<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Changes</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/19</td>
<td>Document created</td>
<td>n/a</td>
</tr>
<tr>
<td>4/13/20</td>
<td>Added Section “Additional Instructions”</td>
<td>BY</td>
</tr>
<tr>
<td>4/20/20</td>
<td>Added additional instructions on printing HTML report and converting to Excel to show GL Account Detail in “Reports Orientation” Section</td>
<td>BY</td>
</tr>
<tr>
<td>5/6/20</td>
<td>Revised instructions for “ADDING INCREMENTAL FTE AND SALARY TO AN EXISTING POSITION”</td>
<td>BY</td>
</tr>
<tr>
<td>5/14/20</td>
<td>Added subsection “Budgeting for Faculty Early Retirement Program (FERP)”</td>
<td>JM</td>
</tr>
<tr>
<td>5/20/20</td>
<td>Added subsection “FIXING ZERO FTE AND ZERO SALARY ON SINGLE INCUMBENT POSITION”</td>
<td>JM</td>
</tr>
<tr>
<td>06/1/20</td>
<td>Added subsection”</td>
<td>BY</td>
</tr>
</tbody>
</table>
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SYSTEM INTRODUCTION

OVERVIEW

The SFSU Planning & Budgeting application utilizes Oracle’s Enterprise Planning and Budgeting Cloud Service (EPBCS) to create an all funds budget and projection (future state). Additionally, the application will be responsible for a new position approval process that will track requests throughout the cycle and approval status throughout the budget cycle. Additionally, financial reports will be available through the application. The following data will be present within the system and available for reports:

- Actuals (PeopleSoft Financials & HR)
- Revised Budget (PeopleSoft Financials)
- Encumbrances (PeopleSoft Financials)
- HR Roster (PeopleSoft HCM)
- Budget (sourced in EPBCS)
- Forecast (future state – sourced in EPBCS)

In order to access the application, the following URL should be used with a supported browser, including:

- Firefox (recommended)
- Chrome (recommended)
- Microsoft Edge
- Safari

https://planning-a431204.pbcς.us2.oraclecloud.com/HyperionPlanning

The home page and associated cards can be accessed one of two ways. Through the standard home page:
And additionally, through selecting the (navigator) icon.

### DATA AVAILABILITY

#### EXTERNAL SOURCES

<table>
<thead>
<tr>
<th>DATA TYPE</th>
<th>DESCRIPTION</th>
<th>UPDATE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals, Revised Budget, &amp; Encumbrances from PeopleSoft Financials</td>
<td>Data at COA detail (non-personnel) coming from PeopleSoft Financials</td>
<td>Nightly</td>
</tr>
<tr>
<td>Actuals from PeopleSoft HR</td>
<td>Data at personnel detail (position, employee, job code) that merges payroll actuals with positions</td>
<td>Nightly</td>
</tr>
<tr>
<td>Current HR Roster</td>
<td>The collection of jobs by position along with funding setup in position management</td>
<td>One-time, beginning of Budget</td>
</tr>
</tbody>
</table>

#### INTERNAL SOURCES

Due to performance within the application, some data requires additional consolidation prior to being available for full reporting.

<table>
<thead>
<tr>
<th>DATA TYPE</th>
<th>DESCRIPTION</th>
<th>UPDATE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarized Non-Compensation Expenses</td>
<td>Expense data entered at COA detail (non-personnel)</td>
<td>On-save</td>
</tr>
<tr>
<td>Summarized Revenue</td>
<td>Revenue data entered at COA detail (non-personnel)</td>
<td>On-save</td>
</tr>
</tbody>
</table>
### Detailed Compensation Expenses
Salaries and fringe re-calculated for position-driven expenses at a position-specific level

### Consolidated Compensation Expenses
Total of compensation expenses at a department/fund level

Scheduled every 30 minutes; note: at the beginning of each process, compensation data will be cleared prior to being reloaded

### DATA SNAPSHOTS

During the budget cycle, on specified deadlines, the Budget Office will take snapshots of the data in SF_PBCS. We will always notify the cabinet budget officers of when we will be taking the snapshots. The snapshots allow for us to capture the data at a specific day/time. Any changes made after the snapshot is taken will not be included in that specific snapshot. You can view the snapshots by changing the Scenario dimension in SF_PBCS.

For example, a snapshot was taken on Friday 5/22/2020 at 1PM. The scenario is named: Bud_FY20_05292020.

There are two Reports that the Scenario dimension can be changed.

See below for an example:
## TERMINOLOGY

### Position and Operating Expense Data Input Tab Column Definitions:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A dimension will represent either a piece of the chart of accounts (Fund, Program, etc), an HR segment (Employee, Position, etc.), or a PBCS-only dimension required for application usage (Scenario, Version, etc).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A single instance of a dimension; for example, Fund NG001 is a member of the Fund dimension. Note: Members within COA-driven dimensions will be prefixed; Fund NG001 will be FD_NG001.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breadcrumbs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>When using right-click navigation to go from form-to-form, a blue hyperlink will appear for the initial launch form that will allow a user to click to go back. If using multiple stages of navigation, this may create multiple hyperlinks. The trail of these is referred to as “breadcrumbs”.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation/Comp</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The term compensation/comp will be the personnel driven expenses. This includes three different levels: Single Incumbent, Pooled, and Default. The matching Job Code -&gt; Account mapping drives the detail at which the job code/account combination is planned. All of the</td>
<td></td>
</tr>
</tbody>
</table>
salary expenses will be consolidated and utilize a calculated fringe percentage as well.

**Single Incumbent Positions**  
Single Incumbent positions will utilize specific employee(s). Generally, 1-to-1 but including occasional exceptions, these single incumbent positions will represent the most detailed parts of personnel expenses.

**Pooled Positions**  
Pooled positions are those types of positions that are planned by position/job code but are consolidated into a single employee grouping.

**Default Position**  
Default positions will be used for the remaining salary expenses following those covered by single incumbents and pooled positions. For example, overtime will be planned at a bulk number.

**New Assignment**  
For existing positions that will require a new employee assignment, an additional assignment would be utilized instead of a new request. This is because the position has already been approved and only the employee assignment is being changed.

**New Request**  
For net new positions, a new request will be needed. This will go through the proper approval channels in order to be added to the working plan.

**Distributed FTE/Salary**  
The term “distributed” will be used to clarify base salary/FTE vs those that are distributed across funding lines. Single Incumbents will see “distributed” calculated based on funding set while pools will have the distributed elements entered directly.

### STANDARD FUNCTIONALITY

#### MEMBER SELECTION

Member selection will be utilized throughout the application extensively. This section will show how to perform member selection whether it be for calculation prompts, entry form modifications, or user preferences.

Note: The path to get into the member selection screen for each instance above (calculations, forms, etc) will be different, but the ultimate member selection screen will be the same for each. This example will cover the member selection on data forms.

Whenever a blue hyperlink is shown, the selection should be selectable by clicking on the specific member with a left-click. In the example below, both Fund and Department can be selected by clicking “NG001...” or “6020....”. The member selection will be driven off which dimension (Fund or Department) is selected.

