

KSU Annual Budget Process



Fiscal Year 2010

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2010 Budget Process

Budget and Payroll Funding Timelines

Begin On-line Entry in KSU Annual Budget	May 11
Unclassified Filled, Joint, Vacant, OOE, Student, Pooled Position Updates	
Deadline for all FY 2010 on-line Budget Updates	June 12
Budget Funding Transferred to Payroll Funding	June 16
Effective 06/14/09 – <u>Filled Positions Only</u>	
Verify Payroll Funding for FY 2010	June 16 – June 28
HR will provide a formal notice to HRIS users via HR List Serv	
University Budget Salaries Loaded to Job Data	June 22
Unclassified Salaries Only	
HR Distributes Salary Inc Listings for Verification	June 23
Major Administrative Units Distribute or Verify Listings	
HR Corrects Unclassified Salaries, if necessary	June 22 – June 26
Corrected Unclassified Salary Listings Due in HR	June 25
Final Pay Calculation runs for 06/14/09 - 06/27/09	June 30
Print Final FY 2010 Annual Budget Position Listing Report	July 13
Service Code Report Available for Review	August 3
Distribution of FY 2010 Annual Budget Document	August 17
Budgetary Units Update Unclassified Service Code Data	Sept 7-18

Questions

Please call . . .

University Budget Office at (785) 532-6767

Division of Human Resources (Alma) at (785) 532-1448

Introduction to KSU Annual Budget

The major administrative units (Dean's office personnel) and designated department personnel have access to process budget data.

On-line entry pages appear in the Human Resource Information System (HRIS) to accommodate the budget process. Various HRIS reports assist with verifying, calculating, and balancing data entered on-line in HRIS during the budget process.

Enhancements for FY 2010

DateTime Stamp: For audit purposes, User ID and DateTime Stamp appears on all on-line entry pages.

This DateTime Stamp identifies when the line was last updated and by whom. The User ID will indicate who updated the page. When the page is saved, the WBUD303 will disappear and will be replaced with User ID.

Example:

Before

User ID WBUD303 DateTime Stamp

After

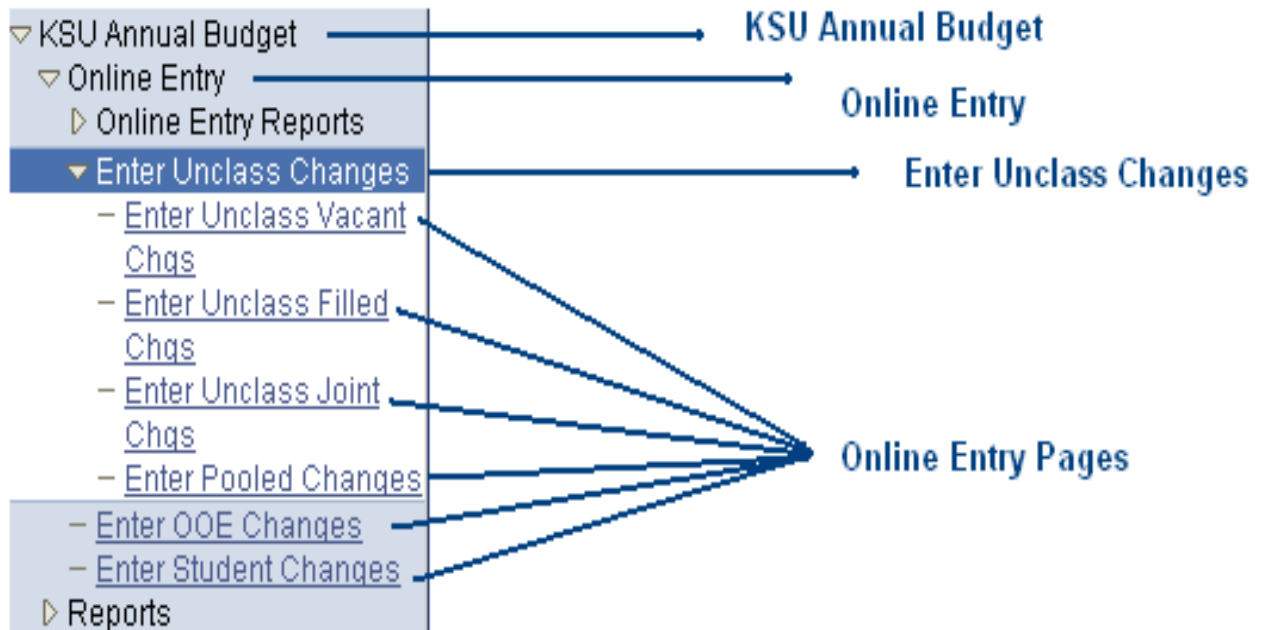
User ID ALMAMD DateTime Stamp 05/05/09 8:55AM
--

Vacant Positions: The dollar amount on the budget line must be > 0. If you wish to delete the budget line, please contact the Budget Office.

To begin the budget process . . .

Select . . .

