

2015-16 On-Line Budget Developers Notes

This article provides instructions to budget managers on how to develop the budget for 2015-16.

Both the Budget Development module and the New Priorities Request module are now open and scheduled to close at end of day March 25, 2015.

Both modules are located in the portal on the budget track page (see image1 below). These notes will be posted there as well.

Budget Development Module - Salary Items

Please review **full time** positions, including full time positions presently vacant. Ensure all employee positions are displayed. Vacant classified position (AK), are displayed through salary forecasting at step G. If anomalies appear in **full time salaries** contact:

- Paula Sheldon (x5096)
 - Agnieszka Pederson (x5343) and Claire Jordan (x5075) if Paula is unavailable;
 - Janice Stroh will update the salary forecasting based on confirmed info from Human Resources.
1. For classified staff, step increases and shift differentials have been included in salary forecasting.
 2. *All full-time salary fields and benefit line “B”, generally identified as “HR forecast”, are locked and not available for editing.*
 3. All part-time funding (faculty / hourly / students) must be requested, budgets are not automatically brought forward each year.
 4. Calculate and enter part-time benefit rates in line item BA at the following rates:
 - AH (part-time faculty) 32% estimated benefit rate
 - AD, AM, AN (part-time hourly/students) 12% estimated benefit rate - however, if employee is health benefit eligible add \$7,944 to the 12% estimate.

Miscellaneous Notes

1. If you wish to zero out a previously entered budget amount that has been entered in edit mode and accepted, select edit, enter 0 in all three fields (budget, strategic initiative, and justification) and hit “Update”;
2. Any significant 2016 budget increases, compared to the 2015 current year budget, will also require significant increases in resources. If increasing in your area, consider where you will be decreasing . . .

Benefit Calculation for 2015-16 (current information subject to Legislative action)

Percent of Salary

- OASI 7.65% of salary
- Retirement Classified = 9.21% of salary
 Exempt or Faculty = 8% of salary
- Flat Rate
 - Medical Aid/Indust Ins = \$432 per year, or \$36 per month
 - Health \$7,944 per year or \$662 per month

New Budget Priorities Request Module

This module is for new spending initiatives, for items not included in the current budget. See examples below of how to enter information to the modules.

Justification for all new spending initiatives should be included in the annual Unit Action Plan or Program Review.


Benefits - the benefits calculator located in the portal on the HR site (Campus Services > HR > Benefits > Benefits Calculator) can be used to calculate benefits for new positions or contact Paula Sheldon for a salary estimate. The benefit calculation on page 1 can also be used to determine benefit costs.

Both the Budget Development Module and the New Budget Priorities Request Module are scheduled to close at end of day March 25, 2015.

Image 1






Edit View Favorites Tools Help


Budget Track

 [Back](#)
[Campus Financial Services](#) » Budget Track

Budgeting Modules

For on-campus use only

- [2013-2014 Financial Report](#) 
- [2014-2015 Budget Book.pdf](#) 
- [2015-16 Budget Devel Module Notes.docx](#)  |
- [Budget Development Module](#) 
- [New Budget Priorities Request](#) 
- Budget Status by Division (Current FY)

• [Budget](#) 

Click on "Budget Development Module" or "New Budget Priorities Request" to start.

Budget Development Module

File Edit View Favorites Tools Help

2015/16 Operating Budget Development Process

Please Select a Prog-Org Code

[Page Administration](#)

Show Budget:
 Operating Nonoperating

Special Codes

FDN Foundation
PRK Perkins
WKRT Worker Retraining
GC Grants/Contracts

| | SOBJ | SSOBJ | TITLE | Prev FY |
|----------------|------|-------|-------|----------|
| Totals: | | | | 0 |

Select your budget number by clicking on the drop down arrow at "Select One"

Budget Development Module

File Edit View Favorites Tools Help

2015/16 Operating Budget Development Process

Please Select a Prog-Org Code

0111106

[Page Administration](#)

Show Budget:
 Operating Nonoperating

Special Codes

FDN Foundation
 PRK Perkins
 WKRT Worker Retraining
 GC Grants/Contracts

Core Themes

1. Create Learning
2. Achieve Equity
3. Engage Community
4. Embrace Discovery

Budget Priorities

1. Maintain core operational and instructional capabilities in accordance with i
2. Leverage new resource opportunities to promote community and regional e

| | SOBJ | SSOBJ | TITLE | Prev FY Expenditures | Current FY Budget | Proposed Bdgt | C |
|----------------------|------------------------|-------|-------|--|-------------------|---------------|---|
| | A | | | | | | |
| Edit | Delete | AD | 0 | TEMPORARY-P/T HOURLY | | 5,000 | |
| Edit | Delete | AH | 0 | FACULTY-PART TIME | | 8,500 | |
| | Subtotal of : A | | | | 0 | 13,500 | 0 |
| | B | | | | | | |
| Edit | Delete | BA | 0 | OASI | | 5,170 | |
| | Subtotal of : B | | | | 0 | 5,170 | 0 |
| | C | | | | | | |
| Edit | Delete | CA | 0 | MGMT & ORGANIZ SERV | 3,500 | | |
| Edit | Delete | CA | 0 | MGMT & ORGANIZ SERV | | 3,000 | |
| Edit | Delete | CA | 10 | MGMT & ORGANIZ SERV TRVL/INCIDENTAL EXPN | 746 | | |
| Edit | Delete | CA | 10 | MGMT & ORGANIZ SERV TRVL/INCIDENTAL EXPN | -19 | | |
| | Subtotal of : C | | | | 4,227 | 3,000 | 0 |
| | E | | | | | | |
| Edit | Delete | EA | 0 | SUPPLIES & MATERIALS | | 4,550 | |

Your budget appears providing you with information on expenses from FY13-14, current year's FY14-15 budget, and any positions in your budget with proposed salaries for FY15-16.