#### PRIMARY MEMBER SELECTION

For this example, the Department dimension will be selected by clicking “6020....”.

After selection, the member selection box brings up a list of available alternate members. The member box will always be filtered by the following:

1. Security – only members with proper security will be shown
2. System filter – in some cases, only some member selections are relevant and will be hidden

There are a couple specific areas to focus on in getting oriented with the member selection screen below:

- The current selection is shown in two places:
  - Directly underneath the dimension header at the top of dialogue box
  - Within the member selection area WITH a **blue checkmark**
- There will be a hierarchy path at the bottom of the member selection screen (Department->SFCMP->Administration & Finance->DP_BUDGET_AND_ADMINISTRATION). Since each of these are blue hyperlinks, they can be selected. This will help to navigate back to higher levels
- Additionally, the “Search Department” field can be used to search for any part of the new member. In the example below “6022” or “BUDGET” could be used as key words to search for 6022-CMS_-_BUDGET_OFFICE
  - Note: After typing the key word in, select “Enter” to perform the search
- Lastly, the icon can be used to modify select display/filter options. For example, the “Show Alias” option (shown in second image) can be selected to show full descriptions if only the system members are displaying
To use the hierarchy structure...

- Select the \( \uparrow \) icon. This must be specifically clicked to go to the next level
- In the left pane below, Administration & Finance represents the previous parent level and DP_BUDGET_ADMINISTRATION represents the direct parent level
- The middle pane then has DP_BUDGET_ADMINISTRATION as the direct parent level with the available detailed departments as selectable

To select a new member...

- Either find the member using the above hierarchy structure or using the search functionality
- Click the desired member to make a new member selection. If selected correctly, the following will happen
  - The selected member will have a blue checkmark,
  - The member will show up under the dimension
- Note: Do NOT click the \( \uparrow \) icon to make a member selection
- Once selected, select “OK”
Once selected, the box will show as yellow (shown below). Whenever anything in the system shows as yellow (data or member selection), it means that a submission is needed to complete the action. In this case, the button must be selected to apply the new selection.

ALTERNATE MEMBER SELECTION – FORM ONLY

Alternatively, a small member set may allow for a faster member selection specifically on data forms. Select the pencil icon to open up a quick member selection.

The current member selections for each applicable dimension will show on the form (if available for this member selection). In the example below, both the fund and department dimensions show the current member selections, including the “6022” selection made with the previous section.
Change the fund and/or department selections to the new members. In this case, the fund “CF001” has been chosen. Select “Apply” to submit the member selections.

Note: Select the button to go into the standard member selection screen if the list is too long.

SUBMITTING DATA

STANDARD SUBMISSION

Data submission will drive how data is both entered and officially submitted into the planning and budgeting system. There are two steps to submitting data:

- Enter data into a writeable (white) cell
  - Cell will turn yellow to signal that it has been modified with no submission
  - Note: At this point, rollups (i.e. Communications below) will NOT reflect the updated number until submitted
- Click the submit button
  - Data is officially submitted to the database
  - Roll-ups within the form show the effects of the updated data
  - Certain calculations are run following the submission as well

In the example below, data has been entered into 604090-Other Communications.
Select the “Save” button to officially submit data into the database. There is no “Undo” functionality here. However, you have the ability to clear the data afterwards by simply hitting the “Delete” key to clear out the data contents. Note: Another “Save” would be needed as well.

**Note: Do NOT select “Refresh” unless truly needing to reload the form. This will NOT submit the data but rather just reset the data entry form.**

---

### YEARTOTAL VS MONTHS

The following forms/processes will have the ability to enter at different period levels: Natural Account Compensation, Operating Expense, and Revenue forms. The are as followed:

- **Annual Entry:** Click into any available white cell at the YearTotal level (shown below)
- **Monthly and/or Quarterly Entry:** Select the icon next to YearTotal to expand to quarters. Continue to expand as needed. Select into each appropriate month/quarter as-needed.

Once selecting a writeable cell, put in the new number. If typing directly into a summarized period, the data will be spread based on any existing weight of each month. For example, a fully blank intersection will have an equal 12-month spread. If all data currently resides in July, then the new entry would still put the full new balance in July.

If entering in monthly, the summarized periods will change as data is entered into each month/quarter.

Any cell that has been modified, either directly or due to a spread, will turn yellow.
As an example, the following data was spread to periods under YearTotal as well, even though data was put directly into YearTotal:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>NG001-GENERAL SUPPORT &amp; STUDENT FEES</td>
<td>6020-BUDGET_ADMIN &amp; OPER_OFFICE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 18-19</th>
<th>FY 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>Revised</td>
<td>Working</td>
<td>Working</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YearTotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1102-Next Spring</td>
<td>501001-State University Tuition Fee</td>
<td>3,600</td>
</tr>
<tr>
<td></td>
<td>501832-Transcripts</td>
<td>2,400</td>
</tr>
</tbody>
</table>

Change all cells as necessary, and select ![Save](Save.png). Data will be submitted to the database and reload as-needed.

**ACTION MENUS**

**ACTION MENU OVERVIEW**

Within each data entry form, a select number of actions will be available for actions such as:

- Custom calculations (i.e. Add Requested Position, Add New Line, etc)
- Custom navigations to other forms (Go To....)
- Out of the box form options

These action members will be available either through selecting the “Actions” icon (shown below) or by right-clicking on any part of the grid (next step).
Note: Only the actions that affect the **full** grid will be available through the “Actions” icon. Generally, a right-click will be preferred.

For actions specific to portions of the form, right-clicking will be vital. For example, there will be “launch” forms that exist.

- Department roster shows all employees that are active for a selected department
- A right-click navigation will allow for a user to navigate from the roster form to view a specific employee
- To accomplish the navigation successfully, the right-click would need to be performed specifically on the desired employee

The following types of options are available on each right-click:

- Custom calculations and/or navigations
  - Ex. Go To Department Workforce Detail
  - Ex. GL Detail
  - In some cases, these options are **required**, depending on the action that needs to be performed
- **Edit & Adjust**
  - Shortcuts to making data modifications (**optional**)
- **Comments**
  - Right-click commenting that can be performed by each user with proper access to the intersection
  - Note: These comments can be stacked (meaning multiple comments can exist in the same cell)
Note: These comments will **NOT** show up on reports and should be used for specific tracking only; comment text fields (show up on the form similar to data) will be prioritized

- **Supporting Detail**
  - Alternate mode of populating data in the selected cell
  - For example, a single travel account could be updated with a breakdown of types of travel that are added together
  - Note: Supporting Detail will **NOT** show up on reports and should be used for user-specific tracking only

- **Change History**
  - The entering of data into each cell will be recorded for audit purposes along with the old value, new value, username, and date of change
  - Note: The change history is specific to a user making a specific data change; systematic changes are **NOT** recorded
  - Example: Fringe calculations will not show up in the change history location, but manual changes to an employee’s salary would

To select a menu option, simply left-click the desired option.

