

Quick Reference Card – Budget Planning Simulation

Non-Regular Position Budget Layout



Process: The Non-Regular Position Budget layout must be used for budget entry **ONLY** for positions that are either pooled, defined as non-regular (e.g., temp, students, etc.), or do not participate in the salary proposal process (e.g., clinical faculty, Ag extension agents, county secretaries). Criteria for this layout are based on positions in a table located and maintained within the IRIS system. If the table needs to be modified due to either a position appearing on the layout that should not be there or a position not appearing on the layout that should be there, notify the UBO at BPS-ISSUES@lsv.uky.edu.

IMPORTANT NOTE: Funds Center, Commitment Items, and position master data **must exist** in the IRIS system **before** the BPS system will allow budget entry to be saved in the budget layouts.

Role: Authorized Personnel

Frequency: When Needed

Non-Regular Position Budget Layout

Click on the **BPS Budget Prep** icon



Click on the appropriate **Position Budget** link (either Campus or Land Grant)

[Campus Non Regular Position Budget](#)

OR

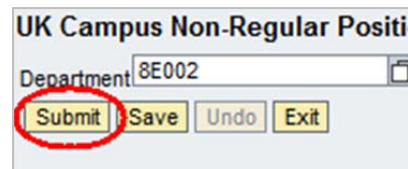
[Land Grant Non Regular Position Budget](#)

Department

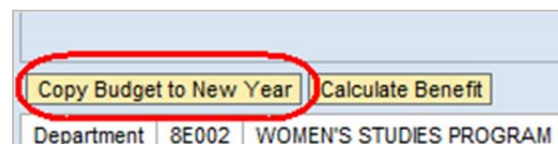


Enter the appropriate 5 digit UK Department number

Click on the **Submit** button



If the prior year budget will be the same as the new year budget, click on **Copy Budget to New Year**



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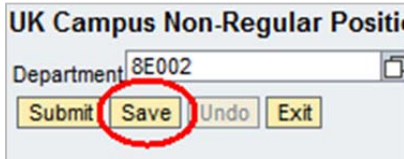
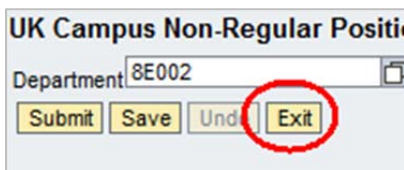


<p>Enter changes to the Future Budget amount for the appropriate positions, if necessary, for each employee</p>	
<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>	
<p>Click on the Save button</p>	
<h3 style="background-color: #1a3d4d; color: white; padding: 2px;">Adding New Budget Data</h3>	
<p>To add a line to the budget layout for cost distribution, enter the number of lines you want to add</p> <p>REMEMBER: DO NOT use the Add function to add a new employee assignment number (PERNR). To add a new PERNR, contact the UBO.</p>	
<p>Click on the Add button</p>	
<p>On each new line, enter the Funds Center, Commitment Item, Position, and Future amount in the appropriate field</p>	
<p>Press Enter or click on the Submit button</p>	
<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>	

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<p>The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed</p>	
<p>Click on the Save button</p>	 <p>The screenshot shows a web form titled "UK Campus Non-Regular Position". It has a "Department" dropdown menu with "8E002" selected. Below the dropdown are four buttons: "Submit", "Save", "Undo", and "Exit". The "Save" button is circled in red.</p>
<p>Click on the Exit button</p>	 <p>The screenshot shows the same web form as above. The "Exit" button is circled in red.</p>