



# Position Budget Control



## Course Content



- PBC Introduction
- Position Budget Infotype
- Employee Encumbrance Infotype
- PBC Encumbrance Processes
- PBC Encumbrance Help



## Learning Objectives



- Obtain an understanding of the Position Budget Control (PBC) process
- Understand the Position Budget Infotype
- Understand the Employee Encumbrance Infotype
- Understand PBC Encumbrance Process and how they affect cost objects



## Position Budget Control Overview



- Began in January 2007 by reviewing the concept of Position Budget Control which required
  - ♦ Input from University business officers
  - ♦ Review of Financial/Funds Management, Human Resources/Payroll, Business Planning Simulation (BPS), and Business Warehouse
- Driving Factors
  - ♦ A need to be able to project salary savings
  - ♦ A need to be able to report salary savings and overages categorically
  - ♦ The ability to provide cost projections to the campus through the encumbrance of salaries and benefits

## Eligible Positions



- Eligible Position Attributes:
  - ♦ Same positions used in the Salary Proposal (SalPro) process
    - Regular Positions
      - Biweekly
      - Monthly
      - Full-time
      - Part-time
    - Phased Retirees

## Unit 1



## Position Budget Infotype 9201

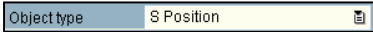

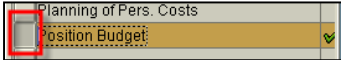
## Position Budget Infotype (9201)



- Provides information from the Position point of view
- Can display different budget types
  - ♦ Revised
  - ♦ Annual
  - ♦ Original
- Position FTE can be updated as needed on positions that are not regular full time (See Position Creation material [http://myhelp.uky.edu/rwd/HTML/HR/HR\\_OM\\_320.html](http://myhelp.uky.edu/rwd/HTML/HR/HR_OM_320.html))
- Information is pulled from other areas of IRIS and is generated each time the infotype is activated


## How to Display IT 9201



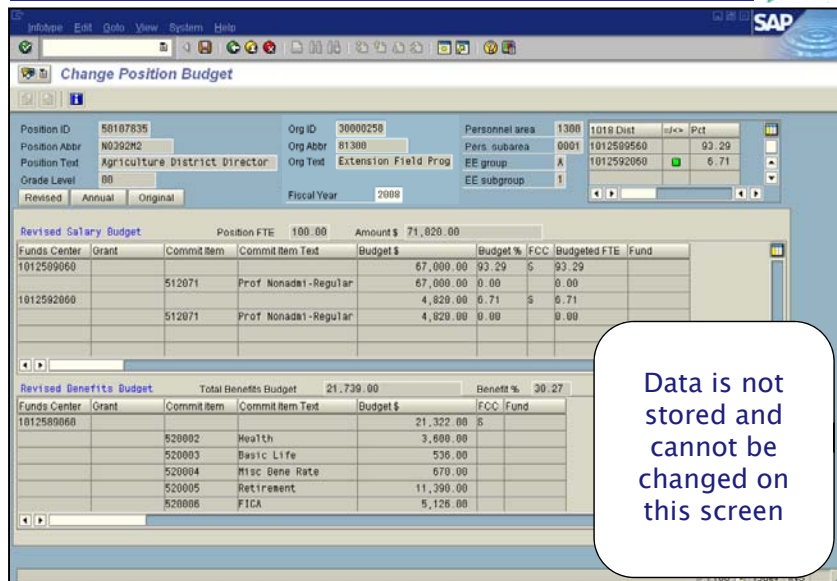
- Use transaction code **PP01**
- Enter the **Object Type** as **Position**  

- Enter the position number in the **Object ID** field  

- Select the Infotype **Position Budget** (located at the bottom of the list on the **Active** tab)  


## How to Display IT 9201



- Click on the **Change** icon 
- ♦ Clicking on the **Change** icon activates the **Annual** and **Original** buttons on the infotype
- ♦ If the **Display** icon is used, you will only be able to view the Revised Salary and Benefits Budgets

## IT 9201 Screen Overview

**Change Position Budget**

Position ID: 50107835    Org ID: 30000250    Personnel area: 1300    1018 Dist: 1012509560    Pct: 93.29