### ACTION MENU – RIGHT CLICKING

Throughout the application, right-clicks menus will be used extensively to handle on-demand calculations and form navigation. Each time a right-click is completed, it captures the members that were selected into “context”. This context is then used within calculations and form navigation.
Example: Right-clicking on FD_NG001 to add a new funding line would default the prompts to show FD_NG001. Additional information has been provided below as well.

1. When performing a right-click action that uses members on the form, right-click to the most right of the existing line that is desired. The “context” that was mentioned above will then be able to pick up the right-clicked member in addition to all members to the left.
2. Right-click on the specific line that needs to be used; for example, right-clicking on a line with a parent department value (DP_BUDGET_ADMINISTRATION in screenshot below) to navigate to a form that utilizes a detailed department would not return the expected results.
3. If performing a right-click to add a new line, try to utilize an existing line that is close. For example, adding a new funding line to a position may be requiring a new funding source with a new fund. If the same department is being used, ensure that the right-click happens on the department that is being re-used. This will default the department into the prompt, saving time from having to select.

**Example**
In the screenshot below, the parent members of Operating Funds (Fund) and DP_BUDGET_ADMINISTRATION (Department) show at the top, along with breakdowns for Salary & Wages plus Operating Expenses. The second line shows the detailed line that make up this total.

<table>
<thead>
<tr>
<th>Operating Funds</th>
<th>DP_BUDGET_ADMINISTRATION</th>
<th>Salary &amp; Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>NG001-GENERAL SUPPORT &amp; STUDENT FEES</td>
<td>6020-BUDGET_ADMIN_&amp;_OPER_OFFICE</td>
<td>Salary &amp; Wages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Expenses</td>
</tr>
</tbody>
</table>

- **Question:** Where would a right-click need to be to happen if trying to navigate to a form that expects a single, detailed department member to be selected?
  - **Answer:** The right-click should be performed on 6020-BUDGET_ADMIN_&_OPER_OFFICE. This is because it is to the right of the Fund, and the right-click needs to be on the right-most relevant member. Additionally, DP_BUDGET_ADMINISTRATION is not a detailed member, so it would not be a relevant selection.

- **Question:** Where would a right-click need to happen if trying to navigate to a form that expects both a single, detailed department AND a single, detailed fund?
  - **Answer:** Similar to the above example, the right-click would need to happen on the 6020... member since it is the right-most relevant member. By selecting the department, the fund would also be picked up.

- **Question:** Where would the right-click need to happen if trying to capture Salary & Wages in addition to the department/fund combination?
Unlike the previous two, the right-click has to go even farther to the right now since “Salary & Wages” represents the right-most selection. The right-click must be on “Salary & Wages” on the specific line that specifies NG001 and 6020. Since “Salary & Wages” is the right-most member, it will also take the fund and department.

REPORT ORIENTATION

STANDARD FUNCTIONALITY

Within reporting, functionality will be similar to the rest of the application. However, there are a few considerations:

User Point of View

- The “User Point of View” represents the member selections available to drive the point of view of the report. In the screenshot below, there are four options (Years, Version, Department, and Fund)
- The member selection options may change as you go through either forms or reports
  - For example: When accessing the Department Roster form, you may choose a single department
  - If you then navigate to a report which utilizes “Department”, it will show the last selection
- If changing the members, select the blue hyperlink showing for the selected member and follow the previous member selection instructions
- Reports will be refreshed with updated data each time the point of view is modified; additionally, the report header will reflect any applicable updates as well

File Format

- The following file formats are available for each report:
  - Excel
  - PDF
  - HTML
- Only HTML has the ability to engage in additional navigations within the grid
  - Ex. Drilling to other reports
  - Ex. Expanding a parent to see more detail
EXPANDING A PARENT

Within each form, there may be a small triangle next to a member. If this triangle is visible, the parent can be drilled further into. For example, the screenshot below identifies the parent “Benefits” which exists on a specified report. The arrow next to it means that the parent can be further expanded.

```
   Operating Income
     ▼ Benefits
```

Once expanded, any applicable detail will appear under the parent. In the example below, three further subtotals appear with an additional triangle next to the member. This means that the member can be further broken down.

Alternatively, “Benefits” can be collapsed by selecting the altered triangle icon.

```
   Operating Income
     ▼ Employment Related Benefits
     ▼ Health Related Benefits
     ▼ Retirement Benefits
     ▲ Benefits
```

Note that if you are looking to download the report into excel, in order to see the GL account detail in the report you will have to open the report in HTML, expand on the grey arrows (See above instructions). Once you have expanded on the grey arrows you will then change the file format from “HTML Preview” to “Export to Excel”. This option can be found under the report filters.
CHECKING JOBS

There may be a desire to check previously run calculations/jobs in case there is any confusion. For example, you may have thought you add a new position request but do not see the position available in the specific roster form selected. To confirm where the position was added, you can navigate to “Jobs” icon within both the Budget and Forecast icons.

Additionally, the jobs area will show job failures if applicable. For example, only single incumbent positions can be requested. If a pooled position is requested, the job will return a failure that will also show in this Jobs screen.

Selecting into the job (i.e. WPLN: Planner – Request Single Incumbent) will show the details associated with the job.
Note: The history will be cleared out after a period of time, however, each job should remain for at least a few days.

INITIAL SETUP

As a one-time setup (can be multiple times if other preferences are utilized throughout the application), a few user variable options will have to be initially set. Once set the first time, they will be able to be changed throughout data entry forms without having to go back to this user preferences area.

From the home page, select the icon. If this home page is not showing, select either the icon or the icon to go back to the home page.
Select the “User Variables” option.

Use the icon next to each User Variable to populate a member option within each user variable. These user variables will be used to drive certain types of forms. To begin, the Budget Office teams recommends setting the options to the following:

- **VarDepartment**: Set to the second lowest option for which you have security (unless security is only at the lowest level). This can be changed later, but the more detailed selection will allow for entry forms to load faster during initial orientation.

- **VarJobCode**: Set to “JC_ALL” initially to confirm all appointments are captured in each form. Going forward, this selection can be modified on select form(s) to allow for only specified job code groupings to be shown.

- **Review Department**: Set the same as “VarDepartment”. This variable will be used for reviewing data and will not be as volatile as the “VarDepartment” variable. To prevent both variables conflict, they have been separated.

- **Review Fund**: Set to “FD_All_Funds”. This variable will be used in coordination with “Review Department” to show the totals at the selected members as well as each Department-Fund combination with data. Note that this variable can be changed later to focus on fund groupings, such as General Funds only.
After each has a selection, select the Save icon to ensure options are submitted. If this icon is not selected, the affected forms will return an error. Should this happen, repeat this step.

Additionally, there will be optional preferences that can be set by each user. Display and time zone options will be defaulted based on administrative setup; however, they can also be changed for each user if desired.
For each additional set of changes, ensure the Save icon is selected. Once completed, go back to the home screen by selecting the Home icon.

NAVIGATION OVERVIEW - BUDGET

To provide a guided approach through the completion of the budget, a specific “Navigation Flow” has been created as shown below. By selecting the “Budget” icon, a series of nested icons will be displayed. To start with the navigation flow, select the “Budget Review” icon.

