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## MEMORANDUM

**TO:** Department Business Officers

**FROM:** Cindy Bontrager

**DATE:** March 9, 2009

**RE:** FY 2010 Annual Budget Preparation - Verification of Adjusted FY 2009 General-Use Base and Personnel Listing

**DUE DATE: Friday, April 3, 2009**

The procedures for preparing the FY 2010 Annual Budget have only minor changes from last year. These changes have been italicized to assist you in identifying them.

To prepare for the development of the FY 2010 Annual Budget, please verify the preliminary annual budget listing (Budget Position Listing) for your department or area. You can obtain a copy of your Budget Position Listing from the HRIS-PeopleSoft system. Instructions for ordering and printing this report can be found at <http://www.ksu.edu/hr/hris/wbud630.pdf>. Instructions for other budget reports, such as the Excel file of the Position listing can be found through the Human Resources' home page at <http://www.ksu.edu/hr/hris/hris-reports.html#uni>. **Please remember that you will need to order all reports for FY 2010.** You will also want to be sure that the box for printing classified salaries is checked.

The Budget Position Listing you retrieve will include all unclassified and classified employees on budgeted HRIS-PeopleSoft positions as of February 28, 2009, student wages, and OOE totals. FY 2010 benefit rates have been applied to the budget.

The classified positions have been updated for personnel and position changes that have occurred since the FY 2009 budget. The classified salaries include the longevity bonus effective for FY 2010. At this time the classified salaries do not include any increase for FY 2010 because of the uncertainty of the Legislature's final action.

The budgets for unclassified positions and student wages have been updated to reflect the changes that have occurred since the FY 2009 budget. Please check each employee's salary to ensure it is current and includes any mid-year adjustments.

The budgets for OOE should only reflect the changes that you have requested since the completion of the FY 2009 budget.

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This budget information includes both general-use and restricted-use funding. We continue to request your special attention to all restricted use budgets and make the necessary adjustments to keep them in line with actual expenditures. *We also request that you review the FIS projects listed to ensure the budget is allocated to the correct project. We do not plan to download restricted use budgets into FIS so it is not necessary to include projects on restricted use funds. Please make any other necessary modifications and corrections to a paper copy of the Budget Position Listing and return it to our office.* Instructions for verifying information on the Budget Position Listing are enclosed.

**Phased Retirement and Sabbaticals:**

The budget system is not programmed to calculate full benefits for individuals on phased retirement at reduced FTE. In order to have full benefits budgeted for these individuals, it will be necessary to budget all Phased Retirement staff at 1.00 FTE and at their original full salary. In order to identify these individuals, as in the past, their positions will be annotated in the budget with a footnote that states “phased retirement”.

For the same reasons listed above, it is important to show all individuals on sabbaticals at 1.00 FTE. These sabbatical positions will be annotated in the budget with a footnote that states “sabbatical”.

Please return the original Budget Position Listing with the changes to our office by **Friday, April 3, 2009**.

We appreciate your assistance in verifying the FY 2009 adjusted base data as we prepare to move into the FY 2010 fiscal year. For planning purposes, a FY 2010 budget preparation calendar is attached. We are uncertain when the Legislature will be finished this year. We have tentatively planned to distribute allocations on May 11<sup>th</sup> or soon thereafter.

This letter and attached instructions may also be found on the Budget Office website: [www.ksu.edu/budget](http://www.ksu.edu/budget). Please call me if you have questions regarding this memo or Geneva or Karen at 2-6767 if you have questions concerning your budget proof.

cc: Geneva Jahnke  
Karen Horton