Position Abbr: N0202M2    Org Abbr: 81300    Pers. subarea: 0001    1012509560    Pct: 93.29

Position Text: Agriculture District Director    Org Text: Extension Field Prog    EE group: A    10125092060    Pct: 6.71

Grade Level: 00    EE subgroup: 1

Revised    Annual    Original    Fiscal Year: 2009

Revised Salary Budget				Position FTE: 100.00	Amount \$: 71,020.00
Funds Center	Grant	Commit Item	Commit Item Text	Budget \$	Budget % / FCC / Budgeted FTE / Fund
1012509060		512071	Prof Nonadst-Regular	67,000.00	93.29 / \$ 93.29
		512071	Prof Nonadst-Regular	4,020.00	0.00 / \$ 0.00
		512071	Prof Nonadst-Regular	4,020.00	0.00 / \$ 0.00

Revised Benefits Budget				Total Benefits Budget: 21,739.00	Benefit %: 30.27
Funds Center	Grant	Commit Item	Commit Item Text	Budget \$	FCC / Fund
1012509060		520002	Health	21,322.00	\$
		520003	Basic Life	3,600.00	
		520004	Misc Bene Rate	536.00	
		520005	Retirement	670.00	
		520006	FICA	11,390.00	
				5,126.00	

Data is not stored and cannot be changed on this screen

## IT 9201 Position Master Data



Position ID	50107835	Org ID	30000258	Personnel area	1300
Position Abbr	N0392M2	Org Abbr	81300	Pers. subarea	0001
Position Text	Agriculture District Director	Org Text	Extension Field Prog	EE group	A
Grade Level	00			EE subgroup	1
Revised	Annual	Original	Fiscal Year	2008	

- Provides position master data
  - ♦ Position information
  - ♦ Organizational Unit information
  - ♦ Personnel Area/Subarea
  - ♦ Employee Group/Subgroup

## IT 9201 Cost Distribution



1018 Dist	=/=<>	Pct
1012589560	■	93.29
1012592060	■	6.71

- Displays the position's Cost Distribution (IT 1018) cost objects and percentages based on today's system date
  - ♦ If a future data change exists, it will not be reflected on this screen until it becomes active
- Displays the 1018 percentages in relation to the Budgeted FTE
  - If green, the 1018 percentage is equal to the Budgeted cost distribution
  - If red, the budgeted distribution does not equal the 1018 distribution



## IT 9201 Budget Information



Position ID	50107835	Org ID	30000258	Personnel area	1300
Position Abbr	N0392M2	Org Abbr	81300	Pers. subarea	0001
Position Text	Agriculture District Director	Org Text	Extension Field Prog	EE group	A
Grade Level	00			EE subgroup	1
<input type="radio"/> Revised <input type="radio"/> Annual <input type="radio"/> Original			Fiscal Year	2008	

- Can display the **Revised**, **Annual**, or **Original** budget information

Position ID	50107835	Org ID	30000258	Personnel area	1300
Position Abbr	N0392M2	Org Abbr	81300	Pers. subarea	0001
Position Text	Agriculture District Director	Org Text	Extension Field Prog	EE group	A
Grade Level	00			EE subgroup	1
<input type="radio"/> Revised <input type="radio"/> Annual <input type="radio"/> Original			Fiscal Year	2008	

- Can change the **Fiscal Year** to view budget information from different years

## IT 9201 Revised Salary Budget



Revised Salary Budget		Position FTE	100.00	Amount \$	71,820.00			
Funds Center	Grant	Commit Item	Commit Item Text	Budget \$	Budget %	FCC	Budgeted FTE	Fund
1012589060		512071	Prof Nonadm1-Regular	67,000.00	93.29	\$	93.29	
1012592060				4,820.00	6.71	\$	6.71	
		512071	Prof Nonadm1-Regular	4,820.00	0.00		0.00	

- Position FTE
- Amount
- Funds Center
- Grant
- Commitment Item/Text
- Budget Dollar Amount
- Budget Percentage
- Funding Category Code (FCC)
- Budgeted FTE
- Fund (on Ag Land Grants only)

