

Questions

Please contact . . .

University Budget Office:

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Introduction to KSU Annual Budget Process

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.

The following types of lines will be updated using various pages:

- Unclassified and USS 9-month and 12-month positions
- Unclassified and USS budgeted positions
- Unclassified non-budgeted term positions
- Unclassified and USS filled, vacant, joint, and pooled lines
- Student and OOE pooled lines

The initial row appearing in these pages displays the current information from the University Budget.

Important Details

After the budget process has been completed and the Online Entry Area has been closed, updates\corrections to positions that have been updated on-line will need to be submitted to the Division of Human Capital Services (HCS) and to the University Budget Office using the appropriate methods.

FTE may be updated/changed in the budget; however, a Position Data Sheet (PER-36) also needs to be submitted to HCS.

Pay rate changes for **“term” unclassified employees** may be updated in the budget; however, a paper transaction form ... normally Change or Separation Form (PER-39) ... needs to be completed and submitted to HR with a copy of the new contract to reappoint them.

Budget Line/Funding Area

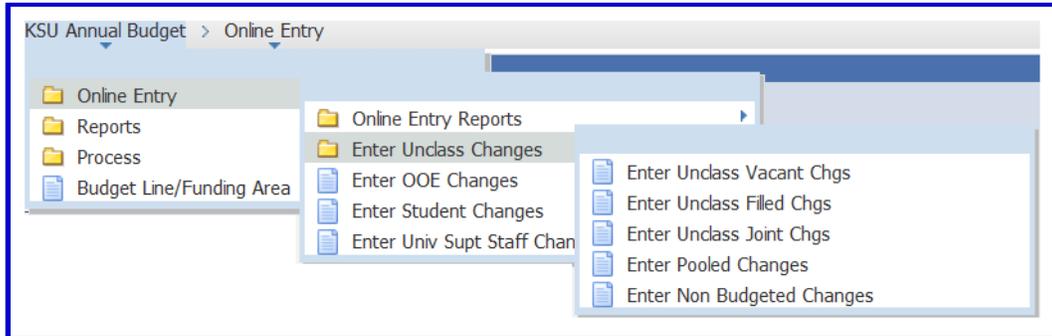
A nightly update will run and display information in the **Budget Line/Funding Area** that was entered the previous day. These pages provide the ability to **view Unclassified, USS, Student and OOE budget data.**

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

KSU Annual Budget Pages

[KSU Annual Budget](#) > [Online Entry](#) > [Enter Unclass Changes](#)

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 Non Budget Changes:** Used to enter pay rate changes for those unclassified employees who are on regular non-budgeted 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.
- Enter Univ Supt Staff Changes:** Used to update University Support Staff pay rate changes, and funding for budget and payroll.

Pay Rate Changes - Filled Positions

The **Pay Rate Change Unclassified** 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 and enter search criteria:

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

Pay Rate Change Unclassified

Line W0008558 Position: W0008558 Name: Lname,Fname M
FY: 2016 Department: 3670020060 ID: W0000049914
Rcd#: 0 Job Code: 021000 GHI: FFHLH Full Time Family GHI Copy Funding Data to Payroll?

Salary Increases Find | View All First 1 of 1 Last

Current Annual Rate: 92505.169000
Date Last Increase: 08/17/2014
Effective Date: 08/16/2015 Seq: 0
*Action: PAY Pay Rt Chg
*Reason Code: MER Merit
New Annual Rate: 92505.169000
Change Amount:
Change Percent: FTE: 1.000000
Annual Rt: 92,505.169
HR Comp Rate: 4,625.258450
Comp Frequency: Biweekly Appt Basis: 9-Month

Last Budg Sal: \$92,505.00
Override Salary?:
Budgeted Salary: 92,505.00
Budgeted FTE: 1.00000 Trans Note Line Note

DateTime Stamp
User ID WBUD303

Budget Line Find | View All First 1 of 1 Last

Degree: PHD

Funding Find | View All First 1 of 1 Last

Project	Source	Fund	PCA	Special	FTE	Salary	Benefit
NOAAFACSAL	General Use	Main Campus	2000	2062	42011	1.00000	92,505
						OAA UNCLASS SAL	

HRIS Tip:

To enlarge page image, select F11

To restore original page image ... Select F11 again.