KSU Annual Budget > Online Entry > Enter Unclass Changes



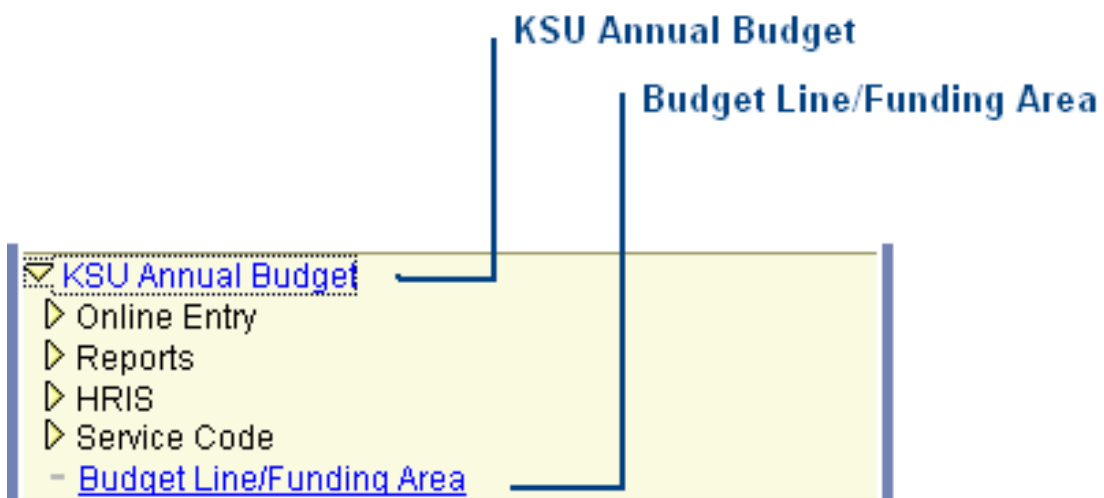
Budget Line Funding Area

A nightly update will display information in the Budget Line Funding Area that was entered the previous day.

These pages provide the ability to **view EEO, pooled, student and classified and unclassified data.**

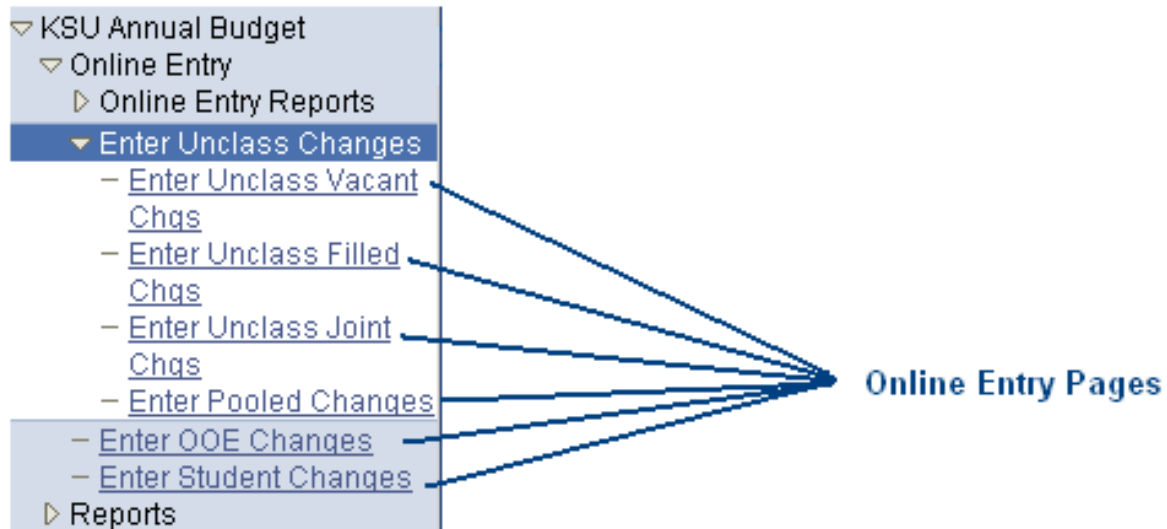
Select . . .

[KSU Annual Budget](#) > [Budget Line Funding Area](#)



Introduction to Budget Pages

The following components have been designed for updating\processing budget data:



- Enter Unclass Vacant Chgs:** Used to update unclassified 9-month and 12-month vacant budgeted positions.
- Enter Unclass Filled Chgs:** Used to enter pay rate changes for those unclassified employees who have only one position and who appear in the University Budget.
- Enter Unclassified Joint Chgs:** Used to update salaries for those employees who have multiple budget lines and/or multiple HRIS positions.
- Enter Pooled Changes:** Used to allocate and/or realign allocated money for pooled lines (positions).
- Enter OOE Changes:** Used to allocate and/or realign allocated money for OOE.
- Enter Student Changes:** Used to allocate and/or realign allocated money for student salaries.

Important Details

- < The data entry for these components/pages will need to be completed by **June 12.**
 - < **FTE may be updated/changed in the budget ... Position Data Sheet also needs to be sent to Division of Human Resources (HR).**
 - < After the budget process has been completed ... **beginning June 13,** updates/corrections to positions that have been updated on-line will need to be submitted to the Division of Human Resources (HR) *and* to the University Budget Office using the appropriate personnel transaction form(s) (*i.e., Position Data Sheet and/or Change or Separation Form*).
- The original transaction form(s) will need to be submitted to HR and a copy of the transaction form will need to be submitted to the University Budget office.
- < The compensation and designated funding data entered on-line using these pages will be loaded to HRIS. Designated funding data is scheduled to be transferred to payroll funding on June 16. Compensation data is scheduled to be loaded to Job Data in Workforce Administration on June 23.
 - < Pay rate changes for non-budgeted “term” and “temporary” 9-month and 12-month unclassified employees will need to be submitted via paper transaction to HR Payroll and Employee Data for on-line entry.
 - < A paper transaction is not necessary for “term” positions appearing in the budget unless other changes are occurring (*i.e., FTE, job code, etc.*).
 - < Mid year salary increases must be approved by the provost and/or appropriate vice-president. The Mid Year Base Salary Increase Form (PER-46) is used when giving a salary increase to any regular faculty and/or unclassified professional at any time throughout the year other than the normal contract renewal period. In addition, a new contract must accompany the PER-46 when it is submitted to HR.

