

Quick Reference Card – Budget Planning Simulation Non-Regular Position Salary Layout



Process: The Non Regular Position Salary layout must be used for salary 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, etc.). 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, please notify the UBO at BPS-ISSUES@lsv.uky.edu.

IMPORTANT NOTE: Personnel Assignment Number (PERNR), Position, Funds Center, and Commitment Item 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 Salary](#)

OR

[Land Grant Non Regular Position Budget](#)

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Quick Reference Card – Budget Planning Simulation

Non-Regular Position Salary Layout



Faculty Tab

Enter either a **Proposed Salary % Incr** or a **Proposed Salary** amount, whichever is appropriate, for each faculty member

Tip: The proposed salary percentage and the annual salary amount fields should not be used simultaneously.

2 Distr %	2012 Salary	Propose Salary % Incr	2013 Propose Salary
100	28,080.00	0.000	0.00
100	5,040.00	0.000	0.00
100	6,720.00	0.000	0.00

If entering the % Increase, click on the **Calculate Salary from % Incr** button

To enter the salary from the previous year, click on **Copy Salary**

Click on the **Save** button

Monthly Staff Tab

Enter either a **Proposed Salary % Incr** or a **Proposed Salary** amount, whichever is appropriate, for each monthly staff employee

Tip: The proposed salary percentage and the annual salary amount fields should not be used simultaneously.

2 Distr %	2012 Salary	Propose Salary % Incr	2013 Propose Salary
100	28,080.00	0.000	0.00
100	5,040.00	0.000	0.00
100	6,720.00	0.000	0.00

If entering the % Increase, click on the **Calculate Salary from % Incr** button

To enter the salary from the previous year, click on **Copy Salary**

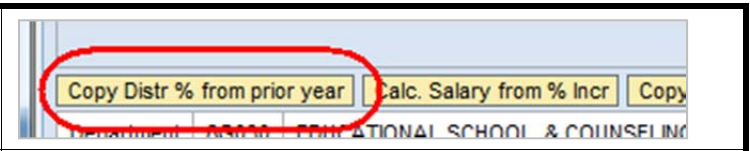
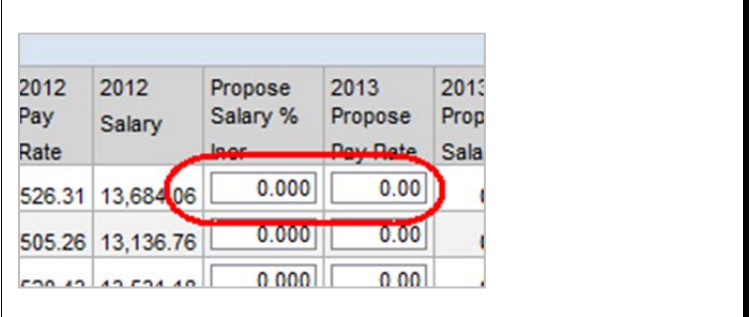
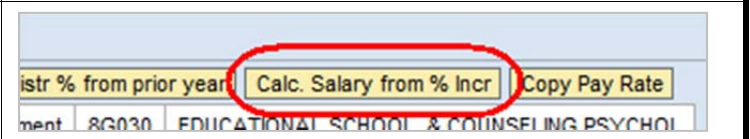
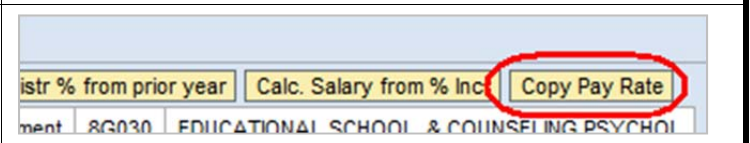


