

# Budget Prep Redesign

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ITS



# Agenda



- Background
- HCM Impacts on Budget Prep
- Updates and Changes within Budget Prep
- Timeline
- Next Steps
- Questions

# Background

- Discussion of updating Budget Prep/designing a Budget Amendment system dates back to 2015
  - Budget Amendment Design session – November 2015
  - Presentation of Budget Amendment Design to Budget Issue Committee – January 2016
  - Budget Prep Design session – March 2016



# Background

- Budget Prep Redesign focused on two major areas:
  - Updates to Budget Prep required due to the implementation of HCM
  - Additional requirements and enhancements proposed during the Budget Prep Design session in March 2016



# HCM Impact on Budget Prep

- Data will stay in sync between HCM and PSFin systems through the use of Integration Broker
  - Chartfields (PSFin → HCM)
    - Fund, Class, Program, Account, Project
  - Payroll Distribution Codes (PSFin → HCM)
  - Job Data (HCM → PSFin)
  - Position Data (HCM → PSFin)
- Note – Departments do not flow between PSFin and HCM. Departments are manually added in both systems.



# HCM Impact on Budget Prep

- Payroll Distribution Codes
  - Duplicate chartfield combinations will not be allowed for multiple Payroll Distribution Codes
  - Use of Correction mode will be very limited
    - The Payroll Distribution Code is sent to HCM immediately upon saving in PSFin
    - If an error is made, a new row can be inserted to correct.



# HCM Impact on Budget Prep

- Data will be imported into Budget Prep from Job, Position, Benefits, and Department Budget tables in HCM
- Data will be exported from Budget Prep into Job, Position, and Department Budget tables
- Departments in HCM will be 7 digits and should match departments in PSFin



# HCM Impact on Budget Prep

## Department Budget Table in HCM

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID 42000    Department 1016103    RCI-AOA Grants    Fiscal Year 2018  
 Budget Begin Date 07/01/2017    Offset Group DOG  
 Budget End Date 06/30/2018

**Budget Cap**

Per Budget Level     Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level Find | View All    First 1 of 1 Last

Department     Position Pool     Jobcode     Position     Appointment +

Position Number    

Effective Date 07/01/2017    Eff Seq 0    Status Active    Date Entered 06/24/2017  
 Budget Level Cap 0.00    Currency USD

**Earnings Distribution** Personalize | Find |  |     First 1-4 of 4 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	421016102142	01/09/2020		50.000
2	1	421016103047	09/30/2018		28.000
3	1	421016104464	06/30/2018		5.000
4	1	421016105469	06/30/2018		17.000

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes





# HCM Impact on Budget Prep

- Use of Short Work Break and Return to Work rather than End Fulltime Appointment and Begin Fulltime Appointment for 10 month employees



# Updates and Changes within Budget Prep



# Consistent use of Budget Ref field

Business Unit 42000

**Budget Prep - Years & Hours**

Budget Ref:	2019
Hours Per Year:	2080.00
Maximum Annual Rate:	5.000

Save Return to Search

Add Update/Display

# Updates to Setup pages

Pay Groups

Business Unit 42000

Personalize Find  First 1-17 of 17 Last

Pay Group	Description	Account	Calc Mode	Fica Rate	Life Ins	Faculty Future Rows	Summer Faculty	Raise Date		
42A	Salaried	521100	M2	Y	Y	N	N	07/01/2017		
42B	Benefit Billing		M2	Y	N	N	N	07/01/2017		
42C	Temporary Staff	525100	M2	Y	N	N	N	07/01/2017		
42E	Exempt Hourly	521100	M2	Y	Y	N	N	07/01/2017		
42F	10 Month Faculty	511100	M1	Y	Y	Y	N	08/01/2017		
42G	Graduate Assistants	523100	M2	Y	N	N	N	07/01/2017		
42H	Staff	522100	H1	Y	Y	N	N	07/01/2017		
42J	10 month NonFac-non-exempt	522100	H1	Y	Y	N	N	07/01/2017		
42L	Temporary Salaried	525100	M2	Y	N	N	N	07/01/2017		
42M	Pending Faculty		M2	Y	N	N	N	07/01/2017		
42N	Non-paid Affiliate		M2	Y	N	N	N	07/01/2017		
42P	Part Time Faculty	512100	M2	Y	N	N	N	07/01/2017		
42S	Summer Faculty	513100	M2	Y	N	N	Y	07/01/2017		
42T	Student Assistants	524100	M2	N	N	N	N	07/01/2017		
42W	College Work/Study	723100	M2	Y	N	N	N	07/01/2017		
42X	10 month NonFac-exempt	521100	M1	Y	Y	Y	N	07/01/2017		
42Y	12 Month Faculty	511100	M2	Y	Y	Y	N	07/01/2017		