Pay Rate Changes - Filled Positions

The “**Enter Unclass Filled Chgs**” page is designed to enter pay rate changes for those unclassified employees who have only one position and who appear in the University Budget.

1) Access the page:

KSU Annual Budget Online Entry Enter Unclass Changes Enter Unclass Filled Chgs

- < **Search Page . . . Enter Search Criteria**
Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

Unclassified Filled Increase

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Fiscal Year:	=	2010
Budget Line:	begins with	
Position Number:	begins with	
EmplID:	begins with	
Empl Rcd Nbr:	=	
Name:	begins with	
Department:	begins with	3670020060

Include History Correct History

[Basic Search](#) [Save Search Criteria](#)

Pay Rate Changes - Filled Positions

After selecting an employee from the list, the Pay Rate Change Unclassified page will appear.

Pay Rate Change Unclassified		Pay Rate Change Funding	
Line	W0008518	HRIS W	Lname,Fname M
		Position	ID W0000038055
			Rcd# 0
Salary Increases Find View All First 1 of 1 Last			
Last Budg Sal:	\$87,379.00	<input type="checkbox"/> Override Salary?	FY 2010
Effective Date:	08/23/2009	Seq:	0
*Action:	PAY	Budgeted FTE	1.00000
*Reason Code:	MER	Budgeted Salary	87,379.00
Comp Frequency:	Biweekly	Job Code:	022500
Date Last Increase:	08/10/2008	Position:	W0008518
Current Annual Rate:	87379.000000	Appt Basis:	9-Month
New Annual Rate:	87379.000000	FTE	1.000000
Change Amount:		HR Comp Rate:	4,368.950000
Change Percent:		Annual Rt:	\$87,379.000
			User ID WBUD303
			DateTime Stamp
Trans Note		Line Note	

Field Definitions\Descriptions:

- **Line:** Display information - University Budget line number and HRIS position number.
- **Name:** Display information - Lname,Fname, MI
- **ID:** Display information - Employee ID
- **Rcd #:** Display information - Employment Record Number.
- **Last Budg Sal:** Last budgeted salary. The adjusted prior fiscal year budgeted salary for the position.

NEW: User ID and Date Time Stamp

Pay Rate Changes - Filled Positions

- **Effective Date:** Automatically defaults into the page based on the month basis indicated for the position in HRIS.

Update the initial row of data for the first increase increment ... no need to insert a new row.

12- Month Effective Date ... 06/14/09

9-Month Effective Date ... 08/23/09

**After initial row has been updated,
Insert a new row for each increase increment.**

This will copy the initial row of data and automatically input a sequence number "1" – "2" , etc. Update the page as appropriate.

No Mid-Year Increases

- **Seq:** (*Effective Date Sequence #*) A unique sequence number (zero through 9) assigned to an effective-dated row. This sequence number allows multiple rows with the same effective date.


Example: An employee received pay rate changes for both merit and for promotion reasons effective the same day, two rows with the same effective date would appear: one row with an effective date sequence # "0" for the merit portion of the pay rate change, and another row with an effective date sequence # "1" for the promotion portion the pay rate change.



Pay Rate Changes - Filled Positions

2) Select the appropriate reason code for the pay rate change.

- **Action:** Display only . . . PAY (*Pay Rate Change*).
- **Reason Code:** Default ... MER (Merit)

There are six (6) reason codes for a pay rate change. All reason codes may be used on different sequence numbered rows. And, a reason code may be used more than once on different sequence numbers rows, if applicable.

'Action:	<input type="text" value="PAY"/>	Pay Rt Chg
'Reason Code:	<input type="text" value="MER"/> 	Merit

Search Results	
View All	First  1-7 of 7  Last
<u>Reason Code</u>	<u>Description</u>
EQU	Equity (Unclassified)
MER	Merit (Unclassified)
OTH	Other (Unclassified)
PPA	Professorial Performance Award
PRO	Promotion
SUR	Surcharge for Eng and Business
TGT	Targeted Salary Enhancement

Reason Code definitions follow ... see next page.

Pay Rate Changes - Filled Positions

Reason Code Definitions:

- EQU**: **Equity** - Used for adjustments in pay rates to provide for more equitable pay in comparison to peers or other similar criteria.
- MER**: **Merit Unclassified (Default)** - Based on overall evaluation ratings.
- OTH**: **Other (Unclassified)** - Used for any other pay rate change reason.
- PPA**: **Professorial Performance Award** – Used to reward strong performance at the professorial rank with a base salary increase.
- PRO**: **Promotion.** Advance to a higher status (i.e., associate professor to professor or assistant professor to associate professor, etc.).
- SUR**: **Surcharge for Engineering and Business.** Used to track the use of the Engineering and Business surcharge.
- TGT**: **Targeted (Faculty) Salary Enhancement.** Used for targeted faculty as requested by K-State Compensation Task Force and approved by the administration.

Important:

Promotion -- must be used as the **highest sequence numbered row (last row).**

Other -- should be used when a **DECREASE** in the compensation rate occurs.

Pay Rate Changes - Filled Positions

- **Comp Frequency:** Compensation frequency automatically displays. Values are:
 - Biweekly: Unclassified, exempt position
 - Hourly: Unclassified, nonexempt position
- **Date Last Increase:** The date in which the employee received last salary increase. This information is displayed in the Job Data pages in the Workforce Administration.
- **Current Annual Rate:** The compensation rate displayed in this page is the last value entered in the Compensation page located within the Job Data pages in Workforce Administration.

The compensation rate displayed in this page will always be the last value entered in the Compensation page in Workforce Administration --- not the last value entered in this page.