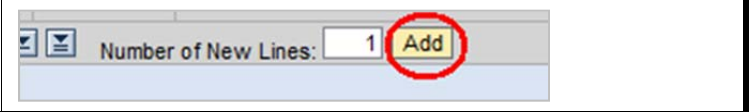
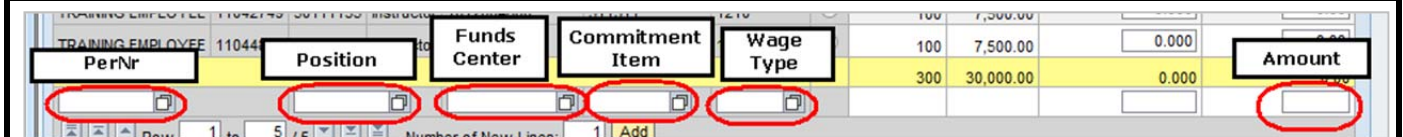
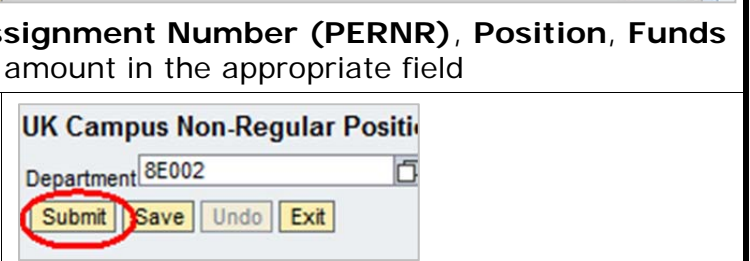
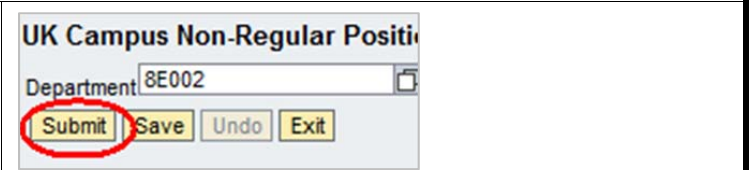
Click on the **Save** button

Biweekly/Hourly Staff Tab

Quick Reference Card – Budget Planning Simulation

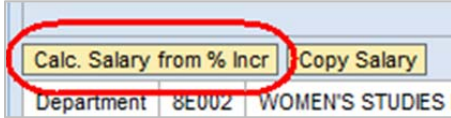
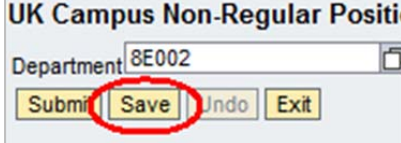
Non-Regular Position Salary Layout



<p>Copy the previous year's distribution percentage by clicking on the Copy Distr % from Prior Year button</p>																					
<p>Enter either a Proposed Salary % Incr or a Proposed Salary amount, whichever is appropriate, for each biweekly/hourly staff employee</p> <p>Tip: The proposed salary percentage and the annual salary amount fields should not be used simultaneously.</p>	 <table border="1"> <thead> <tr> <th>2012 Pay Rate</th> <th>2012 Salary</th> <th>Propose Salary % Incr</th> <th>2013 Propose Pay Rate</th> <th>2013 Prop Sala</th> </tr> </thead> <tbody> <tr> <td>526.31</td> <td>13,684.06</td> <td>0.000</td> <td>0.00</td> <td></td> </tr> <tr> <td>505.26</td> <td>13,136.76</td> <td>0.000</td> <td>0.00</td> <td></td> </tr> <tr> <td>520.42</td> <td>13,524.48</td> <td>0.000</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	2012 Pay Rate	2012 Salary	Propose Salary % Incr	2013 Propose Pay Rate	2013 Prop Sala	526.31	13,684.06	0.000	0.00		505.26	13,136.76	0.000	0.00		520.42	13,524.48	0.000	0.00	
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<h3>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>Click on the Add button</p>																					
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<p>On each new line, enter the Personnel Assignment Number (PERNR), Position, Funds Center, Commitment Item, and Future amount in the appropriate field</p>																					
<p>Press Enter or click on the Submit button</p>																					

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<p>If entering the % Increase, click on the Calculate Salary from % Incr button</p>	
<p>Click on the Save button</p>	
<p>Click on the Exit button</p>	