Agenda

Budget Management

- Budget Overview
- Budget Transfers / Cost Corrections
- Budget Adjustments
- Reports & Resources
- Position Funding (eForms)
Key Objectives

In this presentation we will discuss

• Approval routing
• Budget Office roles and responsibilities
• eForms with options for funding updates
• eForm hard stops and warnings
• Retroactive-dated funding changes
• Additional pay Earning Code vs funding sources
• Important reminders
The following departments are involved in reviewing and approving eForms in PeopleSoft:

- Requestor (department/Business Service Center [BSC])
- Department manager
- Cost center approver
- **Budget & Financial Planning Office (Budget Office)**
- Faculty Personnel Services
- People Excellence (HR Compensation)
- Payroll Services
Key Items Reviewed by Budget Office (1)

<table>
<thead>
<tr>
<th>Appointment &amp; Transfer</th>
<th>New Position</th>
<th>Contract Addition &amp; Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate and approve budgetary fields.</td>
<td>Validate and approve faculty, staff, and student positions.</td>
<td>Validate and approve budgetary fields.</td>
</tr>
<tr>
<td><strong>CRITICAL FIELDS:</strong></td>
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</tr>
<tr>
<td>- Start Date and Proposed Funding</td>
<td>- Approval is attached for full-time regular positions (not faculty)</td>
<td>- Effective, Contract and Funding Proposed Funding *Start Dates Match</td>
</tr>
<tr>
<td>- Funding Gaps</td>
<td>- Position Eff Date and Proposed Funding *Start Date match</td>
<td>- Funding Gaps</td>
</tr>
<tr>
<td>- End Date on Projects Required</td>
<td>- Funding section completed</td>
<td>- End Date on Projects Required</td>
</tr>
<tr>
<td>- No funding end date Cost Center</td>
<td>- Distribution % = 100%</td>
<td>- No funding end date Cost Center</td>
</tr>
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<td>- Distribution % = 100%</td>
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</tr>
</tbody>
</table>

Note: Saved eForms not submitted will continue to reserve funds. It is important to cancel these as soon as you know you will not need to submit them.
Key Items Reviewed by Budget Office (2)

<table>
<thead>
<tr>
<th>Job Attribute Change</th>
<th>Position Attribute Change</th>
<th>Funding Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate and approve budgetary fields.</td>
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</tbody>
</table>

**Critical Fields:**

- Effective and Proposed Funding
- Start Date match
- Funding Gaps
- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%
- No retroactive dated funding changes

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- Eff Date and Proposed Funding
- Start Date match
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- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%
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**Critical Fields:**

- Show as of and Proposed Funding
- Start Date match
- Funding Gaps
- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%
- Only one retro dated funding change
Key Items Reviewed by Budget Office (3)

Additional Pay

Validate and approve budgetary fields.

CRITICAL FIELDS:

- Pay Start Date
- Proposed Funding *Start is the 1st
- Additional Pay Funding Row
- End Date on Projects Required
- No funding end date Cost Center
- Distribution % = 100%
eForms with Funding Updates (1)

The following eForms have options for updating funding:

- Funding Change eForm
  - Retroactive-, current- and/or future-dated funding changes
  - There may be times when it includes all three types
  - The Show as of field defaults to Sept. 1; please change this field to the effective date you need the funding to be updated for and ensure the Proposed Funding Start Date matches
  - This is the only eForm that can process a retroactive-dated funding change
The following eForms have options for updating funding:

- Appointment & Transfer eForm
- New Position eForm
  - Funding required for all paid positions
  - Funding not allowed on POI (Person of Interest) positions since they are unpaid
The following eForms have options for updating funding:

- Contract Additions & Changes eForm
- Job Attribute Change eForm
- Position Attribute Change eForm

These three eForms can **only** have current- or future-dated funding changes. These eForms **cannot have retroactive**-dated funding changes (to prevent issues downstream). Wait until the above eForm(s) is in Complete status (fully processed) before submitting a retroactive-dated funding change.
Below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- **Check Funds** function ensures availability of funds. This occurs at a point in time; insufficient funds can occur at any time during approval routing. Important: obtain approvals quickly and allow eForm to process to Complete status before creating another eForm using the same funding source.

- **Retroactive action already processing**
  Another retroactive action (such as for additional pay) is already processing. Wait until the first retroactive action is in Complete status.

