THE UNIVERSITY OF IOWA

BUDGET

AND

SALARY PLANNING

APPLICATION
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LOGIN / ACCESS RIGHTS

Users will access the Budget & Salary Planning application through the Finance and Operations (FO) Web Applications Portal Self Service using their Hawk ID and password. If a user’s Hawk ID is unknown, contact the ITS help desk at 335-6363.

Once in Self-Service, the application is found under Administration – Systems.

Budget Officers can request access to the budget application for individual users. The degree of access can be controlled to the departmental level. Once access is granted, the individual is considered an active user. At any time a Budget Officer may request an individual be changed to inactive status. A Budget Officer may also request a change in access level or that an individual be removed altogether.

Once in the application, a user will only be able to change records within the org and department(s) to which he/she has access.
**SALARY PLANNING**

This Salary Planning section includes forms to update budget and salary information by:

- Filled Positions
- Unfilled Positions
- General Expense/Revenue
- Working Budget

*These will be discussed in detail later*

**MISCELLANEOUS**

The options under miscellaneous include:

- Filters
- Reports
- Export data
- Balance

*These will be discussed in detail later*

**CHANGE PASSWORD**

This gives users the option of changing their Hawk ID.

**LOGOUT**
There are multiple ways to enter new salary amounts. Actual salary dollars can be entered in multiple places or increases can be entered and the new salary will be calculated. Below are instructions on how to use these various methods.

1. **New Position Salary**: Salary can be entered here and then allocated to MFKs by selecting the “Distribute” button. Also, salary can be input here and the “Set the Position Salary” button selected (see 5.). The Set Position Salary option is used commonly when a position is owned by one area, but funded across many org-depts.

2. **% Inc**: Enter the percent of increase (2% enter 2) and select “Distribute”. The increase will be added to the Current Salary.

3. **$ Inc**: Enter the dollar amount of the increase and select “Distribute”. The increase will be added to the Current Salary.

4. **Distribute**: Distributes the dollars in New Position Salary, % Inc, $ Inc, Promo/Reclass, or Other based on the ratio of the Current Salary (per MFK) to the sum of Current Salary. It will only distribute across those MFKs to which the user has access.

5. **Set Posn Sal (Set Position Salary)**: This is a two-step process. The use of this button is optional but highly recommended with a shared position. It sets the New Position Salary in the top section of the screen before any distribution takes place. This will help determine what dollar amount each org is responsible for funding. The user must re-enter the salary again and then select the “Distribute” button. This button is not visible for General Service staff or for positions that a user does not own.
1. **Current Salary (Cur Sal):** At the time of the initial data load, this represents salary amounts assigned to MFKs according to Human Resource records. It could also include known 7/1 HR transactions such as standard hour changes. It is recommended that users do not alter this information; however, the system does not prevent it.

2. **Current Budget (Cur Bud):** This field is populated with the budget amount assigned in the New Budget field in the prior year or changed in Budget Management during the year. It is recommended users do not alter this information; however, the system does not prevent it.

3. **New Salary (New Sal):** This is the salary amount the user wants charged to the assigned MFK and will be supplied to Human Resources at the end of the budget process. This can be updated by the distribution button or by clicking inside individual cells and entering information.

4. **New Budget (New Bud):** This is the dollar amount the user wants loaded to the General Ledger for the Budget amount. It will automatically default to equal the new salary. The user may change the amount to reflect an over/under-funded position by clicking in the cell itself. This field will be used to balance the budget. This amount will also feed to the Position Management Application (Budget Management) and will be brought back to the Current Budget field for the next year's budget process.

5. **Budg Stat CD:** When users first open the application there will be an “I” in this box indicating this is the initial load from HR. “F” stands for final. It is recommended that users put an “F” in the box when they are done working this MFK, especially if positions are shared. Other definitions are: A for addition, C for change, D for delete, and N for new.
**INCREASES AND USER FIELDS**

To see Promotion and Other amounts and their codes, click on “show increases/user fields” underneath the MFK information. Although these fields are not required, they provide useful information to Human Resources at the end of the budget process. The application will only display MFKs to which the user has access rights. These amounts are updated directly in the cell.

1. **Promo:** Enter the dollar amount of the promotion. This is typically done after the New Position Salary, % Inc, or $ Inc has already been entered. A code should be assigned to all promotion amounts.

2. **Other:** Enter the amount of other changes to salary. This is typically done after the New Position Salary, % Inc, or $ Inc has already been entered. A code should be assigned to all amounts in the “Other” category. If **no salary increment was given**, users should use this drop-down menu to add the appropriate reason code.

