# Office of Budget and Resource Planning

## Contact Information

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</table>
What is a Budget?
A budget is the financial plan for the allocation of resources during a particular period of time. Proper budget development and control provide the ability to ensure that limited financial resources are expended in an effective and efficient manner towards achieving the University’s strategic mission.

University of Texas at Dallas Budget Development Process
Schools and divisions are responsible for updating budget information for the new fiscal year. In order to produce a balanced budget, the updated expenses must not exceed allocations, or projected revenues and carryover balances for Non-Core funds. Budget updates provided by schools and divisions include:
1. Salary information for personnel changes including pay raises, promotions, approved vacancies, title changes, funding changes and any other salary adjustments.
2. Updates of non-salary expenses for changes in account codes and distribution of funds between cost centers.
3. Development of revenue and expense projections for Non-Core cost centers.

How is this information used?
Information that is submitted in the Budget Development process is used for the following:
1. Original budget for FY16, effective September 1, 2015 – August 31, 2016
2. As a guide for departments, designating initial spending authority and authorized positions.
3. Operating Budget for UT System:
   a. Expenditures by NACUBO function, fund group, and object of expense.
   b. Supplemental reports on salaries.
Budget Development Reminders
In order for the budget development process to be successful, and to comply with all UT Dallas and UT System requirements, there are a few items to remember when completing your budget.

Two Phase Process
Budget development at The University of Texas at Dallas is a two-phase process.

- Phase 1 involves the review of current funding and allocations, and making necessary changes in revenue and expense budgeted amounts. Validation of current budgeted positions will also be completed.

- During Phase 2, merit allocations are awarded to individuals. Phase 2 will open to campus users approximately two weeks after Phase 1 closes.

Revenue Projections
Budgeted revenue estimates are expected to be reasonable and realistic. An explanation must be provided for budgeted revenue that significantly changes from the prior year. A significant fluctuation is defined as a change that is $10,000 (plus or minus) or greater and is 15% or more of the prior year’s budgeted amount. Please use the Notes area on the Funds Total – Core tab for your explanation or attach it by using the Attachment tab.

Salaries
Salaries for positions which have been approved and are intended to be filled for the fiscal year being budgeted should be listed on the department’s budget submission. All vacancies and new positions must be fully funded. Salaries for all active employees must be budgeted during the budget process with the exceptions listed below:

- Employees who have submitted written notification of their intent to resign prior to the start of the fiscal year being budgeted. These positions should be budgeted as vacancies or the positions inactivated if not intended to be filled.

- Research assistants, teaching assistants, hourly workers, including students, and non-budgeted lecturers. These groups will be budgeted as lump sums.

Inactive and Frozen Cost Centers
Cost centers with a zero fund balance and zero activity projected for FY16 will be inactivated or frozen. NOTE: A cost center cannot be inactivated if it has a fund balance that carries forward or if it has outstanding balance sheet or encumbrance balances.

Allowable Expenses
The Appendix at the end of this guide includes information on allowable expenses by fund code.

Current Year Information
All current year information will be uploaded just prior to the opening of the budget planning module.

New Departments and New Cost Centers
Requests for new departments and new cost centers should be directed to the System Administration Manager in Accounting and Financial Reporting.

Training Videos
A library of short How To videos on the Budget Planning Module are available to help you get acquainted with the budget module. You can find these in My Galaxy Training > Gemini Financials > BPM.
User Roles
In the Budget Planning Module, there are three levels of users:

Campus Group User
Users with this role have the ability to access the campus group workbook pages and add, edit, and/or delete information. Examples: Fiscal Officer, Administrative Assistant in charge of budget entry.

Campus Group Administrator
Users with this role have the same access to budget information as those with the Campus Group User role. However, the Campus Group Administrator will be responsible for final review of the budget in all phases, and has the authority to submit the budget to the Campus Group Executive Reviewer. The Campus Group Administrator is responsible for reviewing and approving the budget information and making the official budget submission. A Campus Group Administrator can delegate the task of submitting the workbook to another user with written authorization. For example, Deans or Directors may wish to assign the Campus Group Administrator role to their authorized designee.

Campus Group Executive Reviewer
The Executive Reviewer is the Division’s final approver for campus group budgets and will have the same access to the budget information as the Campus Groups Users and Administrators. This role has been initially assigned to members of the executive management team. An Executive Reviewer can delegate the task of submitting the workbook to another user with written authorization.
THE BUDGET PLANNING MODULE

Opening the Workbook:

1. From the Galaxy portal, choose Gemini Financials
2. Click on Commitment Control custom > Budget > Budget By Campus Group.

