Budget Office HCM/FMS – Key Announcement Friday September 9, 2016

**FY 2016 Salary Encumbrance**

FY 2016 residual salary encumbrances *have been disencumbered*. Please notify Budget.HCM@utsa.edu if you have questions.

**FY 2016 Faculty Summer Medical Benefits Reallocation**

In March, April and May, a double deduction for the employer share of summer medical fringe benefits for nine-month faculty is expensed to a central E&G cost center. Once the June, July and August payrolls are processed, a review of the faculty that worked during the summer months is completed along with identifying the funding source for their summer work. A cost transfer is initiated to reallocate the summer benefits expensed in the spring against the funding sources proportionally used for the summer for the nine month faculty that worked. If the nine-month faculty did not work during the summer, then the benefits expense will remain against the E&G cost center. *The cost transfer have been posted.* If you have questions regarding this topic please do not hesitate to email Budget.HCM@utsa.edu.

**FY 2017 Budget Load and Associated Revenue Updates**

We *have completed* the FY 2017 Budgets loaded. Also we *have completed* the process to set up the associated revenue in cost centers that were associated in FY 2016 to also be associated for the new year. Please notify Budget.FMS@utsa.edu if you have questions.

**Friendly Reminders**

*Remember* to fund all new positions created as soon as they are created regardless if there is an incumbent hired. This will insure the funding is there and ready for hiring and paying the new incumbent.

*Remember* to update the DBT anytime there is a grant that is expiring in the current month or in the next month. This is required in order to not stop the actuals distribution process as part of the three payroll processes each month (Semi-monthly for 1-15th, Semi-monthly for 16-31st and monthly payroll).

*Remember* please make sure you are using the current budget transfer form. The most current form can be found at the following link: [http://www.utsa.edu/financialaffairs/budget/forms.cfm](http://www.utsa.edu/financialaffairs/budget/forms.cfm). We ask that you please send us the excel form rather than a pdf form. When you are sending the email to Budget FMS, please add the Journal ID number on the Subject Line of the email.
**Future Training Dates:**
Managing Departmental Revenue and Expense Budgets:  September 13 – 2pm to 5 pm and October 12 – 2pm to 5 pm
Funding Positions:  October 7 – 9:30 am to 11:30 am and November 8 – 1:30 pm to 3:30 pm

*Thank You - Budget Planning and Development*