Pay Rate Changes - Filled Positions

Field Definitions\Descriptions:

- **Line:** Display information - University Budget line number. Normally, the same as HRIS position number.
- **Position:** Display information - HRIS position number.
- **Name:** Display information - Lname,Fname, MI
- **FY:** Display information – Fiscal Year
- **Department:** Display information – Department ID
- **ID:** Display information - Employee ID
- **Rcd #:** Display information - Employment Record Number.
- **Job Code:** Display information.
- **GHI:** Display information.
- **Copy Funding Data to Payroll?** A check box appears on the Pay Rate Change Unclassified for page for only filled positions. It will default on or off according to what it was the prior year.

Pay Rate Change Unclassified			
Line	W0008558	Position:	W0008558
FY:	2016	Department:	3670020060
Rcd#:	0	Job Code:	021000
Name:	Lname,Fname M		
ID:	W0000049914		
GHI:	FFHLH Full Time Family GHI		
<input type="checkbox"/> Copy Funding Data to Payroll?			
Salary Increases			
Find View All First 1 of 1 Last			

If this check box is clicked on, budget funding will be copied to payroll funding.

If this check box is not clicked on, the payroll funding will not reflect budget funding identified on this page.

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

Pay Rate Changes - Filled Positions

Important: The **department** displayed on this page indicates where the position appears in the budget. This department/organization will be used to populate the payroll funding pages for the position.

- **Current Annual Rate:** Last budgeted salary. The adjusted prior fiscal year budgeted salary for the 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.
- **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.
After initial row has been updated, insert a new
effective-dated 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 should be entered in the Online Entry Area.

- **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) Action code defaults to PAY. Select the appropriate reason code for the pay rate change.

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

There are seven (7) reason codes. All reason codes may be used on different sequence numbered rows and may be used more than once on different sequence numbers rows, if applicable.

Reason Code Definitions:

BBP: **Between Band Increase** - Used for USS increases within salary ranges.

EQU: **Equity** - Used for increases in pay rates to provide for more equitable pay in comparison to peers or other similar criteria.

MER: **Merit Unclassified (Default)** - Increase based on overall evaluation ratings.

OTH: **Other** - Used for any other pay rate change reason. Used when a **DECREASE** in the compensation rate occurs.

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.). **Must be used as the last sequence row.**

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.

Pay Rate Changes - Filled Positions

Salary Increases	
Current Annual Rate:	92505.169000
Date Last Increase:	08/17/2014
Effective Date:	08/16/2015 <input type="button" value="📅"/> Seq: <input type="text" value="0"/>
*Action:	<input type="text" value="PAY"/> Pay Rt Chg
*Reason Code:	<input type="text" value="MER"/> <input type="button" value="🔍"/> Merit
New Annual Rate:	<input type="text" value="92505.169000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/> FTE: 1.000000
Annual Rt:	\$92,505.169
HR Comp Rate:	4,625.258450
Comp Frequency:	Biweekly Appt Basis: 9-Month

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

New Annual Rate:	<input type="text" value="92505.169000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/> FTE: 1.000000

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 calculate and display in the “Change Amount” and “Change Percent” fields.) These fields will only reflect 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.

Pay Rate Changes - Filled Positions

- **New Annual Rate:**

Reflects the new annual compensation 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.

- **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.

Pay Rate Changes - Filled Positions

Salary Increases	
Current Annual Rate:	92505.169000
Date Last Increase:	08/17/2014
Effective Date:	08/16/2015 <input type="button" value="31"/> Seq: <input type="text" value="0"/>
*Action:	<input type="text" value="PAY"/> Pay Rt Chg
*Reason Code:	<input type="text" value="MER"/> <input type="button" value="Q"/> Merit
New Annual Rate:	<input type="text" value="92505.169000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/> FTE: 1.000000
Annual Rt:	\$92,505.169
HR Comp Rate:	4,625.258450
Comp Frequency:	Biweekly Appt Basis: 9-Month

- **FTE:** Display information. HRIS full-time equivalency defaulting from Position Data.
- **Annual Rt:** **After all increase increments have been entered, the Annual Rate should reflect the individual's contract amount.**
- **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).
- **Comp Frequency:** Compensation frequency automatically displays. Values are:

Biweekly: Unclassified, exempt position

Hourly: Unclassified, nonexempt position

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.