- **Funding End Date Must be After Funding Start Date**
  Funding has expired; you need to include current/future funding.

- **Dist Pct Must Total 100 For All Sources In Each Time Period**

Note: Additional guidance is in the Supplemental Information section.
Current & Future Funding Explained

Current funding
Funding changes for the current month prior to a payroll process. eForms should be in Complete status prior to the 15th of the month.

Future funding
Funding changes that occur beyond the current month
Retroactive Funding Explained

Retroactive funding
Funding changes for a prior month or for a completed payroll process
Example: On Oct. 28, both the first semi-monthly and monthly payrolls have processed. An eForm was processed on Oct. 28 with funding effective Oct. 1. This is now considered a retroactive funding change.
Retroactive-Dated Funding Change eForms (1)

This information relates to Funding Change eForms only:

Change the Show as of field to the date you need the funding corrected/updated. Ensure the Proposed Funding Start date matches.

Show as of field defaults to Sept. 1; important questions to ask yourself:
• Will I have other retroactive funding changes on this same position?
• Can I use a current or future date to update funding instead?

If you determine you need to use Sept. 1, please keep in mind
• The number of retroactive funding changes using a Sept. 1 date should be limited to avoid stacking
Stacking explained

• Occurs when the same retroactive funding Start Date is used in the Proposed Funding section multiple times creating multiple records

• Department Budget Table (DBT) is not intended to retroactively record multiple records for the same position using the same date
Additional Pay eForm: Earning Codes vs Funding Sources

Earning Codes are assigned by Payroll.

Additional pay funding reminders
- Additional pay Earning Code auto-populates as a funding row to ensure the additional pay cost is distributed correctly
- Funding on an additional pay Earning Code can only be updated with a Funding Change eForm
- Funding row for additional pay Earning Codes should not be removed until additional pay has fully paid out
- Additional pay funding must always start on the 1st of a month
Special Payment Form

Funding on Special Payment Request Forms

• Use of Special Payment Requests must be approved by Payroll as an exception to the use of an Additional Pay eForm
• Payroll assigns the additional pay Earnings Code
• Submit a Funding Change eForm to add a funding row with assigned Additional Pay Earnings Code if funding is different from regular earnings funding

Departments submit a Funding Change eForm at the same time.
Other Position- and Funding-Related Reminders

Fringe benefit funding process explained
• Funds 2100, 2110, 2115 are covered from a central funding source after each payroll
• Funds 2120, 2150 and all other funds must be covered by the departmental budget

Process only one eForm on a position at a time and ensure it is in Complete status before processing a second eForm on the same position.
Miscellaneous Position-Related Reminders

- Moving and Relocation expenses cannot be charged to E&G (Educational and General) funding sources
- Salary encumbrances for monthly paid employees are updated on a nightly basis once eForm is in Complete status
- Run the salary encumbrance report at least once a month for reconciliation purposes
- Hourly positions do not encumber funds
Summary

In this presentation, we

• Explained approval routing and Budget Office roles
• Reviewed which eForms have options for funding updates
• Provided a list of eForm hard stop and warning messages
• Reviewed important information regarding retroactive funding changes
• Explained additional pay Earning Code vs funding sources
• Provided other important position and funding reminders
• Included supplemental information for reference (below)
As a reminder, below are **hard stop** messages that will stop an eForm from being submitted and/or routing for approval:

- Check Funds function ensures availability of funds on cost centers and projects
- Retroactive action already processing
- Funding End Date Must be After Funding Start Date
- Dist Pct Must Total 100 For All Sources In Each Time Period
eForms – Hard Stops: What To Do

**Insufficient check funds error**
- Identify alternate funding source to use
- Update funding on other positions to “release” funding
- Submit a budget transfer to increase funding

**Retroactive error**: Wait 5-7 business days to submit the next eForm

**Funding end date error**: Update funding to a funding source that is not expired

**Dist % error**: Ensure all funding Distr % = 100%
eForms – Warnings

Warnings do not stop an eForm from being submitted and/or routed for approval:

**Empl Class STU**
- Set to check funds warning only
- Validate sufficient funds are available

**Empl Class WS**: Check funds is turned off
Contact Us

If you have questions, you can contact us at

**Budget and Financial Planning**
Email: budget@utsa.edu
Microsoft Teams