Note: Once comfortable with the capabilities of each icon, any of the icons can be selected to launch the Budget flow.
Note: If an error shows on opening, refer to the “INITIAL SETUP” section to set user variable preferences.
Once opened, the same icons will show across the top for easy access. A definition of each is provided below:

- **Budget Review**
  - Displays read-only forms that can be used to review and/or launch into more detailed forms
  - Note: “Launch forms” are summary forms that allow for right-click navigation to detailed forms for specific data entry

- **Budget Compensation**
  - Contains the process for maintain Single Incumbent positions ONLY
  - Also contains position request review process
  - Note: Entries in this process will utilize the 30-minute schedule to update data in the “Budget Review” section

- **Budget OpEx and Revenue**
  - Includes standard forms for both non-compensation expenses and revenue by program
  - Note: Entries in this process will be updated on-save to update data in the “Budget Review” section

- **Budget Other Compensation**
  - Contains the remaining compensation processes outside of single incumbents, including pools and natural accounts (i.e. overtime)
Note: Entries in this process will utilize the 30-minute schedule to update data in the “Budget Review” section

- **Budget Reports**
  - Contains financial reports to offer canned, formatted reports
  - Note: These reports are meant to be quick, formatted reports that can be opened in PDF, HTML, or Excel; they are NOT meant to act as interactive dashboards nor as “launch forms” similar to those in “Budget Review”

- **Jobs**
  - Tracks all calculations that have been run by each individual user, allowing each user to refer back to prior jobs that have been run in the case of failure or reminder
  - Note: Job history will be cleared after approximately a week

### BUDGET REVIEW

The “Budget Review” icon can be used for a general review in addition to a launch form. This overview will utilize the “Review Fund” and “Review Department” variables that were set in the initial setup section.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
</table>
| Planner: Review Budget    | Displays the total associated with the selected Fund and Department subtotal members for Actuals, Budget, and Revised Budget. Additionally, this will display all detailed fund + department combinations that have data. By right-clicking on the DEPARTMENT of this fund, navigation to every major “by Department” form will be possible. | • The “Salaries & Wages” data for the current Budget will be updated with the 30-minute scheduled process  
• Right-click on specific department members to use navigation as-needed  
• The “Review Fund” and “Review Department” options can be modified from this form as well to show varying levels of data |

### BUDGET COMPENSATION

To allow for additional navigation capability, the “Budget Compensation” icon will utilize two forms of tabs: vertical and horizontal. The vertical tabs will drive the available horizontal tabs.

### ROSTER (VERTICAL TAB 1)

The following forms will drive roster modifications, including the management of position requests. Note: The department used in these forms represents the owner of the position. The department(s) responsible for funding are handled in the next section.

Ex. If a department pays for a position but does not own the position within HR, then the position would not show in these roster forms.
<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Roster</td>
<td>Allows for modification of all Employee/Position/Job Code appointments that are <em>owned</em> by the selected department. These appointments are populated either from the initial HR load or through on-demand calculations. <em>Funding is not shown on this form.</em></td>
<td>• These appointments are populated either from the initial HR load or through on-demand calculations&lt;br&gt;• All position management calculations can be performed here&lt;br&gt;• All funding forms can be accessed from here</td>
</tr>
<tr>
<td>Department Roster by User Variable</td>
<td>Allows for modification of the same as Department Roster but allows for multiple departments to be modified all together.</td>
<td>• Utilizes a user variable set in the initial setup screens <em>(must be set before opening)</em>&lt;br&gt;• Same options as Department Roster</td>
</tr>
<tr>
<td>Department Roster by Job Code</td>
<td>Allows for modification of the same as Department Roster but is ordered with Job Code as the first column to group by Job Code.</td>
<td>• Same options as Department Roster</td>
</tr>
<tr>
<td>Salary Adjustments</td>
<td>Overview form to show all appointments under the selected user variable that have been given a salary adjustment. This form can be used to review salary adjustments for a division.</td>
<td>• Utilizes a user variable set in the initial setup screens <em>(must be set before opening)</em>&lt;br&gt;• Contains navigational options to go to other forms to see more information on the displayed appointments</td>
</tr>
</tbody>
</table>

**FUNDING (VERTICAL TAB 2)**

The following forms will drive funding modifications, including the funding associated with requested positions. Note: The department used in these forms represents the funding of the position. The department(s) responsible for the ownership of the position are handled in the previous section.

Ex. If a department owns the position within HR but does not pay for the position, then the position will not show up in these forms.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Funding</td>
<td>Allows for modification of all requested and approved funding by Employee/Position/Job Code/Fund for a selected department.</td>
<td>• These funding lines are populated either from the initial HR load or through on-demand calculations&lt;br&gt;• All funding calculations can be performed here</td>
</tr>
</tbody>
</table>
All funding forms can be accessed from here

**Employee Funding**
Allows for modification of all requested and approved funding by Position/Job Code/Department/Fund for a selected employee.

**Position Funding**
Allows for modification of all requested and approved funding by Employee/Job Code/Department/Fund for a selected position.

REQUESTS (VERTICAL TAB 3)

The following forms will show the overview of new position requests at each stage: Current, Reviewed, and Approved. Requests will show up under roster and funding forms for modification, but they will not affect the budget until approved.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Requests</strong></td>
<td>Shows all outstanding position requests, inclusive of funding, that have not been moved to a reviewed status yet.</td>
<td>Requests can additionally be managed from this area; only users with proper access can move a request to reviewed</td>
</tr>
</tbody>
</table>
| **Reviewed** | Shows all positions requests, inclusive of funding, that have been marked as reviewed but have not been fully approved yet. | Requests can additionally be managed from this area; only users with proper access can move a request to approved
|               |                                                                                                                       | Requests in this state can no longer be removed by the initial requestor                                 |
| **Approved** | Shows all position requests, inclusive of funding, that have been fully approved.                                        | Position requests that have been approved should additionally show up in the working budget.              |
|               |                                                                                                                       | Requests in this state can no longer be removed from the budget unless the system administrator removes it |

BUDGET OPEX AND REVENUE

The forms related to Operating Expenses and Revenue will show in the “Budget OpEx & Revenue” icon. This will contain two versions of each: one suppressed and one unsuppressed. To fully utilize history-
When a data driven expense and/or revenue entry, the suppressed versions should be heavily used. When needing to add new data combinations with no historical data, the unsuppressed versions of the forms can be used.