## IT 9201 Revised Benefits Budget



Revised Benefits Budget		Total Benefits Budget		21,739.00	Benefit %	30.27
Funds Center	Grant	Commit Item	Commit Item Text	Budget \$	FCC	Fund
1012589060				21,322.00	\$	
		520002	Health	3,600.00		
		520003	Basic Life	536.00		
		520004	Misc Bene Rate	670.00		
		520005	Retirement	11,390.00		
		520006	FICA	5,126.00		

- Total Benefits Budget
- Benefit Percentage – calculated from the Benefit Budget amount divided by the Position Salary Budget amount
- Funds Center
- Grant
- Commitment Item/Text
- Budget Dollar Amount
- Funding Category Code (FCC)
- Fund (on Ag Land Grants only)

## Unit 1 Summary



- Position Budget Infotype 9201
  - ♦ How to Display
  - ♦ Screen Overview
  - ♦ Position Master Data
  - ♦ Cost Distribution
  - ♦ Budget Information
  - ♦ Revised Salary Budget
  - ♦ Revised Benefits Budget
  - ♦ Click **Attachment** (upper right corner) to view or print **QRC PBC Position Budget IT 9201**







## Employee Encumbrance Infotype 9016

### Employee Encumbrance Infotype (9016)

- Provides detailed information about the salaries and benefits to be encumbered
- The encumbrance amounts are based on current salary and current benefit enrollment
- The benefit amount encumbered will be based on the level of coverage the employee has selected
  - ♦ Example: Health coverage credit

## How to Display IT 9016



- Use transaction code **PA20**
- Enter the employee's **Person ID** and press **Enter**

Person ID



- Go to the 9016 Infotype by either:

- ♦ On the **UK Organizational Data** tab, select **Employee Encumbrance (9016)**

OR

- ♦ Type **9016** into the **Direct Selection Infotype** field

Direct selection  
Infotype

- Click on the **Display** icon  or the **Overview** icon 

## IT 9016 Screen Overview



**Display Employee Encumbrance (9016)**

Start: 07/01/2007 To: 06/30/2008 Chngd: 06/12/2007 TCCOH000

Person ID: 10043240 Pers. Assign: 00025294 50105435 00025294

Name: Brent, PBC Employee 1 Empl. %: 100.00

EE group: A Staff Pers. area: 1000 Main Campus

EE subgroup: 03 Exempt Monthly Pers. subarea: 0001 Reg FT

Position: 50105435 Organizational unit: 30000029

Position Text: A0090M3 Org. Unit Text: 3A600

Object name: Accounting Manager Senior Object name: Sponsored Projects Accounting

START DATE	STOP DATE	PA	PA FISC	COST CEN.	VB	ENC AMT	ENC TOTAL A	BEN AMT	BEN TOTAL A	FUND	RELEA
07/01/2008	07/05/2008	B1	14	2009	1012000060	769.28	50,195.52	179.73	11,482.81		Not f
07/06/2008	07/19/2008	B1	15	2009	1012000060	1,923.20	49,426.24	459.34	11,303.09		Not f
07/20/2008	08/02/2008	B1	16	2009	1012000060	1,923.20	47,593.04	459.34	10,844.74		Not f
08/03/2008	08/16/2008	B1	17	2009	1012000060	1,923.20	45,579.84	459.34	10,386.40		Not f
08/17/2008	08/30/2008	B1	10	2009	1012000060	1,923.20	43,656.64	459.34	9,929.06		Not f
08/31/2008	09/13/2008	B1	19	2009	1012000060	1,923.20	41,733.44	459.34	9,469.72		Not f
09/14/2008	09/27/2008	B1	20	2009	1012000060	1,923.20	39,810.24	459.34	9,011.38		Not f
09/28/2008	10/11/2008	B1	21	2009	1012000060	1,923.20	37,887.04	459.34	8,553.04		Not f
10/12/2008	10/25/2008	B1	22	2009	1012000060	1,923.20	35,963.84	220.21	8,094.70		Not f

## IT 9016 Employee Master Data



Start:	07/01/2007	To	06/30/2008	Chngd	06/12/2007	TCC0H000
Person ID	10043240	Pers.Assgn	00025394 50105435 00025394 ...			
Name	Brent PBC Employee 1			Empl. %	100.00	
EE group	A	Staff	Pers.area	1000	Main Campus	
EE subgroup	03	Exempt Monthly	Pers. subarea	0001	Reg FT	