Example: If several rows are created to indicate several increments\reasons for a pay rate change, the Current Annual Rate will always revert back to the last value entered in the Compensation page in the Job Data pages in Workforce Administration.

Comp Frequency:	Biweekly
Date Last Increase:	08/10/2008
● Current Annual Rate:	87379.000000
New Annual Rate:	<input type="text" value="87379.000000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/>

Pay Rate Changes - Filled Positions

3) Input a value in one of the following fields to change the compensation rate.

New Annual Rate -- Change Amount -- Change Percent

New Annual Rate:	<input type="text" value="87379.000000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/>

Entering data into one of these fields will automatically calculate and display data in the other two fields. (Example: Data entered in the “New Annual Rate” field will be automatically calculated and displayed in the “Change Amount” and “Change Percent” fields.) These fields will reflect only the data for a particular sequence row of data.

In addition, entering data into one of these fields will automatically calculate and populate the HR Comp Rate, Annual Rt, and Budgeted Salary fields.

The HR Comp Rate, Annual Rt, and Budgeted Salary fields will continue to add *New Annual Rate* data from each sequenced row of data.

- **New Annual Rate:** Reflects the new compensation rate. The new compensation rate for *nonexempt* employees will be an *hourly* rate. The new compensation rate for *exempt* Employees will be a *biweekly* rate.

A reason code is assigned to each pay rate increment. If more than one reason code applies for the pay rate change, then two or more sequenced effective-dated rows may be needed. Each sequenced row may have a different reason code.

Pay Rate Changes - Filled Positions

- **Change Amount:** Reflects the amount of change in the compensation rate. This amount will be added to the New Annual Rate shown on this page.

The new Change Amount will be attached to a reason code. If more than one reason code applies for the pay rate change, then each sequenced effective-dated row will indicate a different reason code and the new Change Amount that apply to the reason code.

Entering data into the Change Amount field will be automatically reflected in the "New Annual Rate" and "Change Percent fields."

- **Change Percent:** Reflects the change in Compensation Rate in percent (%). If a percent is used, the information will be reflected in the New Annual Rate and Change Amount fields.

The Change % will be attached to a reason code. If more than one reason code applies for the pay rate change, then each sequenced effective dated row will indicate a different reason code and the Change % that apply to the reason code.

Comp Frequency:	Biweekly
Date Last Increase:	08/10/2008
Current Annual Rate:	87379.000000
New Annual Rate:	<input type="text" value="87379.000000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/>

Pay Rate Changes - Filled Positions

4) Override Budgeted Salary? (Optional)

- **Override Salary?**: The Budgeted Salary may be changed by using the “Override Salary” check box. This field provides the opportunity to override the salary displayed in the Budgeted Salary field as the salary used for the new University Budget.

<input type="checkbox"/> Override Salary?	FY 2010
Budgeted FTE	Budgeted Salary
<input type="text" value="1.00000"/>	<input type="text" value="87,379.00"/>

An “X” in the check box indicates “YES” -- override salary and allows updates to the Budgeted Salary. A blank check box indicates “No”-- do not override salary and indicates that the salary displayed in the Budgeted Salary field will be the annual salary used in the new University Budget for this position.

- **Budgeted FTE:** University Budget Information -- update, if applicable.
Changing the FTE on this page will NOT update HRIS Position Data or Job Data. Please submit Position Data Sheet to HR for FTE changes/updates.

Example: Phased Retirement ... HRIS Position Data/Job Data indicates .70 FTE. However, University Budget line will reflect full salary and FTE. May keep full salary and FTE on the budget line if someone is being hired (temporary – non-budgeted) to pick up the .30 time.

- **Budgeted Salary:** The Budgeted Salary field will automatically update after salary updates and will include all rows of data ... all pay increments.

If the annual rate displayed in this field is to be used in the new University Budget, no additional updates are needed.

If the annual rate displayed in this field is not to be used in the University Budget, turn on the “Override Salary?” check box and enter a new annual rate in the “Budgeted Salary” field. **Select “SAVE.”**

Pay Rate Changes - Filled Positions

5) Provide Trans Note or Line Note -- if applicable.

- **Trans Note:** Enter any information pertinent to the transaction for your reference.
- **Line Note:** Enter any information pertinent to the transaction . . . **Line note will be printed on proof.** *Nine-line limit.*

Trans Note	Line Note
------------	-----------

Display Information

- **Job Code:** Display information.
- **Position:** Display Information (Position Number)
- **Appt Basis:** Display information (There is a direct correlation between appointment basis and the effective date.)
- **FTE:** Display information. HRIS full-time equivalency defaulting from Position Data.
- **HR Comp Rate:** HR Comp Rate will calculate automatically. Displays total rate ... all salary increase increments (i.e., New Annual Rate divided by Appointment Basis (9-month – 20 pay periods or 12-month -26 pay periods).
- **Annual Rt:** After all increase increments have been entered, the Annual Rate should reflect the individual's contract amount.

Job Code:	022500
Position:	W0008518
Appt Basis:	9-Month
FTE	1.000000
HR Comp Rate:	4,368.950000
Annual Rt:	\$87,379.000

Pay Rate Changes - Filled Positions

Select **Pay Rate Change Funding** tab . . . this page is used to review and/or update Project(s), Source, Special Indicator, FTE or Salary.

Project rows may be added, deleted or updated.

Copy Budget Funding to Payroll Funding

A check box “**Copy Funding Data to Payroll**” appears on the Pay Rate Change Funding page in the on-line entry area for filled positions. If this check box is clicked on, the funding that appears on this page will be loaded from budget funding (this page) to payroll funding on June 14. If this check box is not clicked on, the payroll funding will not reflect budget funding ... funding identified on this page.