Note: Once data is added to the unsuppressed form(s), it will additionally show in the suppressed forms going forward. Thus, the unsuppressed forms should generally only be used when needing to add new combinations of data.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
</table>
| All Budget Expenses        | Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for accounts with current or past data.                                                                                     | • Only shows intersections with data either in the working budget or in one of the historical data columns  
  • Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection.   
  • Data updated on this form will be fully consolidated on-save.                                                                                                                                  |
| Program Revenue            | Allows for the modification of all revenues by program by a selected Department/Fund combination for account/program combinations with current or past data.                                                                                            | • Only shows intersections with data either in the working budget or in one of the historical data columns  
  • Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection.   
  • Data updated on this form will be fully consolidated on-save.                                                                                                                                  |
| All Budget Expenses        | Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for ALL accounts.                                                                                      | • Shows all available accounts for the selected intersection to allow for the addition of new expense lines  
  • Data updated on this form will be fully consolidated on-save and available through the suppressed “All Budget Expenses” form.                                                                                          |
| Program Revenue            | Allows for the modification of all revenues by a selected Department/Fund/Program combination for ALL accounts.                                                                                      | • Shows all available accounts for the selected intersection to allow for the addition of new expense lines  
  • Data updated on this form will be fully consolidated on-save.                                                                                                                                  |
BUDGET OTHER COMPENSATION

The forms related to pools and GL-driven compensation will show in the “Budget Other Compensation” icon.

Note: Once data is added to the unsuppressed form(s), it will additionally show in the suppressed forms going forward. Thus, the unsuppressed forms should generally only be used when needing to add new combinations of data.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
</table>
| Pools                       | Allows for the modification of all pool lines by the selected department. Unlike the other position forms, pools are only handled via a single funding form without any concern for the “owner”. | • Additional pool funding can be added through a right-click functionality  
• Data modified on this form will be fully consolidated through the 30-minute scheduled process |
| Pools by Department Variable| Same as the “Pools” option but allows for the modification of pools for all departments under the selected user variable | • Same functionality as Pools  
• Utilizes a user variable set in the initial setup screens (must be set before opening) |
| Natural Account Compensation| Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy). This form will be used similar to the standard OpEx entry. | • Only shows intersections with data either in the working budget or in one of the historical data columns  
• Note: This form can additionally be accessed via the Budget Review option  
• Data modified on this form will be fully consolidated through the 30-minute scheduled process |
| Natural Account Compensation (Unsuppressed) | Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy) for ALL available accounts. | • Shows all available accounts for the selected intersection to allow for the addition of new natural account compensation  
• Data updated on this form will be available through the
BUDGET REPORTS

The “Budget Reports” icon will hold relevant financial reports to the budget cycle. These reports are meant to be canned, structured reports that can be run within HTML, PDF, or Excel.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/L Budget Report</td>
<td>Shows a P&amp;L vs Actuals for the selected prompts of: Years, Version, Department, and Fund</td>
<td>• Version should be one of Working, Final, or a designated snapshot</td>
</tr>
<tr>
<td></td>
<td>Note: Actuals will always show the selected Year - 1</td>
<td>• Department can be any level of the Department dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fund can be any level of the Fund dimension</td>
</tr>
<tr>
<td>P/L Budget Division Report</td>
<td>Shows a P&amp;L similar to P&amp;L Budget Report but removes Actuals and shows the selection for Department plus the level underneath Department. Prompts include: Years, Version, Scenario, Department, and Fund</td>
<td>• Version should be one of Working, Final, or a designated snapshot</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Scenario can be any primary scenario, including Bud, Act, Enc, and RvBud</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Department can be any level of the Department dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fund can be any level of the Fund dimension</td>
</tr>
<tr>
<td>Department Roster Act vs Bud</td>
<td>Shows all appointment funding under selected department and fund selections. Data includes Actuals, the initial load from HR that seeded the budget, and the working budget. Prompts include: Period, Department, and Fund</td>
<td>• Department can be any level of the Department dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fund can be any level of the Fund dimension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Period should be a single month; if a summarized period is selected, FTE will NOT show correctly</td>
</tr>
<tr>
<td>Department Roster</td>
<td>Shows all appointments for a given scenario/version/year combination along with the build-up of salaries, benefits, and taxes into a total compensation amount.</td>
<td>• Version should be one of Working, Final, or a designated snapshot</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Scenario can be any primary scenario, including Bud and Act</td>
</tr>
</tbody>
</table>
JOBS (OPTIONAL)

The “Jobs” icon will hold the jobs that have been previously run. This section is optional for those that need to monitor long-running jobs or refer to past jobs, whether successful or not.

ALL FUNDS BUDGET PROCESSES

The processes below are supported within the SFSU Planning & Budgeting application for an all funds budget. To simplify this process,

*Note: All data for this guide utilizes simulated data to protect data sensitivity and should NOT be utilized for any form of financial reporting beyond examples.*

*Note: All initial setup and orientation steps should be completed prior to the below sections, which assume at least minor system familiarity.*

BUDGETING FOR REVENUE

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To budget all revenues, select the *Budget OpEx and Revenue* icon.
If not selected already, choose the *Program Revenue* tab.

At this step, all history and current data driven intersections will appear for the selected Fund/Department combination:

If a different Fund/Department combination is needed, use the member selection to change one or both. Reminder: Reference the *Member Selection* section as a guide in making member selections. Make all necessary changes and ensure to select “Save” prior to leaving the form.

If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Department/Program (if exists) and select “Add New Revenue Lines” OR
2. Select the “Program Revenue (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.

**BUDGETING FOR SALARIES**
The following table displays the scope of each account. For Single Incumbent detail, the “Budget Compensation” icon will be used. For both Pools and GL Summarized, the “Budget Other Compensation” icon will be used.

<table>
<thead>
<tr>
<th>Compensation Detail</th>
<th>Accounts</th>
<th>Additional Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Incumbent Positions</td>
<td>• 601030-President</td>
<td>• GSI</td>
</tr>
<tr>
<td></td>
<td>• 601100-Academic Salary</td>
<td>• New Requests</td>
</tr>
<tr>
<td></td>
<td>• 601101-Department Chair</td>
<td>• Vacant vs Filled</td>
</tr>
<tr>
<td></td>
<td>• 601201-Mpp/Supervisory</td>
<td>• FTE</td>
</tr>
<tr>
<td></td>
<td>• 601300-Support Staff Salary</td>
<td>• Benefits</td>
</tr>
<tr>
<td></td>
<td>• GSI</td>
<td>• Taxes</td>
</tr>
<tr>
<td></td>
<td>• New Requests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Vacant vs Filled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FTE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Taxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional Calculations</td>
<td></td>
</tr>
<tr>
<td>Pooled Positions (No Employee)</td>
<td>• 601103-Graduate Assistant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601302-Temporary Help</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601303-Student Assistant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601304-Teaching Associates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601806-Part Time Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601809-Extension Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601810-Summer Session Fac</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 601804-Winter Session Fac</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 602001-Gf Workstudy On Camp</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FTE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Taxes</td>
<td></td>
</tr>
<tr>
<td>GL Summarized (No Position/Employee/Job Code)</td>
<td>• All other accounts excluded from above that fall under the “Salary &amp; Wages” subtotal</td>
<td>• Taxes</td>
</tr>
<tr>
<td></td>
<td>• Additional Calculations</td>
<td></td>
</tr>
</tbody>
</table>

**MODIFY EXISTING ROSTER DETAILS**

**SALARY AND OTHER INFORMATIONAL CHANGES**

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To modify salaries and other informational changes associated with the roster, navigate to the “**Budget Compensation**” icon.
Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

The following modifications can be made:
- Salary Adjustments (affects Total Salary)
- Merit Amount (affects Total Salary)
- Confirmed (informational only; requires specific access)
- Grade (informational only)
- Step/Range (informational only)
- Hire Date (informational only)
- Comment Field (informational only)

Modify details as-needed and select “Save” after each batch of updates. If salaries are modified, ensure that funding is properly handled.

