

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 OPBPA.

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 **Position Budget** link (either Campus or Land Grant)

[Campus Position Budget](#)

OR

[Land Grant Position Budget](#)

REGULAR POSITION LAYOUT

Department

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Department

FACULTY TAB



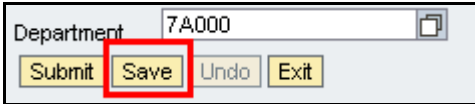
Enter either a **Proposed Salary % Incr** or a **Propose Salary** amount, which ever is appropriate, for each faculty member

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

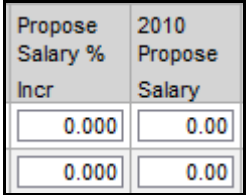



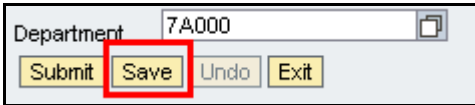
Propose Salary % Incr	2010 Propose Salary
<input type="text" value="0.000"/>	<input type="text" value="0.00"/>
<input type="text" value="0.000"/>	<input type="text" value="0.00"/>


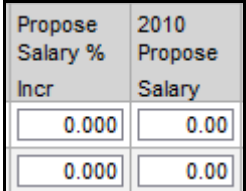

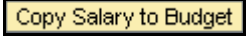

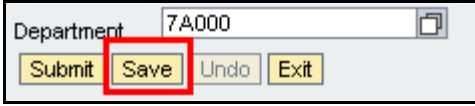
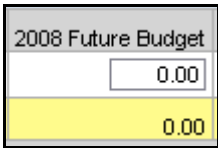

If entering the % Increase, click on the **Calculate Salary from % Incr** button

[Calc. Salary from % Incr](#)

<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>	
<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>	

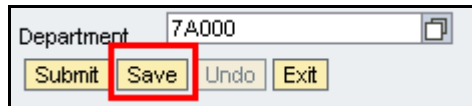
MONTHLY STAFF TAB

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

BIWEEKLY/HOURLY STAFF TAB	
<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, which ever 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>	
<p>If entering the % Increase, click on the Calculate Salary from % Incr button</p>	
<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>	
<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>	
VACANT POSN BDGT TAB	
<p>Enter a proposed annual budget amount for each position, if appropriate</p>	
<p>Click on the Calculate Benefit button, so the system can calculate the new-year benefits budget</p>	

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

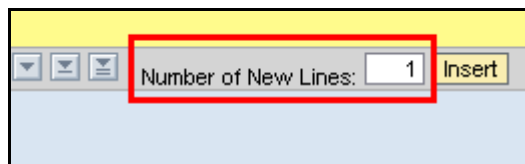
Click on the **Save** button



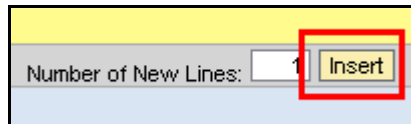
ADDING NEW BUDGET DATA

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

REMEMBER: DO NOT use the **Insert** function to add a new employee assignment number (PERNR). To add a new PERNR, contact the OPBPA. The insert function is **ONLY** to be used for cost distribution changes.



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
						1010	100	98,748.00		0.00	0.00	0.00	25.9250	0.00
TRAINING EMPLOYEE	61018	50132853	Assistant Professor	1013183700			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	103.7000	0.00
										3.00				

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

PERNR: 50874, Position: 50024571, Funds Center: 1013183700, Commitment Item: 511011

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

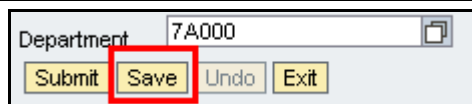
Press **Enter** or click on the **Submit** button

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

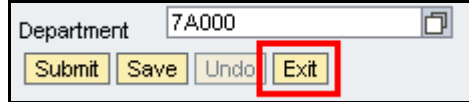


The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed

Click on the **Save** button



Click on the **Exit** button



Department 7A000

Submit Save Undo **Exit**

LOG OFF

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



Click on the **Close** button