Note: This load will create position level funding within the payroll funding area, if it doesn't already exist. Ex: If position is funded within a pool, this load will create position level funding ... position will no longer be funded at the position pool level.

Important: The **department/organization** displays on this page ... the organization is the department in which the position appears in the budget. The department that appears will be the organization that will populate the payroll funding pages for the selected position.

6) Check Data Entry Carefully . . . Select "Save"

Pay Rate Changes - Filled Positions: Field Descriptions

- Degree:** Indicates the individual's highest degree/education level.
- Project:** The project segment is used to identify programs, projects and activities of department or organizations and is 10 characters in length.
- Source:** The fund source will need to be entered.
- Fund:** Display Only. The fund will default from the source.
- PCA:** Display Only. The PCA will default from the project.
- Special:** Examples: GTA-Graduate Teaching Assistants, III-Integrated Information Initiative, SRO-Central SRO Commitments, CTY-County Agents, VPR-Vice Provost for Research
- FTE:** FTE displayed is defaulting from University Budget.
- Salary:** Appropriate salary for project will automatically populate based on FTE.

Budget Line								Find View All	First	1 of 1	Last
Effective Date:	08/23/2009	Seq:	0	Degree:	PHD	Budgeted Salary		\$87,379.00	FTE	1.00000	+ -
Funding								Find View All	First	1-2 of 2	Last
Project	Source	Fund	PCA	Special	FTE	Salary	Benefit				
General Use	Research & Extension				OBO AES APPROP UNCLASS SAL						
NOBO381273	1030	1000	21210		0.50000	43,690					
General Use	Main Campus				OAA UNCLASS SAL						
NOAAFACSAL	2000	2062	20110		0.50000	43,689					

Funding/Project rows may be added, deleted or updated.

Pay Rate Changes - Vacant Positions

Unclassified 9-month and 12-month budgeted vacant positions will be updated using the Pay Rate Change Vacant page in HRIS.

The initial row appearing in this page displays the current information from the University Budget.

- < Updates will need to be completed by Friday, June 12 for a timely transfer of data to the new University Budget. After this date, only view access to this page will be available and any changes/updates/corrections will need to be communicated to the University Budget office.

- < All changes/updates/corrections for the new fiscal year will be appreciated within ten working days from the beginning of the first pay period of the new fiscal year.

Pay Rate Changes - Vacant Positions

1) Access the page:

KSU Annual Budget
Online Entry
Enter Unclass Changes
Enter Unclass Vacant Chgs

< **Search Page . . . Enter Search Criteria**
Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

Unclassified Vacant Increase


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Fiscal Year: =

Budget Line: begins with

Position Number: begins with

Department: begins with 

Include History Correct History

 [Basic Search](#)  [Save Search Criteria](#)

Pay Rate Changes - Vacant Positions

Pay Rate Change Vacant
Pay Rate Change Funding

Line W0008570 HRIS W
Position

Scroll Area
Find | View All | First | 1 of 1 | Last

Last Budg Sal: \$89,501.00		FY 2010	
Effective Date: <input type="text" value="06/14/2009"/>	Budgeted FTE: <input type="text" value="1.00000"/>	Budgeted Salary: <input type="text" value="89,501.00"/>	
Job Code: 022500			
Position: W0008570			
Appt Basis: F12-Month			
FTE: 1.000000			
			User ID WBUD303
			DateTime Stamp
Change Amount: <input type="text"/>			
Change Percent: <input type="text"/>			
<input type="button" value="Trans Note"/> <input type="button" value="Line Note"/>			

Field Definitions\Descriptions: View Only Fields

- **Line:** University Budget line number and HRIS position number.

- **Last Budg Salary:** Last Budgeted Salary. This page displays the current annual budgeted salary for the position.

- **Effective Date:** **Default effective date is the first day of the first pay period for the next fiscal year (06/14/09).** Since this information is only for budget purposes, the effective date will be the same for both 9-month and 12-month positions.

 If the annual budgeted salary needs to be updated, simply change the Budgeted Salary. Or, enter Change Amount or Change Percent.

- **Job Code:** Displays the job code designed for the position.

Pay Rate Changes - Vacant Positions

Field Definitions\Descriptions: View only Fields

- **Position:** Displays the position number.
- **Appt Basis:** Display information for appointment basis.
9-month (academic year) or 12-month (fiscal year)
- **FTE:** Full-time equivalency. Display information from HRIS.

Field Definitions\Descriptions: Updatable Fields

- **Change Amount:** *May be used to update Budgeted Salary.*
- **Change Percent:** *May be used to update Budgeted Salary.*
After selecting "Save" ... the Budgeted Salary will update.

Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/>

- **Budgeted FTE:** FTE for position.
- **Budgeted Salary:** To update, enter new Budgeted Salary.

FY 2010	
Budgeted FTE	Budgeted Salary
<input type="text" value="1.00000"/>	<input type="text" value="89,501.00"/>

Note: Normally, this page does not display a name; however, if a name appears you are only updating the position ... not the salary for the employee listed.

Pay Rate Changes - Vacant Positions

2) Update one of the following fields, if applicable:

Change Amount -- Change Percent -- Budgeted Salary

Pay Rate Change Vacant **Pay Rate Change Funding**

Line W0008570 HRIS W
Position

Scroll Area Find | View All First 1 of 1 Last

Last Budg Sal: \$89,501.00 FY 2010

Effective Date: 06/14/2009

Budgeted FTE: 1.00000 Budgeted Salary: 89,501.00

Job Code: 022500
Position: W0008570
Appt Basis: F12-Month
FTE: 1.000000

User ID
WBUD303
DateTime Stamp

Change Amount:
Change Percent:

Trans Note Line Note

3) Enter Trans Note or Line Note -- if applicable.