You can edit or delete any of your budget lines.

Budget Development Module

| | | | |
|--|--|--|---|
| 2015/16 Operating Budget Development Process Please Select a Prog-Org Code <input type="text" value="0111106"/> <input type="button" value="Add Row"/> Page Administration Show Budget: <input checked="" type="radio"/> Operating <input type="radio"/> Nonoperating Special Codes FDN Foundation PRK Perkins WKRT Worker Retraining GC Grants/Contracts | | Core Themes 1. Create Learning 2. Achieve Equity 3. Engage Community 4. Embrace Discovery | Budget Priorities 1. Maintain core operational and instructional capabilities in accordance with identified divisional priorities 2. Leverage new resource opportunities to promote community and regional economic recovery |
|--|--|--|---|

| 4 | SOBJ | SSOBJ | TITLE | Prev FY Expenditures | Current FY Budget | Proposed Bdgt | Core Themes | Justification |
|--|--------------|-------|----------------------|----------------------|-------------------|---------------|-------------|---------------|
| | A | | | | | | | |
| Update Cancel Delete | AD | 0 | TEMPORARY-P/T HOURLY | | 5,000 | 1 | 2 | 3 |
| Edit Delete | AH | 0 | FACULTY-PART TIME | | 8,500 | | | |
| | Subtotal of: | | | 0 | 12,500 | 0 | | |

1. You can edit the proposed budget with a dollar amount for the increase.
2. Enter the number for the core themes
3. Enter text for "Justification"
4. Click on "Update"

New Budget Priorities Request

File Edit View Favorites Tools Help

| | | | |
|---|--|--|---|
| 2015/16 New Budget Priorities Request Please Select a Prog-Org Code 0111106 Add New Row | | Core Themes 1. Create Learning 2. Achieve Equity 3. Engage Community 4. Embrace Discovery | Budget Priorities 1. Maintain core operational and instructional capabilities in accordance with identified divisional priorities 2. Leverage new resource opportunities to promote community and regional economic recovery |
| Special Codes FDN Foundation PRK Perkins WKRT Worker Retraining GC Grants/Contracts | | | |

| | SOBJ | SSOBJ | TITLE | Total Requested | This Budget Request | Core Themes | Justification | Priority | Requestor | Date Requested |
|----------------|------|-------|-------|-----------------|---------------------|-------------|---------------|----------|-----------|----------------|
| Totals: | | | | 0 | 0 | | | | | |

This budget module is used when you are requesting "new" budget items.

Select your account number from the "Select One" drop down arrow.

New Budget Priorities Request

2015/16 New Budget Priorities Request

Please Select a Prog-Org Code
0111106 **1**
Add New Row

Special Codes
FDN Foundation
PRK Perkins
WKRT Worker Retraining
GC Grants/Contracts

Core Themes
1. Create Learning
2. Achieve Equity
3. Engage Community
4. Embrace Discovery **5**

Budget Priorities
1. Maintain core operational and instructional capabilities in accordance with identified divisional priorities
2. Leverage new resource opportunities to promote community and regional economic recovery **6**

SOBJ AD-TEMPORARY-P/T HOURLY SSOBJ Total Requested 10000 **3** This Budget Request 10000 **4**

Core Themes 3 **2** Priority 1 **6**

Title TEMPORARY-P/T HOURLY

Justification **7**
To backfill for impact of ctcLink project

Add Row **8**

1. Select "Add New Row" to increase or decrease the budget.
2. Select the type of item you want to change from the "SOBJ" dropdown arrow.
3. Enter the total requested in the box to the right of the "Total Requested."
4. Enter the amount you are requesting in the box to the right of the "This Budget Request".
5. Select the number from the "Core Themes" above that supports this budget change.
6. Select the budget priority from the list above and enter it in the box to the right of the "Priority"
7. Type in a justification for the budget change in the box to the right of "Justification".
8. Click on "Add Row"

New Budget Priorities Request

File Edit View Favorites Tools Help

| | | | |
|--|--|--|---|
| 2015/16 New Budget Priorities Request Please Select a Prog-Org Code 0111106 <input type="button" value="Add New Row"/> 2 | | Core Themes 1. Create Learning 2. Achieve Equity 3. Engage Community 4. Embrace Discovery | Budget Priorities 1. Maintain core operational and instructional capabilities in accordance with identified divisional priorities 2. Leverage new resource opportunities to promote community and regional economic recovery |
| Special Codes FDN Foundation PRK Perkins WKRT Worker Retraining GC Grants/Contracts | | | |

| | SOBJ | SSOBJ | TITLE | Total Requested | This Budget Request | Core Themes | Justification | Priority | Requestor | Date Requested |
|----------------------|-----------------|-------|----------------------|-----------------|---------------------|-------------|---|----------|-----------|-----------------------|
| | A | | | | | | | | | |
| Edit | AD | | TEMPORARY-P/T HOURLY | 10,000 | 10,000 | 3 | To backfill for impact of ctclink project | 1 | jstroh | 2/23/2015 12:52:12 PM |
| 1 | Subtotal of : A | | | 10,000 | 10,000 | | | | | |
| Totals: | | | | 10,000 | 10,000 | | | | | |

1. You can edit or delete your row.
2. If you add additional employees, you will need to add a row for the benefits.