- **Appt Basis:** Display information (There is a direct correlation between appointment basis and the effective date.)

Pay Rate Changes - Filled Positions

The screenshot shows a web interface for managing pay rates. At the top, it displays 'Last Budg Sal: \$92,505.00'. Below this is a form section containing an 'Override Salary?' checkbox, a 'Budgeted Salary' field with the value '92,505.00', and a 'Budgeted FTE' field with the value '1.00000'. To the right of these fields are two buttons: 'Trans Note' and 'Line Note'. At the bottom of the form, it shows 'Date Time Stamp' and 'User ID WBUD303'.

- **Last Budg Sal:** Last budgeted salary. The adjusted prior fiscal year budgeted salary for the position.

4) Override 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.

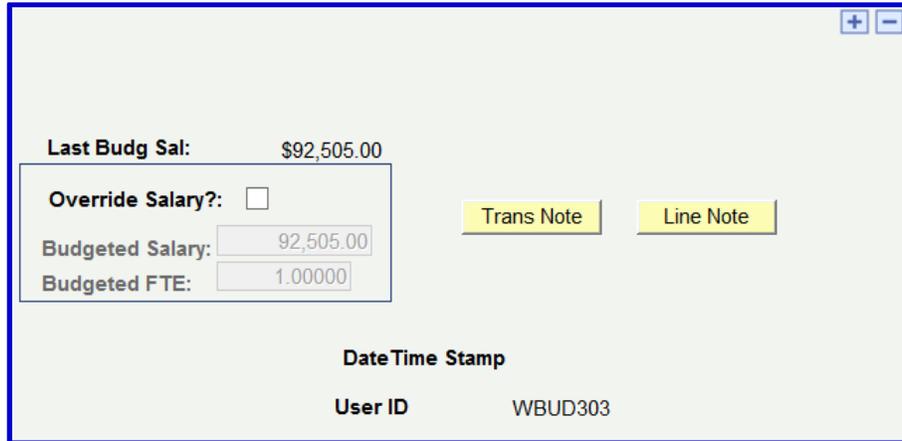
An “X” in the check box indicates “YES” -- override Budgeted Salary and/or Budgeted FTE and allow updates to these fields.

A blank check box indicates “No”-- do not override Budgeted and/or Budgeted FTE 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 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.

Pay Rate Changes - Filled Positions



Last Budg Sal: \$92,505.00

Override Salary?:

Budgeted Salary: 92,505.00

Budgeted FTE: 1.00000

Trans Note Line Note

Date Time Stamp

User ID WBUD303

- **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.

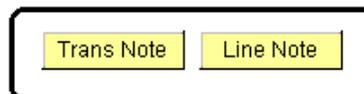
Budgeted FTE Example: Phased Retirement ... HRIS Position Data/Job Data indicates .70 FTE. However, University Budget line will reflect full salary and FTE. May keep full salary and FTE on the budget line if someone is being hired (temporary – non-budgeted) to pick up the .30 time.

- **Date Time Stamp and User ID:** After saving the information, HRIS will record the time and identify the user.

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

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

- **Trans Note:** Enter any information pertinent to the transaction for **only 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 - Filled Positions

6) Update Degree, if applicable.

Degree: Indicates the individual's **highest degree/education level**. **Budget information only ... does not update other areas of HRIS.**

Project	Source	Fund	PCA	Special	FTE	Salary	Benefit
General Use	Main Campus				OAA UNCLASS SAL		
Project: NOAAFACSAL	2000	2062	42011		1.00000	92,505	

7) Update Budget Funding

Review and/or update Project(s), Source, Special Indicator, FTE or Salary.

Project rows may be added, deleted or modified.

Field Descriptions:

Project: The project segment is used to identify programs, projects and activities of department/organizations and is 10 characters.

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: SRO – Central SRO Commitments, CTY – County Agents, CLF – College Credit Hour Fee, DCE – Global Campus, SMR – Summer School

FTE: FTE displayed is defaulting from University Budget.

Salary: Appropriate salary for project will automatically populate based on FTE.

