

Regular Position Budget Layout



Process: The Position Budget Layout must be used for **regular** position budget and salary proposals **only**. If a position is regular, filled and does not appear in the layout, 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

Regular Position Layout

Click on the **BPS Budget Prep** icon



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

[Campus Position Budget](#)

OR

[Land Grant Position Budget](#)

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Faculty Tab

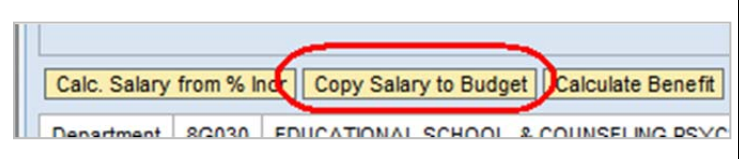
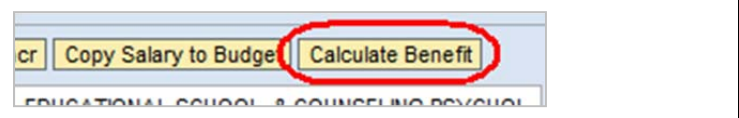

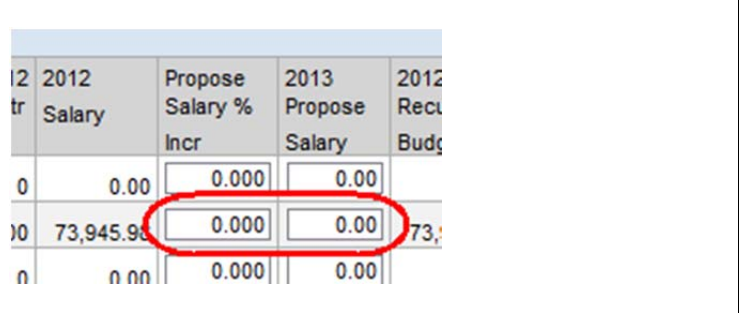
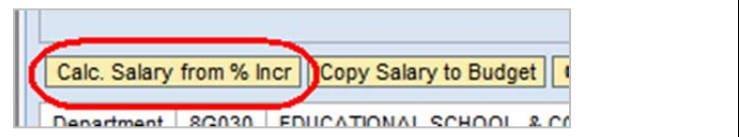
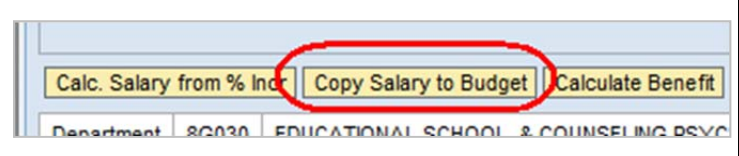
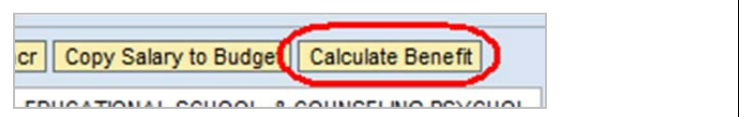
Enter either a **Proposed Salary % Incr** or a **Propose Salary** amount, which ever is appropriate, for each faculty member

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

2012	Propose	2013	2012
tr Salary	Salary %	Propose	Recd
	Incr	Salary	Budg
0	0.00	0.000	0.00
0	73,945.9	0.000	73,
0	0.00	0.000	0.00

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

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<p>Click on the Copy Salary to Budget button to enable the system to copy the proposed annual salary to the new-year budget field</p>																									
<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>																									
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<p>Click on the Save button</p>																									
<p>Monthly Staff Tab</p>																									
<p>Enter either a Proposed Salary % Incr or a Propose Salary amount, which ever is appropriate, for each monthly staff employee</p> <p>Tip: The proposed salary percentage and the annual salary amount fields should not be used simultaneously.</p>	 <table border="1" data-bbox="768 955 1209 1207"> <thead> <tr> <th>2012</th> <th>Propose</th> <th>2013</th> <th>2012</th> </tr> <tr> <th>tr Salary</th> <th>Salary %</th> <th>Propose</th> <th>Rec</th> </tr> <tr> <th></th> <th>Incr</th> <th>Salary</th> <th>Bud</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0.00</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>00</td> <td>73,945.96</td> <td>0.000</td> <td>73,945.96</td> </tr> <tr> <td>n</td> <td>n nn</td> <td>0.000</td> <td>0.00</td> </tr> </tbody> </table>	2012	Propose	2013	2012	tr Salary	Salary %	Propose	Rec		Incr	Salary	Bud	0	0.00	0.000	0.00	00	73,945.96	0.000	73,945.96	n	n nn	0.000	0.00
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Quick Reference Card – Budget Planning Simulation