- Derived from Employee Master Data

- Person ID
- Personnel Assignment
- Name
- Employee FTE %
- Employee Group
- Employee Subgroup
- Personnel Area
- Personnel Subarea

## IT 9016 Employee Position Data



- Employee FTE
- Estimated Annual Hours
- Grade Level

Emp FTE	100.00
Est. Annual Hours	2080.00
Grade	49

Position	50105435	Organizational unit	30000029
Position Text	A0098M3	Org. Unit Text	3A600
Object name	Accounting Manager Senior	Object name	Sponsored Projects Accounting

- Position Data
- Organizational Unit Data

## IT 9016 Tab Information



Details Health Soc. Sec. Medicare Life Misc. Fringe Retirement Future Years											
START DATE	STOP DATE	PA	PA FISC	COST CEN	WBS	ENC AMT	ENC TOTAL A.	BEN AMT	BEN TOTAL A.	FUND	RELEASE
07/01/2008	07/05/2008	B1	14	2009	1012000860	769.28	50,195.52	179.73	11,482.81		Not f
07/06/2008	07/19/2008	B1	15	2009	1012000860	1,923.20	49,426.24	458.34	11,303.08		Not f
07/20/2008	08/02/2008	B1	16	2009	1012000860	1,923.20	47,503.04	458.34	10,844.74		Not f
08/03/2008	08/16/2008	B1	17	2009	1012000860	1,923.20	45,579.84	458.34	10,386.40		Not f
08/17/2008	08/30/2008	B1	18	2009	1012000860	1,923.20	43,656.64	458.34	9,928.06		Not f
08/31/2008	09/13/2008	B1	19	2009	1012000860	1,923.20	41,733.44	458.34	9,469.72		Not f
09/14/2008	09/27/2008	B1	20	2009	1012000860	1,923.20	39,810.24	458.34	9,011.38		Not f
09/28/2008	10/11/2008	B1	21	2009	1012000860	1,923.20	37,887.04	458.34	8,553.04		Not f
10/12/2008	10/25/2008	B1	22	2009	1012000860	1,923.20	35,963.84	220.21	8,094.70		Not f

- Details Tab
  - ♦ Summary by Pay Period and Cost Object
  - ♦ Summary of Benefit Encumbrances
- Specific Benefit Details Tabs
  - ♦ Shows details of individual Benefit Encumbrances
- Future Years Tab
  - ♦ Only for Ag grants

## IT 9016 Record Information



Override Date Details Health Soc. Sec. Medicare Life Misc. Fringe Retirement Future Years											
START DATE	STOP DATE	PA	PA FISC	COST CEN	WBS	ENC AMT	ENC TOTAL AMT	BEN AMT	BEN TOTAL A.	FUND	
07/01/2007	07/31/2007	M1	07	2008	1012077420	3,782.84	45,394.08	1,554.78	18,657.36		
08/01/2007	08/31/2007	M1	08	2008	1012077420	3,782.84	41,611.24	1,554.78	17,102.58		
09/01/2007	09/30/2007	M1	09	2008	1012077420	3,782.84	37,828.40	1,554.78	15,547.80		
10/01/2007	10/31/2007	M1	10	2008	1012077420	3,782.84	34,045.56	1,554.78	13,993.02		
11/01/2007	11/30/2007	M1	11	2008	1012077420	3,782.84	30,262.72	1,554.78	12,438.24		
12/01/2007	12/31/2007	M1	12	2008	1012077420	3,782.84	26,479.88	1,554.78	10,883.46		
01/01/2008	01/31/2008	M1	01	2008	1012077420	3,782.84	22,697.04	1,554.78	9,328.68		
02/01/2008	02/29/2008	M1	02	2008	1012077420	3,782.84	18,914.20	1,554.78	7,773.90		
03/01/2008	03/31/2008	M1	03	2008	1012077420	3,782.84	15,131.36	1,554.78	6,219.12		

- Each pay period has a line for each funding source
- Monthly employees will have at least 12 records per fiscal year and Biweekly employees will have at least 26 records
- If more than one funding source or changes (trigger events) were made there will be additional records
- Displays the salary and benefit encumbrance liquidations