You will be presented with search prompts as illustrated in Figure 2:

- **TIP** Make this page one of your Favorites so it is easy to get to.

Fiscal Year should be set as 2016. Search for your Campus Group. You can do this by starting to type the name, by using the magnifying glass, or clicking on Search to get to the entire list of campus groups available to you.

- **TIP** For a brief overview of the Budget Planning Module, view the video, “BPM – An Introduction” in My Galaxy Training, in the BPM folder in Gemini Financials.
FUNDS TOTAL - CORE TAB

This is the home page for the workbook. You will see the information illustrated in Figure 3.

Figure 3

✔ **TIP** There are seven tabs located at the top of each workbook, as illustrated below. The tabs can also be accessed at the bottom of each workbook page.

**Campus Group Totals**

This is the total for all of the Core funds for the campus group. Total is the sum of Allocations plus Merit. The Expense Budget is the total of all the Original Expense Budgets in the Fund Allocation by Campus Group section below it.

Allocations have been entered by the Budget Office and include your original FY15 allocations, as adjusted by any permanent transfers approved to date, and any changes in the base allocation authorized by executive management. Merit allocations will be released during the Phase II merit process and the pools will be based on the University merit policy. Before your workbook can be submitted, the budget must be in balance, i.e., the amount in the Difference column must equal $0.

**Fund Allocation by Campus Group**

This section gives you an overview of your campus group’s Core allocations by fund and identifies the remaining amounts to be distributed to the Operating Expense Budget. The Original Expense Budget is the operating expense budget and any incremental increases from the fiscal current year plus the current payroll expenses. The amount in the Difference column is Total Allocation minus Original Expense Budget. This shows how much you have not allocated (a positive number) or when you have allocated too much (a negative number).
NOTE: The Original Expense Budget cannot exceed the total allocation. You will not be able to submit the workbook until all amounts in the column Difference equal $0.

✓ TIP Drilldown Feature: Under Original Expense Budget, an underlined amount indicates you can use the drilldown feature in order to view budget information for just those cost centers within a particular fund code.

Notes
This space should be used to provide additional information that may be helpful in explaining your budget. This is where justifications for revenue budget increases should be submitted. The Budget Office will also put messages and explanatory information in this area. Many editing functions are available, including Spell Check.

You can also hide the editing tools by clicking on the arrow in the lower right corner.

Sign In/Out Workbook
You must sign in to your workbook before you can add information or make any changes. The authorized user may simply click on the Sign In Workbook bar to begin working on the budget. Only one user can be signed in at a time giving him or her ability to add and/or edit information. So remember to sign out after you are finished with your session. However, any user can view the workbook without being signed in. All staff with access to the campus group workbook will be able to view the workbook at all times.

✓ TIP The Budget Office can help you gain access to your workbook if necessary.

To budget your Core cost centers, you have the option to click on an underlined amount in the Original Expense Budget column on the Total funds – Core page or to go to the Core/Non-Core tab to view all cost centers. A click on any underlined expense will display a list of all the cost centers budgeted within that fund group. You can then use the tabs or the Show All Columns button.

Notify
Budget-related emails can be sent by accessing the Notify icon any workbook page. This feature can be used to alert the Campus Group Administrators, Executive Reviewers, or the Budget Office when your workbooks have been submitted or are ready for review.

✓ Tips WORKBOOK NAVIGATION

Personalize
This tool allows the user to view only selected information. Users can determine which columns are frozen at the beginning of each row, which items can be hidden, and how the information will be sorted. Each tab can be set to fit the user's needs.
Find
Find can help you quickly locate specific information on a page.

Zoom
Zoom focuses on just the information in the rows and columns on the page.

View All or View 100
By clicking here, you will be able to scroll through rows instead of just 10 at a time.

Sort
Any column can be sorted by clicking on the column header. A little arrow will show you what direction the data is sorted.

Download
Workbook information can be downloaded to Excel. Remember that your spreadsheet will not contain any formulas. HINT: You may want to hide some unwanted columns before the download to make the spreadsheet more manageable.

Show All Columns
The Core/Non-Core tab has its own set of tabs to assist in navigating and viewing cost center information. You can either use the tabs, or select Show all columns to view all budget cost centers by using the slider bars.