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

Pay Rate Changes - Vacant Positions

This page is designed to enter pay rate changes for VACANT positions that appear in the University Budget. **Normally, this page does not display an individual's name; however, if a name appears on the top of this page, you are only updating the position on the budget ... not the salary for the employee listed.**

1) Access the page and enter search criteria:

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

Pay Rate Change Vacant

FY 2016

Position: W0008516 HRIS Position
Department: 3670020060
Job Code: KS1073

Scroll Area Find | View All First 1 of 1 Last

Effective Date: 06/07/2015

Last Budg Sal: \$27,305.00

Budgeted Salary: 27,305.00

Budgeted FTE: 0.90000

Change Amount:

Change Percent:

FTE: 0.900000

Appt Basis: F12-Month

Date Time Stamp:

User ID: WBUD303

Trans Note

Line Note

Budget Line Find | View All First 1 of 1 Last

Effective Date: 06/07/2015 Seq: 0 Degree:

Funding Find | View All First 1 of 1 Last

Project	Source	Fund	PCA	Special	FTE	Salary
NOBO228104	2080	2520	42011		0.90000	27,305

The Override Salary? check box only appears when an individual's name appears at the top of this page. To update Budgeted Salary and/or Budgeted FTE, turn on Override Salary? check box.

Pay Rate Changes - Vacant Positions

- 2) To update Budgeted Salary, enter a value in one of the following fields: **Budgeted Salary or Change Amount or Change Percent**
- 3) Enter Trans Note or Line Note -- if applicable.

- **Trans Note:** Only for your reference.
- **Line Note:** Line note will be printed on proof. *Nine-line limit.*

The screenshot shows a web form with the following fields and values:

- Last Budg Sal: \$27,305.00
- Budgeted Salary:
- Budgeted FTE:
- Change Amount:
- Change Percent:
- FTE: 0.900000
- Date Time Stamp: [empty]
- Appt Basis: F12-Month
- User ID: WBUD303

There are two buttons on the right side: "Trans Note" (highlighted in yellow) and "Line Note" (bordered).

4) Update Degree and Budget Funding

The screenshot shows a web form with the following fields and values:

- Effective Date: 06/07/2015
- Seq: 0
- Degree:

The "Funding" section contains a table with the following data:

Project	Source	Fund	PCA	Special	FTE	Salary
Restricted Use	Main Campus				OBO CLASS SAL	
<input type="text" value="NOBO228104"/>	<input type="text" value="2080"/>	<input type="text" value="2520"/>	<input type="text" value="42011"/>	<input type="text"/>	<input type="text" value="0.90000"/>	<input type="text" value="27,305"/>

5) Check data entry carefully select "Save."

Pay Rate Changes - Vacant Positions

Field Definitions\Descriptions:

- **Position:** University Budget line number and HRIS position number.
- **Department:** Department ID
- **Job Code:** Displays the job code for the position.
- **Effective Date:** **Default effective date is the first day of the first pay period for the next fiscal year.** **Note: Since this information is only for budget purposes, the effective date will be the same for both 9-month and 12-month positions.**
- **Last Budg Sal:** Display information. Last budgeted salary.
- **Override Salary?** **This check box only appears when an individual's name appears at the top of the page. To update Budgeted Salary and/or Budgeted FTE, turn on Override Salary? check box.**
- **Budgeted Salary:** To update, enter new Budgeted Salary.
- **Budgeted FTE:** University Budget Information -- update, if applicable. **Updating the FTE on this page will NOT update HRIS Position Data or Job Data. Please submit Position Data Sheet (Per-36) to HR for FTE changes/updates.**
- **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.
- **FTE:** Full-time equivalency. Display information from HRIS.
- **Appt Basis:** Display information for appointment basis. 9-month (academic year) or 12-month (fiscal year)
- **Date Time Stamp and User ID:** After saving the information, HRIS will record the time and identify the user.

UPDATES/CHANGES AND CORRECTIONS

Contact HCS for HRIS changes that need to be made after the Online Entry Area has closed.

Budget Changes can be made either in the Online Proof area (which will open up once the Online Entry Area closes) or by sending the changes to your Budget Office contact.