# Ability to Validate HR Import data

[← FICA](#) HCM Import

HCM Import

Run Control ID `cmt_import`      Report Manager      Process Monitor      [Run](#)

### HCM Import Parameters

Create Report       Create Report/Run HCM Import


\*Business Unit:        As of Date:

All Departments:

From Department:

To Department:

Position Number:

[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)   

# Ability to Validate HR Import data

Budget Prep HCM Import Report  
Georgia Southwestern St Univ

POSITION	EMPLID	EMPL RCD PCT	EFFSEQ ERNCD	NAME ACCOUNT	DEPTID ACCT CD	JOBCODE	PAYGROUP DISTRIB AMT	ANNUAL RATE	POSN BUDGET	HEALTH	COVRG CD	RETIRE
	VACANT	0 100.00	0 REG		1016103 421016103150	924X00	42A 0.00	0.00	0.00			
		0 5.00 17.00 28.00 50.00	1 REG REG REG REG		1016103 421016104464 421016105469 421016103047 421016102142	926X00	42H 2218.49 7542.88 12423.58 22184.97	44369.94	44370.00	COMCR	1	TRSLMT



# Update Personal Services

[Budget](#) [New Distrib](#) [Orig Distrib](#) [Fringes](#)

Version: CURRENT  
Position Number:   Active Flag  Skip

Effective Date: 07/01/2017 FTE: 1.000000  
Department:  Dept Of Art Pay Group:   
Job Code:  Rcd#: 0  
Empl ID:   Seq: 2

Current Salary: 28,196.90 Sal Eff Date: 07/01/2017 Equity Adjustment:   
Proposed Salary: 28,196.90 Change %:  Merit:   
Proposed Budget:  Supplemental:  Promotion:   
Override:  Reason:

Proposed Monthly Salary: 2349.74 Proposed Hourly Salary: 13.56

Comments:



# Update Personal Services

- Separate Reporting of Promotion and Equity
- Skip Job Export Flag
  - This indicates that Job Data insert for this position should be excluded from the export to HCM
  - Position Data row and Department Budget row would still be inserted
- Comments Box
- All data will be updated during subsequent extracts
  - Ability to import one position at a time





# Update Personal Services

[← FICA](#) HCM Import

HCM Import

Run Control ID `cmt_import`      Report Manager      Process Monitor      [Run](#)

### HCM Import Parameters

Create Report       Create Report/Run HCM Import


\*Business Unit:        As of Date:

All Departments:

From Department:

To Department:

Position Number:

[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)   

# Update Personal Services

- Fringe page is included in the Update Personal Services page layout.
- Distribution Totals are shown on the New Distrib page



# Distribution Totals on New Distrib



























< HCM Import

Personal Services

Budget | **New Distrib** | Orig Distrib | Fringes

Position Number:  Empl ID:   Rcd#: 0  
Seq: 1

Current Salary: 44,369.94 Proposed Salary: 44,369.94 Proposed Budget: 44,369.94

													Personalize   Find   View All      		First	1-4 of 4	Last
Earnings Code	*Account Code	Percent of Distribution	Fringe Percentage	Distributed amount	*Start Date	*End Date	Fund Code	Department	Program Code	Class Field	Project	Account					
1 REG 	421016102142 	50.000	50.000	22184.970	07/01/2018 	06/30/2019 	20000	1016102	13100	61000	42142	522100					
2 REG 	421016103047 	28.000	28.000	12423.583	07/01/2018 	06/30/2019 	20000	1016103	13100	61000	42147	522100					
3 REG 	421016104464 	5.000	5.000	2218.497	07/01/2018 	06/30/2019 	20000	1016104	13100	64000	464	522100					
4 REG 	421016105469 	17.000	17.000	7542.890	07/01/2018 	06/30/2019 	20000	1016105	13100	64000	469	522100					

Total Percent of Distribution: 100.000 Total Fringe Percentage: 100.000

 Save  Return to Search

Budget | **New Distrib** | Orig Distrib | Fringes

# Fringe Update page

[Budget](#) | [New Distrib](#) | [Orig Distrib](#) | [Fringes](#)