Drill Down
You can drill down on any number that is underlined to get details on what makes up that total. For example, on the Funds Total-Core tab, clicking on the underlined number under Original Expense Budget will bring up all cost centers with that fund code.

On the Budget FY – Sal tab in Core/Non-Core, drilling down on an underlined expense total in A&P, Classified, or Faculty will take you to Payroll and a list of all persons in that cost center with that salary type.
CORE/ NON-CORE TAB

The Core/Non-Core section of the Budget Planning Module summarizes the budgets for all cost centers within a particular school or division (as illustrated in Figure 4). Cost centers are classified as either Core or Non-Core based on their funding source. Cost centers that receive centrally-funded allocations are considered Core. All other cost centers are considered Non-Core.

Core (formerly known as Baseline) cost centers are centrally-allocated and funded from:
- Statutory appropriations
- Tuition (Statutory – Designated)
- Mandatory designated fees

The budgets for those cost centers marked as Core in the Fund column roll up to the funds totals in the Fund Allocation by Campus Group above and to the Original Expense Budget on the Fund Totals - Core tab.

Non-Core (formerly known as non-baseline) cost centers are generally funded from:
- Revenue
- Endowment Income
- Gifts
- Prior year balances
- Transfers from specific sources (i.e. President’s EEF funds, Indirect Cost Recovery)
All cost centers owned by the Campus Group should appear in this section, even if there is no activity for the current year. If a cost center is missing, please add it by using the Add Cost Center to Campus Group area. You can only enter active cost centers which are a part of your campus group.

**Add Cost Center to Campus Group**

If you find that a cost center is missing from your workbook in the Core/Non-Core tab, you can add the active cost center to your budget workbook. Simply enter the cost center number in the box or use the search tool to find the correct cost center.

![Add Cost Center to Campus Group](image)

**TIP** Fields in a white box can be edited (for example, Faculty Lump Sum or Hourly Wages on the Payroll tab as illustrated in Figure 5). Other fields (for example, Longevity and Benefits, Figure 5) are totals calculated from other information. Underlined fields (for example, the Classified field, Figure 5) allow you to drill down to the detail that make up this total.

![Figure 5](image)

**TIP** You must sign in to a workbook before you can edit any fields.

The Core/Non-Core tab includes a section with sub-tabs to help you navigate and look at only specific information. You can also use the Show All Columns button to view all workbook columns on one tab.

The sub-tabs are illustrated and described below.

![Sub-tabs](image)
**CC Info**

This tab (Figure 6) provides general information about all cost centers assigned to the campus group and includes fund and department. The fields on this sub-tab are not editable. If you find an error, please contact the Budget Office.

### Figure 6

#### Current FY

The original revenue and expense budget for the current year for all non-salary accounts is presented on this tab (Figure 7).

### Figure 7

#### Budget FY - Sal

This tab (Figure 8) summarizes information from the Payroll and Supplements tabs.

### Figure 8

A&P, Faculty, and Classified salary amounts roll up to this tab from the information on the Payroll tab, and the Supplements amounts pull from the Supplements tab. Cost center budgets for Faculty Lump Sum, Lecturers, Teaching Assistants, Research Assistants, and Hourly Wages (for students and temporary workers) should be entered as lump sums in the appropriate editable fields on this sub-tab.

- **TIP Using the Drilldown feature.** In this section you can access additional detail by clicking on any amount that is underlined. For example, if you click on an amount in the A&P Staff A5011, the application will display those employees on the Payroll tab whose salaries make up that amount. Clicking Return will take you back to the Core/Non-Core page for that cost center.

- **TIP Be sure to save any changes you made before hitting Return.**

The fields that can be populated or edited here are:

- Faculty Lump Sum: This code is used for salaries for future faculty members. For use by the Provost Office only.
• Lecturers: Budgets for Lecturers I, II, and III. These are non-budgeted positions. Enter the lump sum total here.
• Teaching Assistants: Those with Job Code S00061. Lump sum for individuals employed in positions which require student status as a condition of employment, such as student assistants and teaching assistants.
• Research Assistants: Those with Class code S00634.
• Hourly Wages: Budgeted amount to pay student employees other than TAs and RAs, and temporary workers.
• Longevity, Hazard Pay, and Benefits are also summarized from the Payroll tab. Amounts are only shown for those cost centers that must pay for these expenses.

**Budget FY – Op**
This tab (Figure 9) is to be used to enter budgets for non-payroll items, such as travel, M&O, and unallocated expenses. Beginning with the FY 2016 budget, scholarship expenses should be budgeted separately from M&O expenses.