- **Trans Note:** Enter any information pertinent to the transaction for your reference.
- **Line Note:** Enter any information pertinent to the transaction ... **line note will be printed on proof.** *Nine-line limit.*

Trans Note Line Note

Pay Rate Changes - Vacant Positions

- 4) Select Pay Rate Change Funding tab ... review and/or update Project, Source, Special Indicator, FTE or Salary.

Pay Rate Change Vacant		Pay Rate Change Funding					
Line W0008570	HRIS W	ID	Rcd# 0				
	Position						
Last Budg Sal:	\$89,501.00		FY: 2010				
Department 3670020060							
Budget Line							
Effective Date: 06/14/2009		Seq: 0	Degree: PHD				
		Budgeted Salary \$89,501.00 FTE 1.00000					
Funding							
Project	Source	Fund	PCA Special FTE Salary Benefit				
Restricted Use	Main Campus	OAA UNCLASS SAL					
NOAAFACSAL	2080	2520	20110		1.00000	89,501	

- 5) Check data entry carefully select "Save."

UPDATES/CHANGES AND CORRECTIONS

Change and Separation Form (Per-39)

Beginning June 13, the Change or Separation Form will need to be submitted to HR and a copy to the University Budget office for updates/changes and corrections to unclassified employees that appear in the University Budget.

To expedite processing time, provide the following information on the Change or Separation Form in addition to the pay rate change information:

Effective Date
Classified/Unclassified
9-month / 12-month
Department ID
Department Name
Employee ID
Employee Name
Employee Rcd #
Position Number
Job Code or Job Title

Detailed Change or Separation Form Instructions:

<http://www.k-state.edu/policies/ppm/4650.html>

* * * * *

Unique/Unusual Updates Require Paper Transactions

Example: A 9-month position changing to a 12-month position and vice versa will require submission of a Change or Separation Form to HR and a copy to the University Budget Office.

Example: Full year sabbatical leave ... those returning or going on sabbatical leave for a full year.

Example: Position is being transferred to a different department.

Pay Rate Changes - Unclassified Joint Positions

1) Access the page:

**KSU Annual Budget
Online Entry
Enter Unclass Changes
Enter Unclass Joint Chgs**

< Search Page . . . Enter Search Criteria

Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

Two Budget Lines – One “Real” Position
(Budget line numbers begin with A, B, C, or D.)

Search Results					
View All		First ◀ 1-2 of 2 ▶ Last			
<u>Fiscal Year</u>	<u>Budget Line</u>	<u>Position Number</u>	<u>Name</u>	<u>Department</u>	<u>Stage of Increase</u>
2010	A0006071	W0006071		3670020300	Changeable
2010	W0006071	W0006071		3670003055	Changeable

Two Budget Lines – Two “Real” Positions
(Budget line and position numbers begin with W.)

Search Results					
View All		First ◀ 1-2 of 2 ▶ Last			
<u>Fiscal Year</u>	<u>Budget Line</u>	<u>Position Number</u>	<u>Name</u>	<u>Department</u>	<u>Stage of Increase</u>
2010	W0012935	W0012935		3670040010	Changeable
2010	W0012885	W0012935		3670040050	Changeable

Note: Only positions within your security access will appear in HRIS.

Pay Rate Changes - Unclassified Joint Positions

This page is used to update salaries for those employees who have multiple budget lines and/or multiple HRIS positions. Each department is responsible for updating their portion of the individual's salary and/or budget line.

Pay Rate Change Unclassified		Pay Rate Change Funding	
Line	W0006071	Joint Position	J
ID	W0000009764	Rcd#	0
Salary Increases Find View All First 1 of 1 Last			
Last Budg Sal:	\$70,883.00	<input type="checkbox"/> Override Salary?	FY 2010
Effective Date:	06/14/2009	Seq:	0
*Action:	PAY	Budgeted FTE	0.80000
*Reason Code:	MER	Budgeted Salary	70,883.00
Comp Frequency:	Biweekly	Pay Rt Chg	Merit
Date Last Increase:		Job Code:	040300
Current Annual Rate:	88604.000000	Position:	W0006071
New Annual Rate:	70883.200003	Appt Basis:	12-Month
Change Amount:		FTE	1.000000
Change Percent:		HR Comp Rate:	2,726.276923
		Annual Rt:	\$70,883.200
		Agg An Rt:	\$88,604.000
		Agg FTE:	1.00
		User ID	WBUD303
		Date/Time Stamp	
<input type="button" value="Trans Note"/> <input type="button" value="Line Note"/>			

Calc Rate: Represents the new annual rate based on the budgeted FTE. All salary calculations will be based on this field for joint positions where there exists another row that has a position number beginning with A, B, C, or D.

If the employee is "joint" but the joint position number(s) represent "real" HRIS positions and position numbers do not begin with A, B, C, or D, then the calculation rate will not be displayed . . . the total Change Percent will be used to update Job Data.

Agg An Rt (Aggregate Annual Rate) and Agg FTE (Aggregate FTE) are displayed. Agg An Rt and Agg FTE are combined position totals for the employee.

Pay Rate Changes - Unclassified Joint Positions

2) Select the appropriate reason code for the pay rate change.

- **Action:** Display only . . . PAY (*Pay Rate Change*).
- **Reason Code:** Default ... MER (Merit)

There are six (6) reason codes for a pay rate change. All reason codes may be used on different sequence numbered rows.