Regular Position Budget Layout

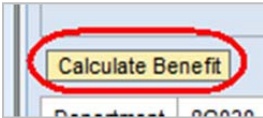

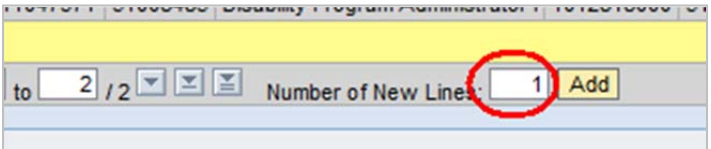
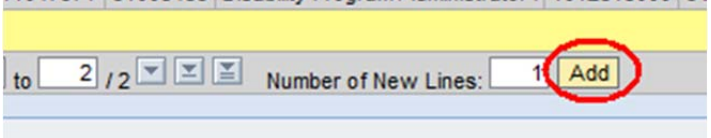
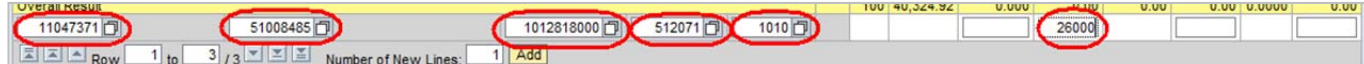
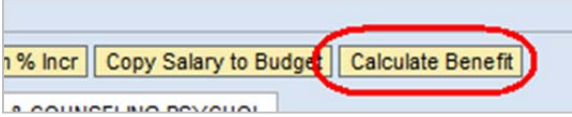


<p>Click on the Save button</p>																
<p>Biweekly/Hourly Staff Tab</p>																
<p>To copy the previous year's distribution percentage, click on the Copy Distr % from Prior Year button</p>																
<p>Enter either a Proposed Salary % Incr or a Propose Salary amount, whichever 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 Propose Salary</th> </tr> </thead> <tbody> <tr> <td>17.31</td> <td>33,754.50</td> <td>0.000</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>11.69</td> <td>22,795.50</td> <td>0.000</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	2012 Pay Rate	2012 Salary	Propose Salary % Incr	2013 Propose Pay Rate	2013 Propose Salary	17.31	33,754.50	0.000	0.00	0.00	11.69	22,795.50	0.000	0.00	0.00
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<p>Enter a proposed annual budget amount for each position, if appropriate</p>	<table border="1"> <thead> <tr> <th>2012 Recurring Budget</th> <th>2013 Future Budget</th> <th>Benefit R</th> </tr> </thead> <tbody> <tr> <td>35,158.50</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>41,535.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	2012 Recurring Budget	2013 Future Budget	Benefit R	35,158.50	0.00	0.00	41,535.00	0.00	0.00						
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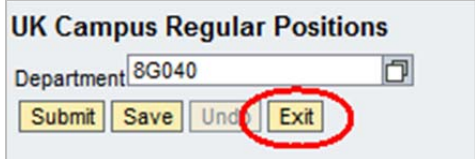
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<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>	
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<p>Click on the Save button</p>	
<h3>Adding New Budget Data</h3>	
<p>To add a line to the budget layout for cost distribution, enter the number of lines you want to add</p> <p>REMEMBER: DO NOT use the Add function to add a new employee assignment number (PERNR). To add a new PERNR, contact the UBO. The insert function is ONLY to be used for cost distribution changes.</p>	
<p>Click on the Add button</p>	
	
<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>	
<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>	
<p>The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed</p>	

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Click on the Save button	 <p>The screenshot shows a web form titled "UK Campus Regular Positions". It includes a "Department" dropdown menu with "8G040" selected. Below the dropdown are four buttons: "Submit", "Save", "Undo", and "Exit". The "Save" button is circled in red.</p>
Click on the Exit button	 <p>The screenshot shows the same "UK Campus Regular Positions" form. The "Exit" button is circled in red.</p>

Quick Reference Card – Budget Planning Simulation

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LOG OFF

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



Click on the **Close** button