![Figure 9](image)

**TIP** Expenses should be accurately budgeted and classified, refrain from using Unallocated if at all possible.

**Budget FY – Rev**
Any revenue that is expected to be received in the upcoming budget year should be entered in the appropriate account code column of the Budget FY-Revenue sub-tab for Non-Core cost centers (Figure 10). The Budget Office will enter Endowment Interest and Indirect Cost Recovery as directed by Advancement and Research.

![Figure 10](image)

Budgeted revenue estimates are expected to be reasonable and realistic. An explanation must be provided for budgeted revenue that significantly changes from the prior year. A significant fluctuation is defined as a change that is $10,000 (plus or minus) or greater and is 15% or more of the prior year’s budgeted amount. Please use the Notes area on the Funds Total – Core tab for your explanation or attach a document supporting the budgeted amount by using the Attachment tab.

**Total**
All budgeted items from the Budget FY – Sal, Budget FY – Op, and Budget FY – Rev, as well as from the Beginning Balance and Net Transfers tabs, are totaled on the Total sub-tab (Figure 11) to arrive at the Projected FY Ending Balance.
The Projected FY Ending Balance should be $0 for all Core cost centers. Non-Core cost centers should have balances greater than or equal to $0. A negative year ending balance cannot be budgeted.

Projected FY Ending Balance = Projected Beginning Bal + Budget FY Revenue – Budget FY Expense +/- Net Transfers

**PAYROLL TAB**

- **TIP** Become familiar with the Payroll tab (Figure 12) by watching the Payroll Overview video available in the BPM folder of Gemini Financials in My Galaxy Training.

Use the Payroll tab to make adjustments to employee assignments or to add an employee and/or vacant position to your campus group.

- **TIP** For information on salary or position changes, please refer to the University of Texas at Dallas Compensation Standards & Practices document accessible from the following URL: http://www.utdallas.edu/hr/compensation/standards/.

Only budgeted employees and positions should appear on the Payroll tab. Budgeted employees include permanent A&P, Classified, and Faculty positions. Budgeted faculty positions include: Professor, Associate Professor, and Assistant Professor; Research Scientists and Research Scientist Faculty; Senior Lecturer I, II, and III; Visiting Professor, Instructor, Research Associate, Clinical, Adjunct, and Research Professor; Endowed Professor and Endowed Chair; and Professor with Distinguished Title.

Budgets for Lecturers I, II, and III, Teaching Assistants (TAs), Research Assistants (RAs), student workers, and temporary employees should be budgeted as a lump sum on the Budget FY – Sal sub-tab of the Core/Non-Core tab (Figure 8).

If an active employee is missing from the Payroll worksheet, follow the steps in the Adding New/Vacant Positions section below.

- **TIP** The use of navigation tools like Find, Sort, and Personalize may be helpful when working in the Payroll tab.
**Editable Fields**: Information in a rectangle field can be edited. You can also click on the icon in the Edit column (Figure 13) to reveal the add/edit position information template. Allowable edits include: position number, total FTE, pay rate, job dates, cost centers, distribution percentage, and funding dates.

**Edit/ Edit All**

**Edit**: Select this option (Figure 13) to add/edit a single position.

![Figure 13](image)

After clicking Edit, the following form (Figure 14) will be displayed. You will be able to make changes in the editable fields.

![Figure 14](image)
**Edit All:** You can edit multiple positions in one or two ways by accessing the Edit All button (Figure 15):

1. By selecting Edit All and then Clicking on the forward and backwards arrows

![Find | View All First 2 of 12 ▶ Last](image)

2. By Selecting Edit All and then Clicking on View All

![Find View All First ▶ Last](image)

**Note:** If Edit All and then View All options are selected, the form illustrated in Figure 16 will appear for each individual position.

![Edit Multiple Positions](image)

**Figure 16**

**Note:** You cannot change the salary on the Edit/Edit All screens. Any salary changes must be made in the Budget FY Salary Adjustment column (please see the Salary Adjustments section and Figure 27).
**Inactive/Vacant:** This column (Figure 17) is used to change the status of a position to inactive or vacant. Select your option by clicking on the drop down.

![Figure 17](image1.png)

**Inactive:** Select this option if the employee will not be employed by the University in any capacity and you no longer need the position for FY16. You must also submit a termination form to HR.

