

Kansas State University
Budget Office
Instructions for Verifying Information
on First Proof Position Listing
FY 2013

After you retrieve your Position Listing from the HRIS People Soft system, **mark your changes on the hard copy of the report and return it to the Budget Office by March 30, 2012.** Please keep a copy for your records. Mark through incorrect data and write in the correct data (**red or colored ink** is preferred). Please make your changes legible.

Accounting for Full Time Equivalent (FTE) on each position is essential. If FTE is increased or decreased, the from and to transfers should be footnoted. FTE must be accounted for by general-use and restricted-use.

The following procedures should be followed in verifying and making changes.

UNCLASSIFIED

Verify all information on each Position Listing budget line. An explanation of the budget information is included on the sheets titled "Explanation for Detail Coding of Annual Budget Position Listing."

When *adding* an individual to a budget line, be sure to include name, prior year salary (FY 2012), tenure code, years of service, highest degree, type of retirement, type of group health insurance, gender and date of birth. Include joint appointment departments (if applicable), and any line notes you may need.

If a position's general use FTE or funding is changed, be sure to write where the FTE and funding are coming from and going to. (Example: .50 GU FTE to 25040-W0011271 / .50 GU FTE from 25013 P0000178) If you know the specific FIS project and fund/source that you want to use, please provide it at this time. (FIS project is required for general use funded lines.)

Converting a prior year annual salary from a 12-month basis to a 9-month basis is accomplished by multiplying the 12-month annual salary times 9/11ths (.8182) to determine the new salary. Once the new annual salary is determined, the budget system will calculate the correct biweekly rate.

Example: $30,000 \times .8182 = 24,546$

Converting a prior year annual salary from a 9-month basis to a 12-month basis is accomplished by multiplying the 9-month annual salary times 11/9ths (1.2222) to determine the new salary. Once the new annual salary is determined, the budget system will calculate the correct biweekly rate.

Example: $24,546 \times 1.2222 = 30,000$

**Kansas State University
Budget Office
Instructions for Verifying Information
on First Proof Position Listing
FY 2013**

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 people 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 line note that states "phased retirement". If you need additional FTE to satisfy this request, please contact the Budget Office.

For the same reasons listed above, it is important to also show all individuals on sabbaticals at 1.0 FTE. These sabbatical positions will also be annotated in the budget with a line note that states "sabbatical".

CLASSIFIED

Please pay very close attention to each classified budget line and verify that everything on each line is correct. The information provided is based on the individual's grade and step, for the position title listed for FY 2012. The longevity (bonus) has been projected for FY 2013. The classified positions should be verified from your records to insure the accuracy of the individual's name, job code, retirement, group health insurance, grade and step.

STUDENTS

Any adjustments to student lines should be noted on the Position Listing. Also keep in mind that student positions may only have one funding line per position.

OTHER OPERATING EXPENDITURES (OOE)

Any adjustments to OOE lines should be noted on the Position Listing