*Note: Funding within the same department will be updated on-save. If funding exists in a department(s) outside of the owning department, it will NOT be automatically updated on new salary submission. The 30-minute scheduled process will complete all split funding circumstances.*

In the example below, a 10,000-salary adjustment increase was entered. The Total Salary field has not been updated yet.

After “Save” is selected, a rule is executed and displays that it has completed. Additionally, three things happen:
- Salary Adjustment number is saved
- The “Confirmed” field shows as orange to signal that confirmation is needed to accept the salary adjustment
- Total Salary is updated with the new number

<table>
<thead>
<tr>
<th>Position FTE</th>
<th>Base Salary</th>
<th>GSI</th>
<th>Salary Adjustments</th>
<th>Multiplier Amount</th>
<th>Confirmed</th>
<th>Total Salary</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>BegBalance</td>
<td>BegBalance</td>
<td></td>
<td>BegBalance</td>
<td>YearTotal</td>
</tr>
<tr>
<td>1.00</td>
<td>50,000</td>
<td>0</td>
<td>10,000</td>
<td>BegBalance</td>
<td></td>
<td>BegBalance</td>
<td>60,000</td>
</tr>
</tbody>
</table>

**VACATE AN EXISTING POSITION**

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To access the position roster, navigate to the “**Budget Compensation**” icon.

Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired position member. Within the menu, select “Manage Position...”->“Vacate Position”.


A warning box will appear to confirm that the vacancy should occur. Select “OK” to continue or “Cancel” to exist.

Launch Confirmation Message
Existing employee details will be cleared.

Confirm that the position and employee selections are the desired members. Note: These will match the Employee/Position appointment that was right-clicked.

Select “Launch”.

A message will appear to say that the rule was successful. If it was not, check the “Jobs” section.
All data, inclusive of funding, will be moved. In this case, all data was moved from the selected employee of “Last Name, First – 000000853” to Vacant. The data for the existing employee has been cleared, and a Vacant line now shows on the roster.

Note: If salary needs to be changed, use the Salary Adjustment column.

**FILL AN EXISTING POSITION**

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To access the position roster, navigate to the “Budget Compensation” icon.
Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired vacant position member. Within the menu, select “Manage Position...”->“Fill Position”.

A warning box will appear to confirm that the vacancy should occur. Select “OK” to continue or “Cancel” to exist.

Confirm that the position selection is correct. Use member selection to choose the employee that will be filling the position. Note: The position should be automatically populated based on the right-click selection.

Note: “Last Name, First – 000000853” has been selected as the target employee in this case.

Select “Launch”.

A message will appear to say that the rule was successful. If it was not, check the “Jobs” section.
All data is copied from the vacant position to the filled position under Last Name, First – 000000853. Note: If salary needs to be changed, use the Salary Adjustment column.

ADD EMPLOYEE TO A POSITION

If a position already exists but will need multiple employee assignments for at least part of a year, this functionality should be utilized.
Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To access the position roster, navigate to the “Budget Compensation” icon.

Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on a desired position member. Within the menu, select “Manage Position...” -> “Add Employee Assignment”.

Complete all prompts as-needed:

- Enter DeptID – represents the owning department that should be driven by the initial right-click
- Enter Employee – represents the new employee to be added to the position
- Enter Position – represents the position to be used that should be driven by the initial right-click
- Enter Job Code – represents the job code to be used that should be driven by the initial right-click
- Enter Salary – represents the salary of the new assignment to be used
- Enter Funding Department – represents the funding department that will pay, if different than the owning department
- Enter Fund – represents the fund that will be used to pay the appointment

![WPLN: Planner - Add Employee Assignment](image)
After the rule completes, both assignments should now exist. In the screenshot below, the assignments exist as the first and last rows. This is due to the fact that the form is sorted by employee rather than position.

Should both or one of the employee assignments require only a partial year, the funding option should be utilized. Right-click on the position with multiple assignments and select “Funding Navigation…” -> “Funding by Position”. More details on funding modifications can be found in ensuing sections.

**REMOVE EMPLOYEE FROM POSITION AND/OR MODIFY MONTHLY ASSIGNMENTS**

Should there be a situation that requires an employee to be removed from a position without being vacated, the funding option will be utilized.

Note: The employee appointment will still show on the roster with the initial salary for historical reasons. To note the removal of the employee, use the commentary field on the roster.

To access the position roster, navigate to the “Budget Compensation” icon.
Select the first vertical tab:

Any of the three forms can be used for roster modifications: Department Roster, Department Roster by User Variable, and Department Roster by Job Code.

Right-click on either the employee or position member. Select “Funding Navigation...”. If using the employee, then select “Funding by Employee”. If using position, select “Funding by Position”. In the example below, the employee was used.

All funding associated with the employee will show, including the ability to see both an annual view and monthly.
Delete all months that should no longer be used. If deleting for the full year, delete the full data set out of YearTotal. In this case, all months are removed to prevent any funding from happening for the selected employee. Select “Save”.

Note: Delete by highlighting one or multiple cells and selecting the “Delete” key. Do NOT hit the Backspace key.

All funding has now been deleted, removing the assignment from funding.

Breadcrumbs can then be used to navigate back to Planner: Department Roster.

Enter and submit a comment notifying the specific assignment that was deleted for future reference.
MODIFY POSITION FUNDING

Any of the forms on the Funding tab can be used to modify funding, and the results will appear in each. Additionally, roster forms can be utilized with right-click navigations as well. In the examples below, the Department Funding form has been used.

MODIFY EXISTING FUNDING (INCLUDING REMOVAL)

To access funding, navigate to the “Budget Compensation” icon.
Select the second vertical tab:

Select the “Department Funding” tab if it is not already selected and ensure the proper department member is selected.

<table>
<thead>
<tr>
<th>Year</th>
<th>Scenario</th>
<th>Department</th>
<th>Funding %</th>
<th>Avg Funding %</th>
<th>Distributed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19</td>
<td>Bud</td>
<td>6020-DEPARTMENT</td>
<td>Funding %</td>
<td>Avg Funding %</td>
<td>Distributed Salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OPER_ADMIN &amp; OPER_OFFICE</td>
<td>50.00</td>
<td>100.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

To make an update, either enter the full change into the cell showing by default OR expand out YearTotal to enter more detailed numbers. In the example below, a 50/50 funding has been modified to be 75/25 for the full year. Ensure that proper decimals are used when necessary.

After submitting the data, the Distributed Salary and Avg Funding % are updated based on the new numbers.
ADD NEW FUNDING

To access funding, navigate to the “Budget Compensation” icon.

Select the second vertical tab:

Select the “Department Funding” tab if it is not already selected and ensure the proper department member is selected.
For a new funding line, right-click on the fund of the line that the new funding line is to be based off. In this example, a new Cost Recovery line will be added to the first funding line on the screen. Select “Manage Funding...”->“Add Funding”.