![Figure 18](image2.png)

When you elect to Inactivate a position, you will receive a warning (Figure 18). When inactivating a position, please ensure that you want to change this position to inactive. Once changed and saved, the change is permanent and the funds for the position will be available for use elsewhere. If you save the inactivation election in error, you will have to re-enter the position.

**Vacant:** Select this option if the employee will not be in this particular position but you want to retain the position and the budget for FY16.

![Figure 19](image3.png)

When electing to make a position vacant, you will be prompted with a warning (Figure 19). Please ensure that you want to change this position to vacant. Once changed and saved, the change is permanent and the funds are budgeted for the vacant position. If you saved the Vacant election in error, you will have to re-enter the position.
Funding Changes

Use the Budget FY Cost Center column (Figure 20) to change the cost center for an existing employee. A drop down menu is available for your use by clicking on the magnifying glass. Only those cost centers in your campus group will be available for selection.

![Figure 20](image)

Adding/Deleting an Additional Funding Source within Your Campus Group

If an employee or position salary is to be split among two or more campus groups for the upcoming budget year, use the Edit button for the appropriate row within the Payroll tab to access the detail screen similar to that illustrated in Figure 21.

![Figure 21](image)

Next, click on the + button to add another row and make the necessary funding changes. As illustrated in Figure 22, funding for Position 21206 was split between two cost centers.

![Figure 22](image)

**Tip** Be sure to save before you click return.

To delete a funding source from a position funded by multiple sources within your campus group, click Edit, make your changes to the information in the line for the funding you are keeping, and then delete the other line.
Split Funding

If this icon appears in the Split Campus funding column then the funding for this position is shared between two campus groups (as illustrated in Figure 23).

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<th>Budget FY Job End Date</th>
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Figure 23

Click on the Split Campus Funding icon and the complete split funding information for the employee will appear (Figure 24).

Figure 24

Payroll related changes for split-funded positions among multiple campus groups will require coordination among the budget preparers for all campus groups to assure that funding as well as FTE and distribution are correct for that employee. Regardless of how many campus groups support the funding for a position, the position’s FTE cannot exceed 1.00.

**Distribution:** Total distribution for a position cannot exceed 100%. If a distribution greater than 100% is entered, the user will receive an error message as illustrated in Figure 25. The distribution percentage must be corrected in order to submit the budget workbook.

Figure 25
**FTE:** This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. If the calculated FTE for an employee is greater than 1.00, a warning message as illustrated in Figure 26 will be displayed. The user will need to click “OK” and correct the FTE for the employee noted.

![Message](image)

**Benefits, Longevity, and Hazardous Pay:** Cost amounts for benefits (health insurance and retirement) will be displayed only for those employees who are paid on cost centers that self-fund these expenses (identified by a check mark in the Benefits Charged to this Cost Center column as illustrated in Figure 27 for positions 12600 and 27029). This information cannot be updated on the Payroll worksheet. For all current employees, actual information is provided.

If a position is vacated, the benefits will automatically be calculated at the maximum rate. Longevity and Hazard Pay will default to $0. If you need more detailed information concerning these items, please contact the Budget Office.

Employees whose benefits are paid from central University benefit pools will show a Total Benefit Cost of $0.

Longevity and Hazard Pay are based on the amount the current employee will be eligible to receive in the upcoming fiscal year.

**Salary Adjustments:** If you need to make an adjustment to the salary, make the change in the Budget FY Salary Adjustment column (see Figure 27). You will need to enter a positive or negative number that, when combined with the current salary, will equal the desired salary for FY16.

![Table](image)

**Adding New/Vacant Positions:**
Follow the steps in this section when budgeting for new positions, vacancies, or when adding additional funding lines for an existing employee.

**NO** positions can be added to your budget unless they have been approved and assigned a position number. Requests for new staff positions, replacements for existing positions, and reclassifications should be made through the Office of Human Resources using a Position Review and Request Form (PRR). Requests for new faculty positions are made through the Office of the Executive Vice President and Provost.
You can add positions in one or two ways (Figure 28):

1. By clicking on the + sign on the Payroll tab listing all employees, which will insert a new row. Once the row is created then enter the appropriate information.

2. Click on Add Position

![Figure 28](image)

**Note:** If you click on the Add Position button, the form illustrated in Figure 29 will be displayed:

![Figure 29](image)

Follow the guidelines below when entering information to this form. Several of the fields include drop down menus (identified by the magnifying glass next to the field) to help in your selections.

All fields marked with an asterisk (*) require information, except UTD ID.