*Action:	PAY	Pay Rt Chg
*Reason Code:	MER	Merit

Search Results	
View All	First 1-7 of 7 Last
Reason Code	Description
EQU	Equity (Unclassified)
MER	Merit (Unclassified)
OTH	Other (Unclassified)
PPA	Professorial Performance Award
PRO	Promotion
SUR	Surcharge for Eng and Business
TGT	Targeted Salary Enhancement

Reason Code definitions follow ... see next page.

Pay Rate Changes - Unclassified Joint Positions

Reason Code Definitions:

- EQU:** **Equity.** Used for adjustments in pay rates to provide for more equitable pay in comparison to peers or other similar criteria.
- MER:** **Merit Unclassified. (Default)** Based on overall evaluation ratings.
- OTH:** **Other (Unclassified).** Used for any other pay rate change reason.
- PPA:** **Professorial Performance Award** – Used to reward strong performance with a base salary increase for those with professorial rank. Individuals are eligible for this award once every six years.
- PRO:** **Promotion.** Advance to a higher status (i.e., associate professor to professor or assistant professor to associate professor, etc.).
- SUR:** **Surcharge for Engineering and Business.** Used to track the use of the Engineering and Business surcharge
- TGT:** **Targeted Salary Enhancement.** Used for targeted faculty as requested by K-State Compensation Task Force and approved by the administration. To qualify, individual needs to be a high performer.

Important:

Promotion -- must be used as the **highest sequence numbered row (last row).**

Other -- should be used when a **DECREASE** in the compensation rate occurs.

Pay Rate Changes - Unclassified Joint Positions

- 3) Input a value in one of the following fields to change the new annual rate.
-

New Annual Rate -- Change Amount -- Change Percent

Current Annual Rate:	88604.000000	70883.200000
New Annual Rate:	<input type="text" value="70883.200003"/>	
Change Amount:	<input type="text"/>	
Change Percent:	<input type="text"/>	

- 4) Update Budgeted Salary (Optional)

The Override Budgeted Salary and Budgeted Salary fields go hand- in-hand. The Budgeted Salary may be changed by turning on the Override Salary check box.

<input checked="" type="checkbox"/> Override Salary?	FY 2010
Budgeted FTE	Budgeted Salary
<input type="text" value="0.80000"/>	<input type="text" value="80,000.00"/>

Pay Rate Change - Unclassified Joint Positions

5) Enter Trans Note or Line Note -- if applicable.

- **Trans Note:** Enter any information pertinent to the transaction for your reference.
- **Line Note:** Enter any information pertinent to the transaction ... **line note will be printed on proof.** *Nine-line limit.*

Trans Note	Line Note
------------	-----------

Pay Rate Change - Unclassified Joint Positions

- 6) Select Pay Rate Change Funding tab . . . Review and/or Update Project, Source, Special Indicator, FTE or Salary.

Funding changes will also need to be entered in HRIS Payroll Funding, if applicable.

- 7) Check data entry carefully select "Save."

The screenshot displays the 'Pay Rate Change Funding' tab in a software interface. At the top, there are two tabs: 'Pay Rate Change Unclassified' and 'Pay Rate Change Funding'. Below the tabs, the following information is visible:

- Line: W0006071, Joint: J, Position: J, Lname,Fname MI: [blank], ID: W0000009764, Rcd#: 0
- Last Budg Sal: \$70,883.00, FY: 2010, Department: 3670003055

The 'Budget Line' section shows:

- Effective Date: 06/14/2009, Seq: 0, Degree: DED
- Budgeted Salary: \$80,000.00, FTE: 0.80000

The 'Funding' section shows a table with the following data:

Project	Source	Fund	PCA	Special	FTE	Salary	Benefit
General Use	Main Campus						
NRPVASPRSL	0003	1000	01610		0.80000	80,000	

Pay Rate Changes - OOE Lines

The OOE Rate Change page is used to allocate and/or realign allocated money for OOE.

1) Access the OOE Rate Change page:


KSU Annual Budget Online Entry Enter OOE Changes

< Search Page . . . Enter Search Criteria

Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

OOE Increase
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Fiscal Year:	=	2010
Budget Line:	begins with	
Position Number:	begins with	
Department:	begins with	3670020060 

Pay Rate Changes - OOE Lines

- 2) Input a value in one of the following fields to change the budgeted amount.

New Amount -- Change Amount -- Change Percent

OOE Rate Change OOE Rate Change Funding

Line E0000367 OOE

Salary Increases Find | View All First 1 of 1 Last

Last Budg Amt: \$150,000.00 FY: 2010

Status
 Active Inactive

*Department: 3670020060 Biology

New Amount: 150,000

Change Amount:

Change Percent:

Enter New Amount, Change Amount or Change Percent

Inactivate OOE Line, if applicable

User ID
WBUD303

Date Time Stamp

Trans Note Line Note

- 3) Enter Trans Note or Line Note -- if applicable.

Trans Note Line Note

Pay Rate Changes - OOE Lines

- 4) **Select OOE Pay Rate Change Funding tab . . . Review and/or update Project, Source, Special Indicator, FTE or Salary.**

OOE Rate Change		OOE Rate Change Funding					
Line E0000367	OOE E	ID	Rcd# 0				
	Position						
Last Budg Sal:	\$150,000.00		FY: 2010				
Department 3670020060							
Budget Line		Find View All First 1 of 1 Last					
Effective Date:	06/14/2009	Seq: 0	Degree: <input type="text"/>				
		Budgeted Salary \$150,000.00 FTE					
Funding		Find View All First 1 of 1 Last					
Project	Source	Fund	PCA	Special	FTE	Salary	Benefit
Restricted Use	Main Campus				OBO SALES & SERVICES		
<input type="text" value="NOBO420608"/>	<input type="text" value="2080"/>	<input type="text" value="2520"/>	<input type="text" value="20450"/>	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text" value="150,000"/>	

- 5) **Check data entry carefully select "Save."**

Pay Rate Changes - Student Lines

The Student Rate Change page is used to allocate and/or realign allocated money for student salaries.