Complete each prompt as needed. In this case, all of the prompts will be the left as-is from the initial right-click with the exception of Fund. Fund is set to the NR301 fund through the user of member selection.

Note: If the right-click was made on the incorrect intersection, it will likely be easier to cancel out of the rule and re-launch with the correct intersection selected.

* Enter Fund: "FD_NR301"

Select “Launch”. The new line is added with a 0.
To complete the process, modify the funding to make the total equal to 1.00 / 100%. Select “Save”.

<table>
<thead>
<tr>
<th>Funding %</th>
<th>Avg Funding %</th>
<th>Distributed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
</tr>
<tr>
<td>S</td>
<td>.50</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td>S</td>
<td>0.75</td>
<td>0.75</td>
</tr>
</tbody>
</table>

Following submission, the data is now showing as fully updated with a 50/50 split funding.

MANAGE POSITION REQUESTS

The request process below identifies how to add new position requests. Examples of required position requests would be net new positions and job code reclassifications.

Note: Vacating and/or modifying employee assignments do NOT require new position request. These can be done as part of the existing position process.
Once added, there will be additional steps required by users with additional access to ultimately move the position into the working budget.

REQUEST NEW POSITION

To access the position roster, navigate to the “Budget Compensation” icon.

[Image of Budget Compensation]

Select the first vertical tab:

Requests can be made in either the roster forms (tab 1) or the request forms (tab 3). For this example, the first option of roster will be used. This will be the recommended option since there are other positions setups that can be leveraged to help guide the right-click prompts.

For the example below, the Department Roster has been selected.

Right-click anywhere on the existing form to add a new request. If there are any existing members that can be utilized, such as Position and Job Code, ensure they are part of the right-click. In the example below, a net new Administrator position will be added.

Within the right-click menu, select “Manage Requests…” - “Add New Request”. Based on the type of request, select one of “Add New Position” or “Add Existing Position”. For our net new example, the “Add New Position” will be used since the position has not been added to HR. For an example like a job code reclassification, the “Add Existing Position” option would be used since the position already exists but is being reclassified to a different job code.
Complete the prompts as-needed. For an *Existing Position*, there will be an additional field to choose the necessary position. If the right-click was made on the desired position, it should show in the prompt field automatically.

Complete all prompts as-needed:

- Enter DeptID – represents the owning department of the position
- Enter Employee – represents the employee to be added to the position
- Enter Position (*only in Existing*) – represents the position to be used
- Enter Job Code – represents the job code to be used
- Enter Position FTE – represents the FTE of the full position
- Enter Salary – represents the salary of the new assignment to be used
- Enter Funding Department – represents the department that will pay the new position
- Enter Fund – represents the fund that will pay the new position
After launching the business rule, the new position request will be added. If the “New Position” option was used, a generic identifier will show up. In the example below, “New Single Incumbent 10” was added under the “Requested Positions” section. If the “Existing Position” option is used, the chosen position would show along with the full assignment under “Requested Positions”.

If no further data entry needs to occur, the request is now complete (note: a comment within the comment field is heavily suggested). For further funding, use the right-click navigation to “Funding Navigation...”->“Funding by...” to further add/modify funding the request.

In the example below, a right-click to Position Funding has been selected off of the New Single Incumbent 10 position. Further funding can then be added as-needed to this form prior to the request being approved.
DELETE NEW POSITION REQUEST

Note: Requests that are still pending can be deleted by the originator. However, they cannot be removed once set to reviewed and/or approved. At that point, only users with the proper access can remove.

To access the position roster, navigate to the “Budget Compensation” icon.

Select the third vertical tab:

Requests can be made in either the roster forms (tab 1) or the request forms (tab 3). For this example, the third option of request forms will be used. This will be the recommended option since it focuses specifically on the requests at each stage.

This form will utilize the VarDepartment user variable to allow for the ability to see all requests under any level of the department hierarchy.
To delete a request, right-click on the desired position. Go to “Manage Requests…” -> “Delete Request”.

Confirm deletion and select “OK”.

Launch Confirmation Message

All FTE, salary, and distributions will be deleted. Confirm to continue.

Confirm that the selections are as-expected, and execute the rule. Following completion, the request will be gone from both this screen and all others (roster and funding).
VIEW/MODIFY EXISTING REQUESTS

To modify or view requests beyond adding/deleting, navigate to the request process:

Navigate to the “Budget Compensation” icon.

Select the third vertical tab:

From this area, utilize the three tabs as-needed to either modify or view where each request is at within the process. Additionally, right-click navigation to both funding and roster forms will also be available to simplify any modification process required.

MODIFY POOLED COMPENSATION

MODIFYING EXISTING POOLS

To access pool funding, navigate to the “Budget Other Compensation” icon.
Use the “Pools” or “Pools by Department Variable” form. In the example below, the “Pools” form has been used:

Make modifications to existing FTE and Salary as needed. Unlike position setups, the pooled compensation will be entered directly. Both Distributed FTE and Salary should be entered as it would be expected to be incurred by month. For example, summer assistance would only be expected to occur in the summer months.

Additionally, FTE is a required entry due to its impact on benefits.

For this example, the pool entry shows that there are expected to be five full-time equivalent student assistants that will incur 10,000 dollars each month. Note that these five full-time equivalents may consist of far more than five headcounts, but the FTE is the priority for data entry.

Enter necessary changes and submit data. In the example below, September has been increased to allow for a higher student assistant budget for the first month of the academic year.

On submission, data is retained. Additionally, the YearTotal number has increased to 130,000.
ADDING POOL FUNDING

To access pool funding, navigate to the “Budget Other Compensation” icon.

Use the “Pools” or “Pools by Department Variable” form. In the example below, the “Pools” form has been used:

Right-click off the form to bring up the option to add additional pool funding. Note: Ensure the right-click is on a line that can be leveraged to assist with prompt selections.

In the example below, the right-click is off NG001 since the new pool will be a different position within the same job code, department, and fund. Select “Add Pool Funding”.

Use the member selection to update any necessary field changes. Select “Launch” once complete. In this example, Pool ID 00005383 has been selected.

The pool has now been added with all 0’s. The row is now available for modification.

DELETING POOL FUNDING

To delete pool funding, follow the section “MODIFYING EXISTING POOLS”. Rather than changing/adding, use the “delete” key to remove data from all cells. Save the altered data to see the row(s) removed.

Note: If actuals are driving a row, it cannot be deleted.

MODIFY GL COMPENSATION
**MODIFY EXISTING GL COMPENSATION**

To access GL Compensation funding, navigate to the "**Budget Other Compensation**" icon.

![Budget Other Compensation Icon](image)

Use the “Natural Account Compensation” to enter data based on suppressed rows. These rows will show any data that exists within the working budget, actuals, or revised budget. Update the department selection accordingly.

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**ADD NEW GL COMPENSATION**

To access GL Compensation funding, navigate to the "**Budget Other Compensation**" icon.

![Budget Other Compensation Icon](image)
If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Account (if exists) and select “Add GL Compensation Lines” OR
2. Select the “Natural Account Compensation (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.