**UTD Employee ID:** Must enter if the employee is currently employed with the University. If the entered position is vacant, leave blank.

**Employee Record:** Does not need to be updated.

**Current FY Pay Rate:** Enter current fiscal year pay rate of the employee/position. If the position is new for FY16 enter the budgeted pay rate.

**Hazard Total:** Does not need to be updated.
**Longevity Total**: Does not need to be updated.

**Position Number**: Enter this assigned Position Number. All positions must have a position number in order to be included in the budget. If you’re entering a vacant position enter VAC and the position number. **EX. VAC00012345** for Position Number 12345.

**Cost Center**: Enter the funding Cost Center for your campus group or select from the list of cost centers available by clicking to magnifying glass.

**FTE**: This is the percent of time worked and should equal the total FTE for this employee, including all salary splits. Enter a number between 0.01 and 1.00. The FTE cannot exceed 1.00. If the FTE exceed 1.00 you will receive a warning message (see Figure 26).

**Fund Code**: The fund code will automatically be entered based on the cost center selected.

**Job Code**: Enter the job code or select from the magnifying glass.

**Pay group**: Click on the magnifying glass next to the Pay Group field for a list of valid Pay Group codes. If you’re not sure which pay group to select, please leave this field blank. Below is a list of commonly used Pay Groups codes:

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</tbody>
</table>

**Job Start and End Dates**: Please enter the job start and end dates. Most jobs should start September 1, 2015. Summer assignments begin June 1, 2016. The end date will be 05/31/2016 for nine month employees, and 08/31/2016 for 12 month employees.

**Comp Rate**: The Comp Rate is the frequency in which the employee will be paid. Click on the magnifying glass next to this field for a list of Comp Rate codes. If you’re not sure which comp rate code to select, please leave this field blank. The most commonly used Comp Rate codes are:

Classified and A&P staff = M (paid every month for 12 months)
Faculty and lecturers = M9 (paid over 9 months)

**Funding Start and End Dates**: Enter the date that the funding for the position will begin and end.

**Distribution %**: Enter a number between 0.01 and 100. This is the cost center’s allocation share for the employee. The Distribution cannot exceed 100%. If the Distribution exceeds 100% you will receive a warning message (See Figure 25).

**Account Code**: This will automatically populate based on the Job Code selected.

- 51011 Administrative and Professional Salaries
- 51021 Faculty Salaries
- 51024 Sr. Lecturers
- 51041 Classified Salaries

**Retirement Code**: TRS or ORP. You may leave this field blank if you are not sure of the election.
Medical Election:

<table>
<thead>
<tr>
<th>Elections</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE</td>
<td>Employee Only</td>
</tr>
<tr>
<td>EE+CH</td>
<td>Employee and Child</td>
</tr>
<tr>
<td>EE+FA</td>
<td>Employee and Family</td>
</tr>
<tr>
<td>EE+SP</td>
<td>Employee and Spouse</td>
</tr>
</tbody>
</table>

If you do not know the correct medical election, please leave the field blank. If a position is marked as Vacant, the medical benefits will default to EE + FA (the maximum expense).

Medical Cost at 100% : This will automatically populate based on the Medical Election selected.

Once all of the payroll information is entered, click on the Save button. After saving the information, click on the Return button, go to the Core/Non-Core tab, and click on the Recalculate Rollups.

MERIT
The merit process will take place in Phase 2 of budget development. A department’s pool is based on the budgeted positions as of March 1, 2015. The pool amount is calculated on the regular pay for budgeted positions, including vacant positions. For questions on merit eligibility, please refer to the University of Texas at Dallas Compensation Standards & Practices guide available at the following UR: [http://www.utdallas.edu/hr/compensation/standards/](http://www.utdallas.edu/hr/compensation/standards/).

Vacancies are not eligible for merit awards. The merit portion of the workbook is in the far right columns of the Payroll tab (Figure 30).

![Figure 30](image)

Merit can be added as a dollar amount (ex. $500) in the Merit column, or a specific percent increase in Merit Increase Percent column. Enter merit adjustments in either column.

If an employee’s salary is split between two or more cost centers, please ensure that the percentages in each Campus Group are the same. Coordination between departments will be needed if an employee’s salary is split with another department. These employees will have an icon ![icon](image) in the Split Campus Funding column. Total merit for that employee should equal the increase from Department A plus the increase from Department B; the total FY16 annual rate at 100% will be the same for both departments.