3. **User Fields:** User code fields are optional and can be used at the user’s own discretion. User 1 will hold up to 50 characters, User 2 & 3 will each hold 10, and User 4 is a numeric field. User codes will not be given to HR or loaded to the General Ledger, but will be saved.

4. **DEO:** Indicates if an individual is a Department Executive Officer. O is an Officer and N is not an officer.
**OTHER INFORMATION**

**Merit (General Services) Positions:** Merit salaries have been updated by Human Resources. Users cannot change the “New Pos $” salary. Users may change, add, or delete MFKs by entering directly into the MFK line.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>EmpID</th>
<th>Owner</th>
<th>Dept</th>
<th>MFK</th>
<th>New Pos $</th>
<th>New MFK $</th>
<th>% Inc</th>
</tr>
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<tbody>
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**Working Budget**

*Note:* You can’t distribute funds to this position because:

- This is a Merit position, funds have already been distributed. You can update individual MFKs, but the New Position Salary should not change.

<table>
<thead>
<tr>
<th>FND OR DEPT</th>
<th>SDEPT</th>
<th>GRANTPG</th>
<th>IAC</th>
<th>OAC</th>
<th>DPACT</th>
<th>FN</th>
<th>CCTR</th>
<th>Cur Sal</th>
<th>Cur Bud</th>
<th>New Sal</th>
<th>New Bud</th>
<th>% Inc</th>
<th>Cd</th>
</tr>
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<tbody>
<tr>
<td>2012</td>
<td>12</td>
<td>2220</td>
<td>000090</td>
<td>000001000</td>
<td>5402</td>
<td>000</td>
<td>00000</td>
<td>36,722</td>
<td>36,722</td>
<td>36,722</td>
<td>36,722</td>
<td>2.37</td>
<td>1</td>
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**Pay Basis 9:** Information for these individuals are no longer in the application but can be found on the main screen under the heading “Important Links!” A link has been provided to the HR report “Complimentary Appointment Report”. Budget Officers may request that users review this report; however, it is not a requirement of the Budget Office.

**Current Budget:** These are non-updateable fields and for reference use only. It displays current MFK’s and salary distribution. If you change the current budget on the Working Budget, you will always be able to come back to this screen to see the current budget you started with.

**Salary History**

Salary history comes from previous years’ budget applications and reflects salary as of July 1 of that fiscal year.
Salary increases are distributed over the multiple MFK lines based upon the same ratio of the Current Salary (per MFK) to the sum of Current Salary.
All MFK distributions on this position will be viewable. Only the MFKs users have access rights to will be updateable. Distributions will continue to maintain the same ratio to total as the current salary but distribution will only occur to the users MFKs.

It is **highly recommended** that the Set Posn Sal button be used on all shared positions. The application will not allow balancing if the New Position Salary does not equal the sum of the New Salary on each MFK.

The Increases/Users Fields tab will only show MFKs which the user can update.

This is exactly like the “Shared Position-User Owns” except the Set Posn Sal button will not be visible. Only the owner has the right to update New Position Salary using this button.
If an employee has multiple positions, the user will see all of the positions if that user is responsible for any part of the salary. This will allow the user to see all positions comprising the New Employee Salary. Remember the user will only be able to update the position that they own.
The application allows the user to assign an MFK and budget amount to an unfilled position. The MFK and budget amount will go only to the general ledger. The position number, MFK, and budget amount will be fed to the Budget Management Application. None of this information will be sent to Human Resources. If a user wants to change ownership of the position, proper paperwork must be submitted to the Human Resource Department through the Position Management application.

The Iacct is defaulted to the budget iacct based upon the job code.

HR has provided the Org, Dept, and Sub-Dept from their files.

The user may add an unfilled position to the working budget without a position number.

Assigning an MFK and budget amount is strictly for General Ledger and Budget Management purposes. Again, Human Resources will not collect any information on these positions.
All General Expense and Revenue amounts are listed with Current Budget equal to New Budget. The user has the option to change the New Budget.

All MFKs are unique with one description. If the user would like to add a new general expense or revenue amount with a unique description, the new MFK must also be unique.

The user can click anywhere on the MFK to change it. Another popup screen will appear to enter changes.
GENERAL EXPENSE & REVENUE (continued)

Users must click on General Expense & Revenue on the home page in order to add new general expense or revenue lines. They cannot be added from the “Working Budget” link.

To create a new General Expense or Revenue line click “Click here to create new record” located in the top right-hand corner of the screen and this popup box will appear:

![General Expense & Revenue Popup Box]

When in the General Expense & Revenue screen, users may export data as a comma-delimited file or Excel spreadsheet. Select “Click here to export this data…” and additional instructions will be provided (see below).

