

## Instructions for Clinical Employees who are part of the Hospital Salary Enterprise Structure

In BPS, there are two budget layouts where the clinical employees will appear:

- 1) Campus Regular Position Budget Only
- 2) Campus Position Budget



**Using the Campus Regular Position Layout to Create Budgets for Clinical Employees**

The clinical employees who are part of the Hospital Enterprise salary structure are all bi-weekly, and will show in the bi-weekly tab of the BPS System, if the position is filled and has a budget associated with the position.

Remember to select the Bi-Weekly/Hourly Staff tab. If you don't see any employees you may be on the wrong tab or the position is unbudgeted.

The Campus Regular Position layout can be used to create a budget for the next budget year by entering the budget directly into the future budget field, and then use the "calculate benefits" button to calculate the benefits budget.

**UK Campus Regular Positions**

Department: 7H007

Submit Save Undo Exit

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

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

Department: 7H007 KC CLINIC ADMIN

Employee	Position	Funds Center	Commitment item	Wage Type	Hours / pay period	2009 Distr %	2010 Distr %	2009 Pay Rate	2009 Salary	Propose Salary % Incr	2010 Propose Pay Rate	2010 Propose Salary	2009 Recurring Budget	2010 Future Budget	Benefit Rate	2010 Benefit Budget
John Doe	xxxx	50132933	Technical Administrator I/UKHC	1020	0	0	0	0.00	0.00	0.0000	0.00	0.00	60,715.20	0.00	0.0000	0.00

As indicated in the above example, clinical employee "John Doe" shows a salary of \$0.00. All clinical employees who are part of the Hospital Enterprise salary structure will have a zero (0) in the following current year fields: hours/pay period, 2009 Dist %, 2010 Dist %, 2009 Pay Rate, 2009 Salary. After the budget is prepared the system should also show zero (0) in the following future year fields: 2010 Propose Pay Rate and 2010 Propose Salary. Any data into these two fields will be retracted to the SAP system which will have a significant effect to the employee's pay record.

Although the budget can be built for the clinical employees using the Campus Regular Position layout in BPS, it may be more efficient to use the BPS Campus Regular Position Budget Only layout. Because this layout only reflects budget and there is only one button to push there is no danger of keying in a salary and causing an erroneous retraction back to the SAP system. Thus there will be no consequence for affecting an employee's pay record.

**Using the Campus Regular Position Budget Only to Create Budgets for Clinical Employees**

The Campus Regular Position Budget Only layout allows the user to create the unit budget for a position.

UK Campus Regular Position Budget Only

Department: 7H007

Buttons: Submit, Save, Undo, Exit

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

Calculate Benefit

Department: 7H007, KC CLINIC ADMIN

Employee	Position	Funds Center	Commitment item	Wage Type	2009 Recurring Budget	2010 Future Budget	Benefit Rate	2010 Benefit Budget
xxxx John Doe	50132933	1013190110	Professional Administrative Full-Time Re	512021 1020	60,715.20	0.00	0.0000	0.00

Use the future year budget fields to enter the desired budget for your clinical employees, and then use the “calculate benefits” button to calculate the benefits budget.