Budget FY Salary Increase and Total Increase Percent: These columns are automatically updated and include adjustments from all sources.

Merit is allocated by Core and Non-Core funds. Allocations can be exceeded by using M&O or Unallocated funds, as long as the cost center and/or fund remain in balance.

Unassigned Merit: This is the amount of the pool still available for distribution.
Other adjustments: Any FY16 salary increases for market and equity adjustments, promotion, and/or executive merit, as well as one time merit awards, will require a written request submitted to the Provost or President. Upon authorized approval, the Budget Office will enter all approved adjustments into the workbook and make any necessary adjustments to allocations or budgets. Any necessary adjustments due to changes in the Pay Plan will be made by the Budget Office with guidance from Human Resources.

Submitting Phase 2 - Merit. Once all of the work on allocating merit amounts is complete, the worksheet must be reviewed by the Campus Group Administrator (appropriate dean, director, or vice president) and the workbook submitted for executive review. All merit awards will be effective September 1, 2015.

TRANSFERS TAB

✓ TIP To view a demonstration on using the Transfer tab, please access the Transfer Overview video from the BPM video library.

The Transfers tab (as illustrated in Figure 31) lists all funds transferred both to and from the campus group cost centers. Campus groups can enter transfers to and from cost centers within their departments. All other transfers will be loaded by the Budget Office.

All amounts in the From Amount must be entered as a negative number. Amounts for the Target Cost Center will automatically populate once the Transfer From amount is entered. These amounts are then populated in the Total sub-tab in the Core/Non-Core tab.

Only cost centers which belong to the campus group may be used. The cost center may be selected from the drop down list or may be entered manually.

When a fund transfer is needed to or from a cost center outside of your campus group, please contact the Budget Office for assistance.

BEGINNING BALANCE TAB

✓ TIP Please access the Beginning Balance Video from the BPM video library for an overview of this tab.
The Beginning Balance Worksheet (as illustrated in Figure 32) is provided to assist in projecting the ending balance of the current year that will be carried forward as the beginning and budgeted balance for the upcoming budget year. Only Non-Core cost centers are listed on this worksheet. Anticipated carry forward balances from Core cost centers cannot be budgeted during this budget process.

Using the current year beginning balance and current fund balances as of the date the budget workbooks were opened and provided for reference, estimates of the year-end carry over balance can be entered here for all Non-Core cost centers. The amount in the Budget FY Projected Beginning Bal column is linked to the Total sub-tab in the Core/Non-Core section.

Please feel free to add any comments that help explain or clarify the balances.

REMEMBER: Cost centers cannot end the fiscal year with a negative balance. If the projected balance shows a deficit, the cost center manager will need to either budget a transfer of funds to the cost center to cover the deficit or move expenses to a different cost center before the end of the current fiscal year. The Beginning Balance is defaulted to $0 to prevent any negative balances from carrying forward in the budget.

SUPPLEMENTS TAB
This section is for Salary Supplements only. The Supplements tab (illustrated in Figure 33) contains information for any supplemental payroll items for employees in your campus group, and reflects current year expenses. Please verify this data and make any necessary changes. If you need to add a salary supplement, click on the + sign to add a line, and provide the appropriate information. If an employee is no longer receiving a supplement amount, change the amount to zero. Do not delete the row. The totals for this tab roll up to Budget FY - Sal sub-tab on the Core/Non-Core tab.

FILE ATTACHMENTS TAB
✓ TIP Please access the Beginning Balance video from the BPM video library for an overview on how to add an attachment.
The File Attachments Tab (Figure 34) can be used to include supporting documents for the campus group budget. Explanatory emails, documents, etc. which will confirm or clarify budget information can be uploaded here. Reference to any attachments can be put on the Notes section of Fund Totals - Core or in any of the Comments sections of the tabs.

Some examples of attachments the Budget Office will add:

- IDC List for any campus groups that receive indirect cost funds. This information is provided by the Office of Research and is estimated of money that will be available for these Non-Core cost centers.
- Endowment Report: This report contains preliminary estimates of long-term funds accessible in the budget year. The Office of Development and Alumni Relations is the source for this report. Only those departments with Endowment income will have this attachment and revenue as part of their campus group workbook.

**SUBMITTING THE WORKBOOK**

Once all of the work on the budget is complete, including the balancing of the Core allocations, it must be reviewed by the Campus Group Administrator (the appropriate dean, director, or vice president). If the administrator has designated another staff as an administrator to submit the workbook in his or her stead, a Budget Submission form needs to be signed, attesting that the administrator has reviewed the budget information and approves it.

