 13 data records were read, 13 of them were changed, 0 generated

Department: 01100

Faculties Monthly Staff Bi-Weekly/Hourly Staff

Calc. Salary from % Incr Copy Salary

Department: 01100 ARCHITECTURE INSTRUCTION

Employee	Position	Funds Center	Commitment Item	Wage Type	2011 Dist %	2011 Salary	Propose Salary % Incr	2012 Propose Salary
TRAINING EMPLOYEE 9554	50103134 Professor	1012005110	511011	1010	100	36,721.95	1.000	37,099.20
TRAINING EMPLOYEE 11000985	50128291 Instructor	1012005110	511311	1210	100	59,999.95	1.000	60,299.95
TRAINING EMPLOYEE 11001427	51010313 Instructor	1012005110	511311	1210	100	30,000.00	1.000	30,300.00
TRAINING EMPLOYEE 11024039	51004365 Instructor	1012005110	511311	1210	100	7,680.00	1.000	7,756.80

Non-Regular Position Salary Layout



- Bi-weekly/Hourly tab:
 - ♦ Copy the previous year's distribution percentage, click on the Copy Distr % from Prior Year button
 - ♦ Change the new year distribution percentage if incorrect

UK Campus Non-Regular Position Salary

Department: 01100

Faculties Monthly Staff Bi-Weekly/Hourly Staff

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

Department: 01100 ARCHITECTURE INSTRUCTION

Employee	Position	Funds Center	Commitment Item	Wage Type	Hours per period	2011 Dist %	2011 Pay Rate	2011 Salary	Propose Salary % Incr	2012 Propose Pay Rate	2012 Propose Salary	
TRAINING EMPLOYEE 10026249	50111542 Student Teaching Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 10019959	50129596 Graduate Research Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 11018224	50111542 Student Teaching Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 11018794	50111542 Student Teaching Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 11027968	50111542 Student Teaching Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 11029263	51005738 Temporary Technical/Professional	1012005110	512214	1005	15	0	15.00	5,525.00	0.000	0.00	0.00	
TRAINING EMPLOYEE 11044262	50129596 Graduate Research Assistant	1012005110	513010	1020	40	0	326.32	8,454.32	0.000	0.00	0.00	
TRAINING EMPLOYEE 11050276	50111542 Student Teaching Assistant	1012005110	513010	1020	40	0	344.44	8,955.44	0.000	0.00	0.00	
TRAINING EMPLOYEE 11051948	50129660 Student/Non-Work Study	1012005110	513110	1005	20	0	7.25	5,278.00	0.000	0.00	0.00	
TRAINING EMPLOYEE 11052069	50129660 Student/Non-Work Study	1012005110	513110	1005	20	0	7.25	3,770.00	0.000	0.00	0.00	
Overall Result					343	1.00	0	2,331.86	74,824.36	0.000	0.00	0.00

Non-Regular Position Salary Layout



- **Bi-weekly/Hourly** tab:
 - ♦ 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 **2012 Propose Pay Rate**

Employee	Position	Funds	Commitment	Wage	Rate	Proposed Salary								
TRNGING EMPLOYEE	11011946	50129690	Student/Non-Work Study	1012005110	513110	1005	28	100	7.25	5,278.00	0.000	7.25	6,278.00	
TRNGING EMPLOYEE	11052989	50129690	Student/Non-Work Study	1012005110	513110	1005	20	100	7.25	3,770.00	0.000	7.25	3,770.00	
Overall Result										343	1,000	1,000	2,331.00	74,834.36

Non-Regular Position Salary Layout



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

- **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

Employee	Position	Funds	Commitment	Wage	Rate	Proposed Salary								
TRAINING EMPLOYEE	11011946	50129690	Student/Non-Work Study	1012005110	513110	1005	28	100	7.25	5,278.00	0.000	7.25	6,278.00	
TRAINING EMPLOYEE	11052989	50129690	Student/Non-Work Study	1012005110	513110	1005	20	100	7.25	3,770.00	0.000	7.25	3,770.00	
Overall Result										343	1,000	1,000	2,331.00	74,834.36

Non-Regular Position Salary Layout



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

Exercise 6



- Non-Regular Position Salary Layout



Summary



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

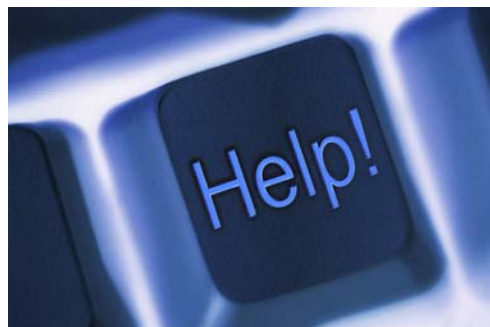


Reports

Reports



- BPS Budget Reports located in BW Role – BPS Budget Reports:
 - ♦ Position Cost Distribution
 - ♦ Budget Income Estimate
 - ♦ Land Grant Budget – Income Estimate
 - ♦ Budget Expense Estimate
 - ♦ Land Grant Budget – Expense Estimate
 - ♦ Budget Narrative Report
 - ♦ Budget Reconciliation Report
 - ♦ Salary Proposal Detail Report Full Time – Regular Employees
 - ♦ Salary Proposal Detail Report Part Time – Regular Employees
 - ♦ Salary Proposal Summary Full Time – Regular Employees
 - ♦ Salary Proposal Summary Part Time – Regular Employees



