

# 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 OPBPA office.

**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

## BEGINNING

Click on the **BPS Budget Prep** icon



## BUDGET PREP LOGON PAD

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

[Campus Non Regular Position Salary](#)

OR

[Land Grant Non Regular Position Salary](#)

## NON REGULAR POSITION SALARY LAYOUT

### Department

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Department

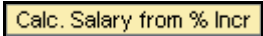
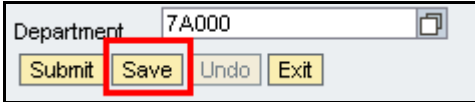
**Submit** Save Undo Exit

## FACULTY TAB

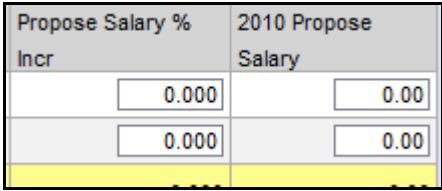
Enter either a **Proposed Salary % Incr** or a **Proposed Salary** amount, whichever is appropriate, for each faculty member

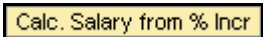
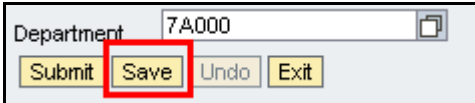
Propose Salary % Incr	2010 Propose Salary
<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
<input type="text" value="0.000"/>	<input type="text" value="0.00"/>

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

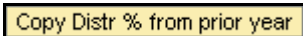
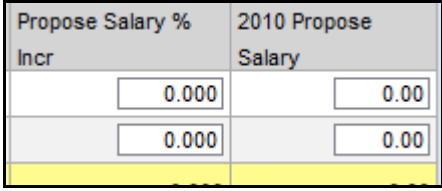
<p>If entering the <b>% Increase</b>, click on the <b>Calculate Salary from % Incr</b> button</p>	
<p>Click on the <b>Save</b> button</p>	


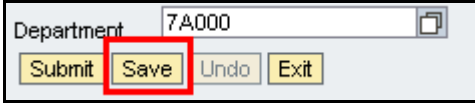
## MONTHLY STAFF TAB

<p>Enter either a <b>Proposed Salary % Incr</b> or a <b>Proposed Salary</b> amount, which ever is appropriate, for each monthly staff employee</p> <p><b>Tip:</b> The proposed salary percentage and the annual salary amount fields should not be used simultaneously.</p>	
---	--

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

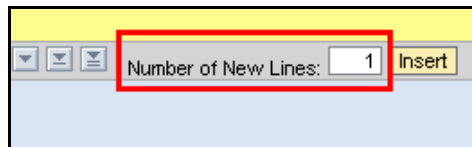
## BIWEEKLY/HOURLY STAFF TAB

<p>Copy the previous year's distribution percentage by clicking on the <b>Copy Distr % from Prior Year</b> button</p>	
<p>Enter either a <b>Proposed Salary % Incr</b> or a <b>Proposed Salary</b> amount, which ever is appropriate, for each biweekly/hourly staff employee</p> <p><b>Tip:</b> The proposed salary percentage and the annual salary amount fields should not be used simultaneously.</p>	

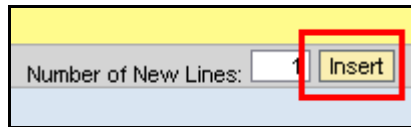
<p>If entering the <b>% Increase</b>, click on the <b>Calculate Salary from % Incr</b> button</p>	
<p>Click on the <b>Save</b> button</p>	

## 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



TRAINING EMPLOYEE	50945	50130360	Assistant Professor	1013183700	511011	#	0	0.00	0.000	0.00	0.00	0.00	25.9250	0.00
TRAINING EMPLOYEE	61018	50132853	Assistant Professor	1013183700	1010		100	98,748.00		0.00	0.00	0.00	25.9250	0.00
PERNR		Position	Funds Center	Commitment Item			0	0.00		0.00	0.00	0.00	25.9250	0.00
							100	71,739.96		0.00	0.00	0.00	25.9250	0.00
							200	170,487.96	0.000	0.00	0.00	0.00	103.7000	0.00
	50874	50024571	1013183700	511011					3.00					

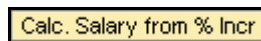
Enter either proposed salary % increase **OR** pay rate if necessary - which ever is appropriate

On each new line, enter the **Personnel Assignment Number (PERNR)**, **Position**, **Funds Center**, **Commitment Item**, and **Future** amount in the appropriate field

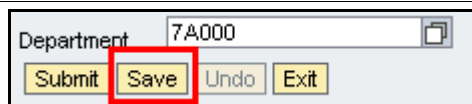
Press **Enter** or click on the **Submit** button



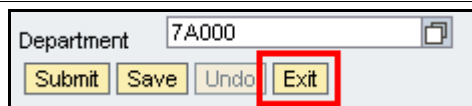
If entering the **% Increase**, click on the **Calculate Salary from % Incr** button



Click on the **Save** button

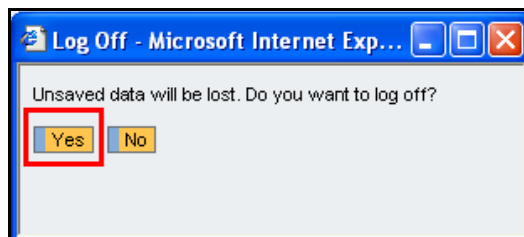


Click on the **Exit** button



## LOG OFF

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



Click on the **Close** button

