

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 OPBPA office.

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

BEGINNING

Click on the **BPS Budget Prep** icon



BUDGET PREP LOGON PAD

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

[Campus Non Regular Position Budget](#)

OR

[Land Grant Non Regular Position Budget](#)

NON REGULAR POSITION BUDGET LAYOUT

Department

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Department

NON REGULAR TAB

Enter changes to the **Future Budget** amount for the appropriate positions, if necessary, for each employee

2008 Future Budget

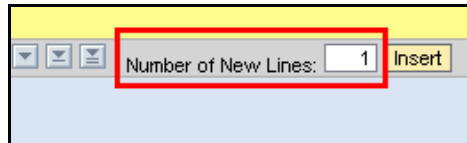
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget

Click on the **Save** button

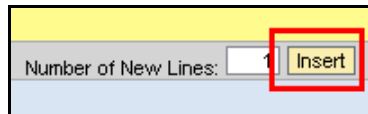
Department

ADDING NEW BUDGET DATA

To add a line to the budget layout for cost distribution, enter the number of lines you want to add



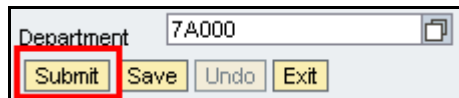
Click on the **Insert** button



Funds Center	Commitment Item	Position	Budget Amount	Future
1012000590	513110	50102544	3000000	

On each new line, enter the **Funds Center**, **Commitment Item**, **Position**, and **Future** amount in the appropriate field

Press **Enter** or click on the **Submit** button

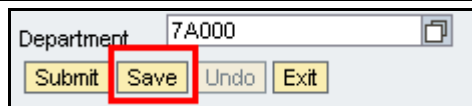


Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget



The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed

Click on the **Save** button

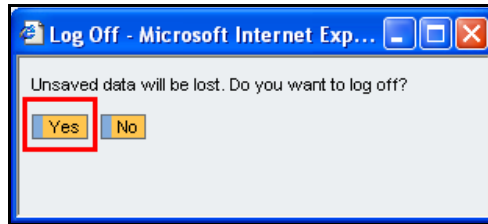


Click on the **Exit** button



LOG OFF

Click on the **Yes** button to log off the layout



Click on the **Close** button