## IT 9016 Column Data Fields



START DATE	STOP DATE	PA/PA/FISC	COST CEN	WBS	ENC AMT	ENC TOTAL A	BEN AMT	BEN TOTAL A	FUND	RELEASE
07/01/2008	07/05/2008	B1 14	2009	1012000860	769.28	50,195.52	179.73	11,482.81		Not f
07/06/2008	07/19/2008	B1 15	2009	1012000860	1,923.20	49,426.24	458.34	11,303.08		Not f
07/20/2008	08/02/2008	B1 16	2009	1012000860	1,923.20	47,503.04	458.34	10,844.74		Not f
08/03/2008	08/16/2008	B1 17	2009	1012000860	1,923.20	45,579.84	458.34	10,386.40		Not f
08/17/2008	08/30/2008	B1 18	2009	1012000860	1,923.20	43,656.64	458.34	9,928.06		Not f
08/31/2008	09/13/2008	B1 19	2009	1012000860	1,923.20	41,733.44	458.34	9,469.72		Not f
09/14/2008	09/27/2008	B1 20	2009	1012000860	1,923.20	39,810.24	458.34	9,011.38		Not f
09/28/2008	10/11/2008	B1 21	2009	1012000860	1,923.20	37,887.04	458.34	8,553.04		Not f
10/12/2008	10/25/2008	B1 22	2009	1012000860	1,923.20	35,963.84	220.21	8,094.70		Not f

- Start/Stop Dates
- Payroll Area
- Pay Period
- Fiscal Year
- Cost Center
- WBS Element
- Encumbrance Amount
- Encumbrance Total Amount

## IT 9016 Column Data Fields



ENC AMT	ENC TOTAL A	BEN AMT	BEN TOTAL A	FUND	RELEASED	FM DOC N	REASON	GL-Earn	Pos. Num.
769.28	50,195.52	179.73	11,482.81		Not Pr...		F Fiscal Year	0000512031	50101216
1,923.20	49,426.24	458.34	11,303.08		Not Pr...		F Fiscal Year		
1,923.20	47,503.04	458.34	10,844.74		Not Pr...		F Fiscal Year		
1,923.20	45,579.84	458.34	10,386.40		Not Pr...		F Fiscal Year		
1,923.20	43,656.64	458.34	9,928.06		Not Pr...		F Fiscal Year		
1,923.20	41,733.44	458.34	9,469.72		Not Pr...		F Fiscal Year		
1,923.20	39,810.24	458.34	9,011.38		Not Pr...		F Fiscal Year		
1,923.20	37,887.04	458.34	8,553.04		Not Pr...		F Fiscal Year		
1,923.20	35,963.84	220.21	8,094.70		Not Pr...		F Fiscal Year		

Scroll to right to view more data

- Benefit Amount
- Benefit Total Amount
- Fund (indicates whether direct charge to grant OR cost share is involved)
- Released (Status)
- FM Document Number
- Reason
- GL-Earnings (specific to Salary; Benefits GL accounts are listed on the individual Benefit Tabs)
- Position Number

## IT 9016 Releases and Reasons



- The Released column shows the release status
  - Released
  - Encumbered
  - Not Processed

RELEASED	FM D
Not Processed	
R Released	
E Encumbered	
Not Processed	
Not Processed	
Not Processed	

- The Reason column shows the trigger events
  - Fiscal Year
  - Organization Change
  - Position Change
  - 0027/1018 Distribution Change
  - Benefits Change

FM DOC N...	REASON	G
F Fiscal Year	F Fiscal Year	00
O Organization Change		00
P Position Change		00
S Salary Change		00
D 0027/1018 Distribution Change		00
B Benefits Change		00

## Unit 2 Summary



- Employee Encumbrance Infotype 9016
  - How to Display IT
  - Screen Overview
  - Employee Master Data
  - Employee Position Data
  - Tab Information
  - Record Information
  - Column Data Fields
  - Releases and Reasons
  - Click **Attachment** (upper right corner) to view or print **QRC PBC Employee Encumbrance IT 9016**