![Figure 35](https://example.com/figure35.png)

To submit a workbook, The Campus Group Administrator (or designee) should click the area “Submit Phase P1 for Executive Member to review” on the Funds Total – Core page (see Figure 35). The workbook will then be locked for editing by the campus group users until the merit phase opens.
If the Core funds are not in balance, you will get an error message indicating which fund(s) exceed the allocations (illustrated in Figure 36).

![Figure 36](image)

Click Ok, and fix the allocation for the fund(s) noted. Once corrected, you may submit the workbook.

This same submit procedure will be followed after Phase 2 – Merit.

**Questions**

Please do not hesitate to contact the Budget Office with any questions related to the budget process or the Budget Planning Module. Contact information is available on Page 2 of this guide.
APPENDIX: QUALIFIED EXPENDITURES FOR BUDGETS BY FUND CODE

State Appropriations: The expenditures listed below are not allowable on cost centers funded by state appropriations (fund codes 2000-2999):

- Food purchases, except for meal per diems associated with approved business travel.
- Alcohol purchases, which are never permitted with state funds even if associated with meals while on approved business travel.
- Expenses associated with holiday functions.
- Flowers and non-cash gifts.
- Employee achievement awards (length of service and retirement awards).
- Memberships to country clubs or exclusive dining clubs.
- Charitable donations.

Designated Tuition and Fees: Alcohol purchases are not allowable on cost centers funded by student fees (fund codes 3000-3001 and all student fee fund codes)

- Alcohol purchases are not allowed on any cost center that includes student fees.

Along with Designated Tuition, significant additional University resources are derived from five stipulated fees, the Instructional Infrastructure Fee, the Information Technology Fee, the Undergraduate Advising Fee, the Library Materials Fee and the Records Processing Fee. Unlike Designated Tuition funds, funds derived from these stipulated fees must be expended in accordance with the purposes for which the fees are charged. In particular, they cannot be expended directly for instruction.

Instructional Infrastructure Fee: Capital, Maintenance and Operation, and Personnel costs that support Instruction. (Fund code 3108)

Examples of appropriate uses are provision of furnishing, and maintaining of classrooms, instructional equipment to faculty, and equipping, supplying, maintaining and staffing of instructional laboratories.

Inappropriate uses would include support of faculty research not directly tied to instruction, faculty salaries themselves, general departmental operations other than those described above, travel, and general University operations not directly tied to instruction.

Information Technology Fee: Capital, Maintenance and Operation, and Personnel costs related to information technology. (Fund code 3107)

Appropriate uses include essentially everything involved in the processing, transmitting and storing of “bits” or “digits” – software, hardware, personnel charges necessary to maintain computers and networks, and the administration and operation of the Information Resources division.

Inappropriate uses include costs of academic department telephones, non-information processing devices tied to computers, such as projectors.

Overlaps: There are obviously significant overlaps between the appropriate uses of funds from Instructional Infrastructure and Information Technology Fees, but also some significant mutually excluded uses. For example, instructional computer laboratories could be funded from either fee, as could faculty computers for use in instruction. However, laboratory chemicals for course instruction could only be funded from the Instructional Infrastructure fee, while the costs of maintaining the central campus...
network could only be funded from the Information Technology fee.

**Records Processing Fee:** Personnel, Capital, and Maintenance and Operation costs related to processing, distributing and storing academic records. (Fund code 3100)

Appropriate uses are essentially noted in the fee description, with the dominant offices supported by this fee being Records, Admissions, and Financial Aid, since these offices deal with student records.

Inappropriate uses would include costs of housing and maintaining the space involved in records processing and extending the concept of “records” too broadly, to include for example, administrative correspondence or financial transactions not involving students.

**Undergraduate Advising Fee:** Personnel and some Maintenance and Operations costs of providing advisement to students on academic and career issues. (Fund code 3102)

Appropriate uses include all costs (other than housing and basic utilities) of providing advising on curricular planning, choices of major and electives, and post-graduation career choices. Appropriate personnel include professional advising staff and support staff, along with fractions of faculty and academic administration effort allocated to similar advising activities or supervision thereof.

Inappropriate uses would include direct instructional costs and costs of general operations of academic instructional units.

**Library Materials Fee:** Purchase of and subscription to library materials, including books, periodicals, media, and electronic resources, along with expenses of procuring and installing these materials. (Fund code 3105)