1) Access the Student Rate Change page:

KSU Annual Budget
Online Entry
Enter Student Changes

< Search Page . . . Enter Search Criteria

Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

Student Increase
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Fiscal Year: = 2010
Budget Line: begins with
Position Number: begins with
Department: begins with 3670020060

Pay Rate Changes - Student Lines

The Student Rate Change page will appear.

- 2) Input a value in one of the following fields to change the budgeted amount.

New Amount -- Change Amount -- Change Percent

Student Rate Change **Student Rate Change Funding**

Line S0000307 Student

Salary Increases Find | View All First 1 of 1 Last

Last Budg Amt: \$113,410.00 FY: 2010

Status
 Active Inactive

Job Code: 035000 Student
*Department: 3670020060 Biology

Unclassified

New Amount: 113,410
Change Amount:
Change Percent:

Enter New Amount, Change Amount or Change Percent

Inactivate Student Line, if applicable

User ID
WBUD303
DateTime Stamp

Trans Note Line Note

- 3) Enter Trans Note or Line Note -- if applicable.

- **Trans Note:** Enter any information pertinent to the transaction for your reference.
- **Line Note:** Enter any information pertinent to the transaction ... line note will be printed on proof. *Nine-line limit.*

Trans Note Line Note

Pay Rate Changes - Student Lines

- 4) Select Student Pay Rate Change Funding tab . . . Review and/or update Project, Source, Special Indicator, FTE or Salary.

Student Rate Change		Student Rate Change Funding	
Line S0000307	Student S	ID	Rcd# 0
	Position		
Last Budg Sal:	\$113,410.00		FY: 2010
Department 3670020060			
Budget Line		Find View All First 1 of 1 Last	
Effective Date: 06/14/2009	Seq: 0	Degree:	Budgeted Salary \$113,410.00 FTE
Funding		Find View All First 1 of 1 Last	
Project	Source	Fund	PCA Special FTE Salary Benefit
Restricted Use	Research & Extension		
	1340	3144	21210
			113,410

- 5) Check data entry carefully select "Save."

Pay Rate Changes - Pooled Lines

The Pooled Rate Change Page is used to allocate and/or realign allocated money for pooled lines (positions).

1) Access the Pooled Rate Change page:


**KSU Annual Budget
Online Entry
Enter Unclass Changes
Enter Pooled Changes**

< Search Page . . . Enter Search Criteria

Enter Fiscal Year and Department ID for a list box containing budgeted unclassified employees who appear in the selected department.

Pooled Increase
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Fiscal Year: [=] 2010
Budget Line: [begins with]
Position Number: [begins with]
Department: [begins with] 3670020060 

Rate Changes - Pooled Lines

- 2) Input a value in one of the following fields to change the budgeted amount.

New Amount -- Change Amount -- Change Percent

Pooled Rate Change **Pooled Rate Change Funding**

Line P0000031 Pooled

Salary Increases Find | View All First 1 of 1 Last

Last Budg Amt: \$19,853.00 FY: 2010

Appt Basis: 9-Month 12-Month

Status: Active Inactive

Job Code: 032000 Graduate Research Assistant Unclassified

*Department: 3670020060 Biology

FTE: 1.00000

New Amount: 19,853

Change Amount:

Change Percent:

Enter New Amount, Change Amount or Change Percent

User ID: WBUD303
DateTime Stamp

Trans Note Line Note

- 3) Enter Trans Note or Line Note -- if applicable.

- **Trans Note:** Enter any information pertinent to the transaction ... either for your reference or for the Budget Office.
- **Line Note:** Enter any information pertinent to the transaction ... line note will be printed on proof. *Nine-line limit.*

Trans Note Line Note

Pay Rate Changes - Pooled Lines

- 4) **Select Pooled Rate Change Funding tab . . . Review and/or update Project, Source, Special Indicator, FTE or Salary.**

Pooled Rate Change | Pooled Rate Change Funding

Line P0000031 Pooled p ID Rcd# 0
 Position
 Last Budg Sal: \$19,853.00 FY: 2010
 Department 3670020060

Budget Line Find | View All First 1 of 1 Last

Effective Date: 06/14/2009 Seq: 0 Degree: **Budgeted Salary** \$19,853.00 FTE 1.00000

Funding Find | View All First 1 of 1 Last

Project	Source	Fund	PCA	Special	FTE	Salary	Benefit	
Restricted Use	Research & Extension	OBO KONZA PRAIRIE						
<input type="text" value="NOBO420666"/> <input type="button" value="Q"/>	<input type="text" value="1100"/> <input type="button" value="Q"/>	<input type="text" value="2697"/> <input type="button" value="Q"/>	<input type="text" value="21210"/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value="1.00000"/>	<input type="text" value="19,853"/>		

- 5) **Check data entry carefully select "Save."**

Budget Reports

For report instructions, please refer to the following Web address:

<http://www.ksu.edu/hr/hris/hris-reports.html>

Other Important Dates

July 31, 2009

Fiscal Year Contracts – 12- month Contracts

August 28, 2009

Academic Contracts – 9-month Contracts

September 18, 2009

Service Code Data and Unclassified Data (Tenure Date/Status, Faculty Senate Standing, and KATS/iSIS Access)

September 30, 2009

Renewed TERM Contracts

Training Manuals and Instructions:

http://www.k-state.edu/hr/hris/hris_manuals.html