BUDGETING FOR OPERATING EXPENSES & TRANSFERS

Note: The most direct method of entry will be used for this section. Additional navigations can be utilized to get to the same form, including right-clicking from the Budget Overview section.

To budget all non-compensation expenses in addition to miscellaneous items such as transfers, select the **Budget OpEx and Revenue** icon.

If not selected already, choose the **All Budget Expenses** tab.

At this step, all history and current data driven intersections will appears for the selected Fund/Department combination:
If a different Fund/Department combination is needed, use the member selection to change one or both. Reminder: Reference the Member Selection section as a guide in making member selections. Make all necessary changes and ensure to select “Save” prior to leaving the form. All data will be consolidated on-save.

If an intersection does not yet exist, either:

1. Right-click on the selected Fund/Department (if exists) and select “Add OpEx Lines” OR
2. Select the “All Budget Expenses (Unsuppressed)” option

Both options will lead to the same form. To navigate back to the suppressed form, either use the breadcrumbs from Step #1 or select back on the original form if Step #2 is used.
ADDITIONAL INSTRUCTIONS

TRANSFER A POSITION TO A DIFFERENT DEPARTMENT

In order to move a position (and the associated employee) to a different department there are a few steps you will need to follow but to summarize those steps first you will need to:

1. Vacate the position in the current dept
2. Fill an existing position and change the Dept ID in the dialog box (keeping the position as vacant for now)
3. In the dept the the position is transferring to the position will need to be Reviewed and Approved in PBCS to be moved
4. You will then fill the position with the employee

The following are the step by step instructions:

In the Department Roster Form select the position you want to move to another department. Write down the Employee ID, Position Number and Salary of the employee before proceeding as you will need that information in future steps. Once you have highlighted the position, right click to “Manage Position” then “Vacate Position”

The below prompt will appear. Click “OK”
Verify that the Employee and Position info is correct to Vacate and click “Launch”

**WPLN: Planner - Vacate Position**

You should then see the below if vacating was successful. Click “OK”

In the same Department Roster Form you are in, scroll down towards the bottom to see the Vacant Positions and find the one you just vacated. Highlight the position and right click “Manage Requests” then “Add New Request” then “Add Existing Position”
The below dialog box will appear. Change the “Enter DeptID” and “Enter Funding Department” to the new Dept ID for the position. Take a moment to verify the other areas and also fill in the Salary and Fund information. As a reminder you will enter in Fund information by clicking on the “Member Selector” icon next to the box.

In this example I am moving this position to Dept 6235. Click “Launch”

You should then see the below dialog box and click “OK”
You will still see that Vacant Position in this roster but once all the steps are completed in the process then this position will not be seen here.

Next, change the DeptID on this form to the dept in which you’ve moved the position to. Don’t forget to click the arrow button to have the form change to a different dept.

Once the dept has changed in the form scroll to the bottom of the list and find the position.
As the position is Vacant and under “Requested Positions” you will need to have your Cabinet Budget Officer “Set the Request to Reviewed” as shown in the below screen. Your cabinet budget officer will either find the position in the same Department Roster Form that you are viewing or they can go to the Requests icon Highlight the position and right click and “Manage Requests” then “Set Request to Reviewed”

Then the Budget Office will have to set the request to Approved. Once that is completed the vacant position will now be listed outside of the Requested or Reviewed categories.
Highlight the position and right click and select “Manage Position” then “Fill Position”

Click “OK”

The below screen will appear. You will now change the Employee ID by clicking on the Member Selector
You can type in the employee ID number then hit “Enter” on your keyboard. Then select the Employee ID and click “OK”.

Once you see the employee ID populated you will then click “Launch”.

You should then see the Employee now listed in the Position with the Salary and FTE associated in your Department Roster.

ADDING INCREMENTAL FTE AND SALARY TO AN EXISTING POSITION

There might be instances where the position’s FTE and Salary are less than what the amount is currently. For example, if your Dept Roster shows that for a position the FTE is .4 but that position is currently at .6 FTE. In order to add the incremental amount for FTE AND Salary you can follow the below steps. If the FTE is the correct number then you will only need to add a Salary Adjustment to the position and will NOT need to follow all of these steps.

In your Department Roster form highlight the position you would like to add the incremental FTE and Salary to. Be sure to write down on a piece of paper the Employee ID, Job Code, Position Number, etc before continuing. Right click and go to “Manage Requests” then “Add New Request” then “Add Existing Position.”
The below screen will display. Confirm that the populated areas are correct and then populate the “Enter Position FTE” and “Enter Salary” for the total amount of both that you want to add. Also select the “Fund.” Then click “Launch.”

If successful the below dialog box will appear.

If you scroll down to the bottom of your Dept Roster Form you should see the FTE and Salary added under the Requested Positions category. You will now need to have your Cabinet Budget Officer “Set the Request to Reviewed.” Once that is complete the Budget office will Approve the request and then it will be reflected in your Dept Roster Budget.
ZERO FTE AND SALARY FOR A POSITION

In order to zero out dollars associated with a position you will need to zero out the Salary and also the Distributed FTE. Zeroing out both is important as you will want to make sure the benefits associated are also zeroed out and benefits calculations are driven by the salary input and the Distributed FTE input.

In the Department Roster Form you will first adjust the salary in the Salary Adjustment column to zero out the salary. Then click “Save” You have now adjusted the salary to be zero. To zero out the Distributed FTE you will then follow the next step.

In the Dept Funding Form, for that same position/employee you will then type in a “0” in the Funding %. Do not leave it blank but instead type in “0”. Then click “Save” You have now zeroed out the Distributed FTE.

BUDGETING FOR FACULTY EARLY RETIREMENT PROGRAM (FERP)

In PBCS, some of the FERPs are listed with 1.00 FTE although their appointment should only be 0.50 since they work for only one semester. In order to adjust this for budgeting, please change the funding percentage from 1.00 to 0.50. This will adjust the distributed FTE from 1.00 to 0.50 and reflect in the Department Roster Report.

1. Click on Funding icon on the left vertical menu on the Budget Compensation form/page
2. Change funding % from 1.00 to 0.50 on the employee/position line

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Salary</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chai, May Lee - 901500256</td>
<td>2060 - Inst Fac Av</td>
<td>1.00</td>
</tr>
<tr>
<td>Chernoff, Marine - 900011806</td>
<td>2060 - Inst Fac Av</td>
<td>1.00</td>
</tr>
</tbody>
</table>

3. Go to the Department Roster Report to check

FIXING ZERO FTE AND ZERO SALARY ON SINGLE INCUMBENT POSITION

A position may display with zero FTE and zero salary in the Department Roster for Single incumbent. This is due to that the position has not been used. In order to fix this, Add Existing Position is recommended. This process will go through the approval steps.
1. Right click on the position with zero FTE and zero salary, select Manage Requests→Add New Request→Add Existing Position
2. Populate the fields required and Launch
3. Once Request is fully approved, it will be added to the Working Budget

2. Populate the required fields and Launch
3. Once Request is fully approved, it will be added to the Working Budget