![Export Data Popup Box]

Users also have the option to download other items such as Filled Position Records, Unfilled Position Records, and Working Budget Records from the above screen.
The Working Budget displays all budget entries (Filled, Unfilled, and GE/Revenue) in a format similar to a table. Users may “Click here to apply…” at the top of the page to apply a percentage increase to all the current salaries in the filtered group. This will not work for GE/Revenue, Merit, or Unfilled Position entries. General Expense must be entered in the New Budget field only.

Users may add salary dollars to the General Ledger without a position number within the Working Budget display by selecting “Click here to create a new record” at the top of the page. This record will appear with an UP (unfilled position) as the position type code. The UP dollar amount must be placed in the New Budget field. If the description is left blank, it will default to “Unallocated F, P, G or GA/RA” depending on the iacct when the budget is downloaded into the general ledger (F is Faculty, P is Professional & Scientific, etc.).
Users may also download the Working Budget as a comma-delimited or Excel file. See the excel file example below:

This is an example of a comma-delimited file:
In the past the Budget Office would do any category shift (change budget dollars from one classification to another) or departmental shift (moving dollars from one department to another) for you. An application has been created, at the bottom of your control sheet, the ability to move your own funds.

You will only be able to move funds you are responsible for. If you are doing a category shift, it will calculate the fringe dollars in the background and do the math for you to give you the correct salary amount. Fill in the known dollar you are trying to achieve with the correct Iacct.

If it is determined you did an entry in error, you will need to contact the Budget Office or the receiving Org/Department and they will reverse the entry for you.

A new report “Reallocated Funds” will help you keep track of any money movement you have done and to whom.
FILTERS

In this application there are two kinds of filters, a quick filter and an advanced filter.

**Quick Filter**
The quick filter will allow filtering on a limited number of fields that are commonly used. Users may name and save the filter to use at another time, or just apply the filter for a one-time use.

Once finished with the filter, go to the drop down menu at the top of the page and select “(No filter selected)” to go back to the original view.
Advanced Filter

The advanced filter allows filtering with many different criteria. The screen shows only four, but more may be added by clicking (add column). Again, these filters may be named and saved for future use or just used one time.

Remember the filled position screen data is loaded by owner of the position first, then org-dept. This can be resorted using the filter screen. At the bottom of the filter screen, use the “Sort by” to change the settings.
BALANCE

If the user is responsible for more than one budget group, a screen to select a Budget Group will be displayed. After the selection is made, click OK.

General Fund Groups:

General Fund groups must run the “IACCT Control Sheet Balance” report to confirm that category shifts were done correctly with the appropriate fringe percentage before you begin your balancing.

For General Fund groups, the “Balance Budget for Group” button will compare the Working Budget to the new fiscal year Base budget and plug any errors to the “Control Account” line. Users must verify that the Control Account line is all zeros. If it is not, they must go back to the working budget and adjust. Often excess dollars are put in an unfilled line. Once adjustments are made, recheck your “IACCT Control Sheet Balance” and return to the balance screen and rebalance.

This button will also run the report “New Position Salary!= Sum of MFKs (with owner)”. This verifies that the sum of the MFKs for filled positions equal the total new position salary. This is necessary in order for HR to receive the new salary information. Once this report is free from errors, return to the balance screen and rebalance.
Non-General Fund Groups that will load to the General Ledger
These funds must also run the report “New Position Salary!= Sum of MFKs (with owner)” in order to verify that the sum of the MFKs for filled positions equal the total new position salary. This is necessary in order for HR to receive the new salary information.

Since these funds will be loaded to the General Ledger, they must balance to zero in the total column. The revenues and expenditures must zero out.

Funds not loaded to the General Ledger
These funds must also run the report “New Position Salary!= Sum of MFKs (with owner)” in order to verify that the sum of the MFKs for filled positions equal the total new position salary. This is necessary in order for HR to receive the new salary information.
REPORTS

There are numerous reports provided to help users with budget and salary planning. As mentioned in the Balance section, users must run the “New Position Salary != Sum of MFKs” report for all funds. In addition, General Fund groups must run the “IACCT Control Sheet Balance” report to confirm that category shifts were done correctly with the appropriate fringe percentage.

Budget Reports

- Work Copy
- Control Sheet
- MFK Salary = 0
- New Position Salary != Sum of MFKs (with owner)
- Department Summary
- MFK Budget != MFK Salary
- Unfilled Positions
- Unfilled Positions Updated
- GE Entries
- GE Entries Updated
- Compensation Category
- Department Budget Analysis (old CI0004)
- HR Changes
- P&SS Paygrade Minimum
- P&SS Paygrade Maximum
- SEIU Paygrade Maximum
- P&SS Percentage Increase Summary
- Faculty Percentage Increase Summary
- Salary Increase Out of Range
- Large Salary
- IACCT Control Sheet Balance