Position Number:  Empl ID:   Rcd#: 0  
 Seq: 1

Current Salary: 36,381.07      Proposed Salary: 36,381.07      Proposed Budget: 36,381.07

														Personalize   Find   View All		First 1-5 of 5 Last	
	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Fringe Type	Rate Amount	Current Amount	Lockout	Plan Type	Benefit Plan	Coverage Code			
<input type="checkbox"/>	1 551000	10500	1002100	11100	11000		2019	FICA EMP	6.2000	2,255.66	<input type="checkbox"/>						
<input type="checkbox"/>	2 551200	10500	1002100	11100	11000		2019	FICA MED	1.4500	527.53	<input type="checkbox"/>						
<input type="checkbox"/>	3 552000	10500	1002100	11100	11000		2019	RETIRE (%)	16.8100	6,115.66	<input type="checkbox"/>	4R	TRSLMT				
<input type="checkbox"/>	4 553000	10500	1002100	11100	11000		2019	GROUP (\$)	14792.0000	14,792.00	<input type="checkbox"/>	10	CCHSA	7			
<input type="checkbox"/>	5 553200	10500	1002100	11100	11000		2019	LIFE	138.0000	138.00	<input type="checkbox"/>						

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#)

[Budget](#) | [New Distrib](#) | [Orig Distrib](#) | [Fringes](#)

# Additional Updates

- Rapid data entry page for Merit increases
  - Future functionality – automated load
- Updated calculation of FTE
- Enhanced Reporting
  - Schedule G is being updated to provide information similar to the GIT Schedule G
  - Additional reports will be developed after the FY2019 Budget Development cycle is complete



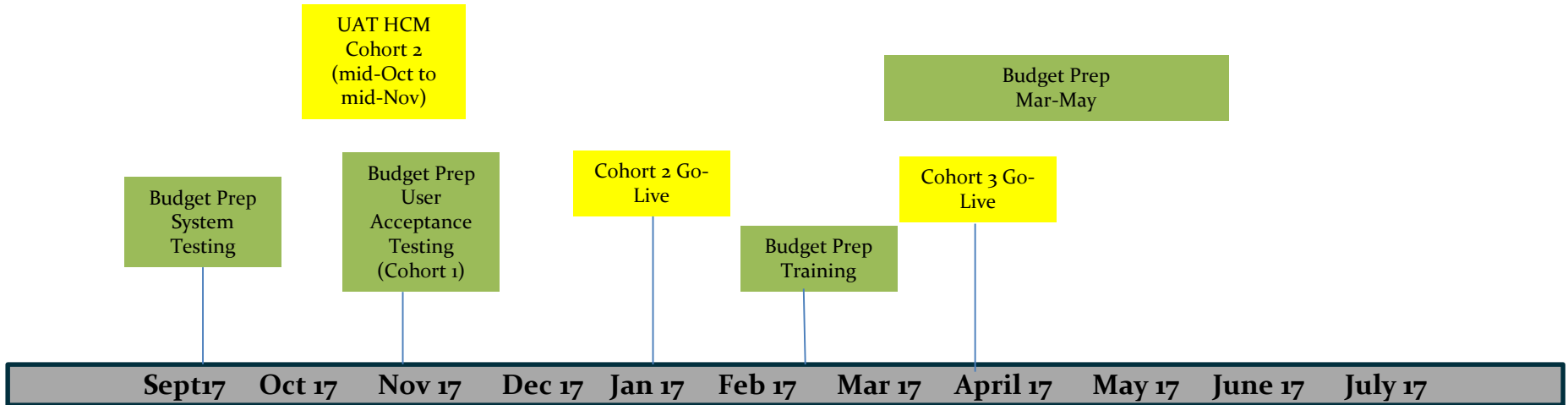
# Additional Updates

- Ability to validate data before exporting HR data into the HCM system
- Ability to create new fiscal year Grant budgets without the requirement of creating a zero dollar budget in the current year
- Personal Services Budget journals will include Position number and Employee Name





# Timeline



# Next Steps

- Budget Prep is currently in System Testing
- User Acceptance Testing for Cohort 1 institutions – early November 2017
- Budget Prep Training – late Feb/early March 2018
- Development begins for Budget Amendment System (January 2018)





# Next Steps

- New Budget Amendment Functionality:
  - Plan to begin development following Budget Prep redesign system and user acceptance testing.
  - Goal is to deliver for institutional use beginning July 1, 2018 for FY2019 budgets.
  - Our first priority is support of OneUSG so this will be dependent on functional and technical resource availability.



# Questions