## PBC Encumbrance Process

### PBC Encumbrance Process & Triggers

- Funds reservations documents will be on a specific year with Position number and Fiscal Year in the document header
  - ♦ This information will be repeated in the Line Item Text field
- Certain triggers from HR will affect encumbrances and feed the funds reservation process
- The PBC encumbrances only affects base pay on regular positions and on phased retiree positions
  - ♦ Overtime, shift differential, one-time payment, recurring payments, and additional assignment pay will not be encumbered

## PBC Encumbrance Codes



- The PBC Encumbrance FM document's text field will contain a code
  - ♦ Example: 0951267840BW18
- The code consists of:
  - ♦ Two-digit Fiscal Year
    - 09 for 2008–2009
  - ♦ Eight-digit position number
    - 51267840
  - ♦ Two characters representing either biweekly or monthly
    - BW
    - MO
  - ♦ Two digits representing the payroll number
    - Biweekly: 01 – 26, occasionally 27
    - Monthly: 01 – 12

## Annual Basis



- On an annual basis:
  - ♦ Encumbrance job runs at the beginning of the fiscal year
    - Views each regular position
  - Creates an encumbrance by position based on the IT 0027 (if in existence) or IT 1018 (if no IT 0027)
    - For cost centers/internal orders until the end of the fiscal year
    - For land grants in the College of Agriculture, based on Federal Year (no encumbrance recorded as of September 30) which may cause short term reporting problem for salary savings at the end of September for two days (September 30 and October 1)



## PBC Encumbrance Process



- Salary and benefit encumbrance process:
  - ♦ Total encumbrance released before each payroll posts
  - ♦ Payroll posts actual charges
  - ♦ Encumber remaining salary and benefit after each payroll for new total amount remaining
- The encumbrances affects the biweekly positions during biweekly payroll periods and monthly positions during monthly payroll periods

## Nightly and Year End Closing



- A similar process will happen nightly for employees who experience a trigger event (reason)
  - ♦ Position change
  - ♦ Benefit change
  - ♦ Cost distribution 0027 or 1018 change – (including DOE changes)
  - ♦ Salary change
  - ♦ Organizational unit change
- At the end of the year end closing, all remaining PBC encumbrances will be released

## Ledgers and FM Documents



- After the encumbrance process begins for the entire campus in September 2008, ledgers will be affected
  - ♦ The current ledgers show the PBC encumbrances in the Funds Reservation column
  - ♦ In the future, there will be a separate column for PBC encumbrances
- PBC encumbrance FM document details can be viewed in two ways
  - ♦ If the document number is known, use transaction code **FMX3** to display the document
    - Document numbers are displayed
  - ♦ If the document number is not known, use transaction code **FBL3N** to display the cost object, drill into the details of the encumbrance

## Encumbrance Rejection



- If one encumbrance for a position rejects for funds validity, grants expiration, etc., all the encumbrances **for that position will reject**
  - ♦ Errors will be distributed through Area Fiscal Officers
    - Departmental users will be responsible for correcting bad data
  - ♦ It is essential that departments keep the system data accurate when
    - Grants are closing
    - Budget transfers need to be processed on grants to get the Sponsored Class in order
    - The more accurate the data is kept at the department level, the better these processes will run

## Summary



- PBC Encumbrance Process & Triggers
- PBC Encumbrance Codes
- Annual Basis
- Nightly and Year End Closing
- Ledgers and FM Documents
- Encumbrance Rejection



## Help Websites



- For Quick Reference Cards
  - ♦ Click on **Attachment** (upper right corner)
  - ♦ Click on QRC
  - ♦ Print
- myHelp website:
  - ♦ <http://myHelp.uky.edu/rwd/HTML/index.html>
  - ♦ Contains Quick Reference Cards (QRCs), updated course manuals, Simulations, Frequently Asked Questions, and other job aids
- IRIS website
  - ♦ <http://www.uky.edu/IRIS/>
  - ♦ Contains Information Directory, Forms, and other references



## Course Summary



- PBC Introduction
- Position Budget Infotype
- Employee Encumbrance Infotype
- PBC Encumbrance Processes
- PBC Encumbrance Help



## Course Completion Instructions



- Click **Logoff** (lower right corner)
- When the WBT window closes, go back to your original browser window
  - ♦ Click on the browser window in your taskbar and wait for the screen to refresh
- Scroll down the page until you see the **Confirm Participation** section
- To complete the course, click **Confirm Participation**

Log off