BPS Troubleshooting And Help

BPS Troubleshooting



- Keys to Minimize Budget/BPS Issues
 - ♦ Prepare budget data for entry first before accessing the BPS system
 - ♦ Keep aware of BPS schedule!
 - During each layout availability period, the system is available daily, 7 am through 10 pm
 - 10 pm to 7 am, the system is being updated

BPS Troubleshooting



- Double-check your data entry
 - ♦ Check before exiting the 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

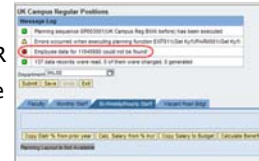
BPS Troubleshooting



- **Employee could not be found**

- ♦ **Prevention**

- Communication between the departmental HR personnel administration staff person and the budget officer



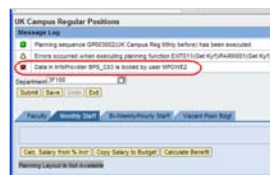
- ♦ **Solution**

- Contact BPS list serve BPS-ISSUES@lsv.uky.edu

- **Locked out of layout**

- ♦ **Prevention**

- Use the **Exit** button



- ♦ **Solution**

- Contact BPS list serve BPS-ISSUES@lsv.uky.edu

BPS Troubleshooting



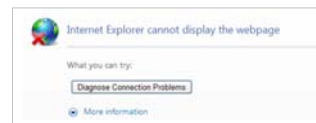
- **Expired web page**

- ♦ **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

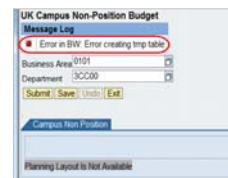
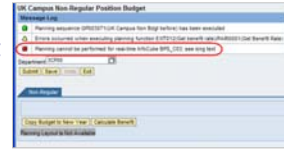
- ♦ **Solution**

- Log out of system, and log back into system (If you are locked out, contact BPS list serve BPS-ISSUES@lsv.uky.edu)

BPS Troubleshooting



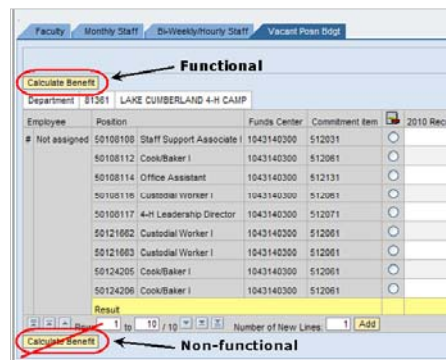
- **Planning could not be performed**
 - ♦ BW is fixing an issue and has locked out users momentarily
 - ♦ **Solution**
 - Log out of system, and log back into the system
- **Error creating tmp table**
 - ♦ Has to do with a table space issue and is a **very rare** issue
 - ♦ **Solution**
 - Log out of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



BPS Troubleshooting



- **Calculate Benefit button**
 - ♦ If two Calculate Benefit buttons exist on a layout, use the button located at the top of the layout **NOT** the one located under the employee list



BPS Searching



- To search the BPS layouts
 - ♦ Access all line items in layout
 - ♦ Place cursor within the BPS layout information and hit **Control F**
 - ♦ A **Find** search box will appear in the top left hand corner above the first line of information
 - ♦ Enter the information needed and the first instance of the search criteria will be highlighted
 - If the search criteria is repeated in the data, you may need to repeat the search until you find the data you want

BPS Help



- Budget Process Questions
 - ♦ First, check with your AFO
- BPS System Questions
 - ♦ myHelp Website
 - <http://myhelp.uky.edu/rwd/HTML/BPS.html>
 - ♦ If needed, check with UBO by using the BPS listserv (BPS-ISSUES@LSV.UKY.EDU)

BPS Help



- myHelp Website:
 - ♦ <http://myHelp.uky.edu/rwd/HTML/BPS.html>
 - ♦ Contains:
 - 2011–2012 BPS_300 Business Planning Simulation Course Presentation
 - BPS Tips, Tricks, and Troubleshooting
 - Quick Reference Cards (QRCs)

Course Summary



- BPS – Business Planning Simulation
- BPS Design and Layouts
- Phase I – Non-Position Budgets
- Phase II – Salary Proposals
- Phase III – Non-Regular Position Salary Proposals and Budget Entries
- Reports
- BPS Troubleshooting and Help

