

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

After you retrieve your Position Listing from HRIS, mark your changes on the hard copy of the report in colored ink and return it to the Budget Office by the due date. If you have Online Proof access, please have your changes entered by the due date, and send any changes to the Budget Office that you need us to make.

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

Unclassified

Verify all information on each budget line on the position listing. An explanation of the budget information is on the sheets titled Detail Coding of Position Listing on our webpage under Annual budget preparation (<http://www.k-state.edu/budget/annualbudget.html>).

When *adding* an individual to a budget line, be sure to include name, 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 funding is changed, be sure to balance out the changes somewhere else in your budget. Please be sure to include the FIS project and fund/source on each general use funded budget line.

12-month to 9-month conversion - 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. For example, \$30,000 x .8182 = \$24,546

9-month to 12-month conversion - 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. For example, \$30,000 x 1.2222 = 36,666.

Phased Retirement and Sabbaticals - The budget system is not programmed to calculate full benefits for individuals on phased retirement or sabbaticals at reduced FTE. In order to have full benefits budgeted for these individuals it will be necessary to budget them 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" or "sabbatical".

University Support Staff (USS)

Please pay very close attention to each USS budget line and verify that everything on each line is correct. The USS positions should be verified from your records to insure the accuracy of the individual's name, job code, retirement, group health insurance, grade, and any

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longevity bonus (if applicable).

Students

Any adjustments to student lines should be noted on the budget position listing.

OOE (other operating expenditures)

Any adjustments to OOE lines should be noted on the budget position listing.