* * * * *

Unique/Unusual Updates Require Paper Transactions

DO NOT UPDATE HR SIDE (Left Side) of BUDGET PAGE

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

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

1) Access the page and enter search criteria:

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

Example 1:

Two Budget Lines – One “Real” Position

(Joint position is only a Budget Line ... Begins with A, B, C, or D)

Search Results

View All			
Budget Line	Position Number	Name	Department
A0010303	W0010303	Eckels,Steven J	3670045080
W0010303	W0010303	Eckels,Steven J	3670045130

Example 2:

Two Budget Lines – Two “Real” Positions

(Budget Line and Position Numbers begin with K or W)

Search Results

View All			
Budget Line	Position Number	Name	Department
W0008571	W0008476	Denell,Robin E	3670020060
W0008476	W0008476	Denell,Robin E	3670020040

Pay Rate Changes - Unclassified Joint Positions

Pay Rate Change Unclassified			
Line: A0077910	Position: K0077910	Name: Lname,Fname M	
FY: 2016	Department: 3670085010	ID: W0000035496	
Rcd#: 0	Job Code: 021000	GHI: FFHLH Full Time Family GHI	

Salary Increases		Find View All	First 1 of 1 Last
Current Annual Rate:	110253.988000		
Date Last Increase:	06/08/2014		
Effective Date:	06/07/2015 <input type="text"/> Seq: <input type="text" value="0"/>		
*Action:	PAY Pay Rt Chg		
*Reason Code:	MER <input type="text"/> Merit		
New Annual Rate:	<input type="text" value="55126.994000"/>		
Change Amount:	<input type="text"/>		
Change Percent:	<input type="text"/> FTE: 1.000000		
Annual Rt:	\$55,126.994		
HR Comp Rate:	2,120.269000		
Comp Frequency:	Biweekly		
Appt Basis: 12-Month			

Agg An Rt:	\$110,253.988	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Calc Rate 55126.994000 </div>
Last Budg Sal:	\$55,127.00	
<input type="checkbox"/> Override Salary?		
Budgeted Salary:	<input type="text" value="55,127.00"/>	<input type="button" value="Trans Note"/> <input type="button" value="Line Note"/>
Budgeted FTE:	<input type="text" value="0.50000"/>	
Agg FTE:	1.00	
Date Time Stamp		
User ID: WBUD303		

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.

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 seven (7) reason codes for a pay rate change. All reason codes may be used on different sequence numbered rows.

For Reason Code Definitions, see page 8

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:	<input type="text" value="55126.994000"/>
Change Amount:	<input type="text"/>
Change Percent:	<input type="text"/> FTE: 1.000000

- 4) Update Budgeted Salary (Optional)

Override Salary?	<input type="checkbox"/>
Budgeted Salary:	<input type="text" value="55,127.00"/>
Budgeted FTE:	<input type="text" value="0.50000"/>

- 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.*

<input type="text" value="Trans Note"/>	<input type="text" value="Line Note"/>
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Pay Rate Changes - Unclassified Joint Positions

6) Update Degree, if applicable.

Degree: Indicates the individual's **highest degree/education level.**
Budget information only ... does not populate other areas of HRIS.

7) Update Budget Funding ... Review and/or Update Project, Source, Special Indicator, FTE or Salary.

The screenshot shows two overlapping windows from the HRIS system. The top window is titled "Budget Line" and has a search bar with "PHD" entered. The bottom window is titled "Funding" and displays a table with columns: Project, Source, Fund, PCA, Special, FTE, Salary, and Benefit. The table contains one row of data: Project: NSAA231341, Source: 2000, Fund: 2062, PCA: 42011, FTE: 0.50000, Salary: 55,127. The text "General Use" and "Main Campus" are positioned above the Source and Fund columns respectively, and "SAA SAR GRADUATE PROGRAM" is above the Special column. Navigation buttons for "Find", "View All", "First", "1 of 1", and "Last" are visible in both windows.

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

8) Check data entry carefully select "Save."

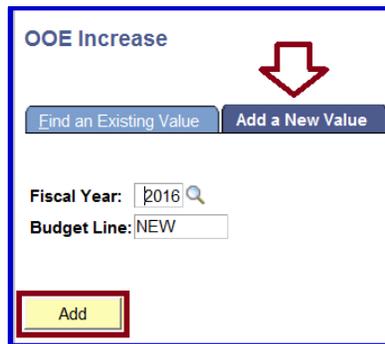
Pay Rate Changes - OOE Lines

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

- 1) **Access the OOE Rate Change page and enter search criteria:**

KSU Annual Budget > Online Entry > Enter OOE Changes

The Add a New Value tab provides an opportunity to ADD an additional OOE LINE, if necessary.



OOE Increase

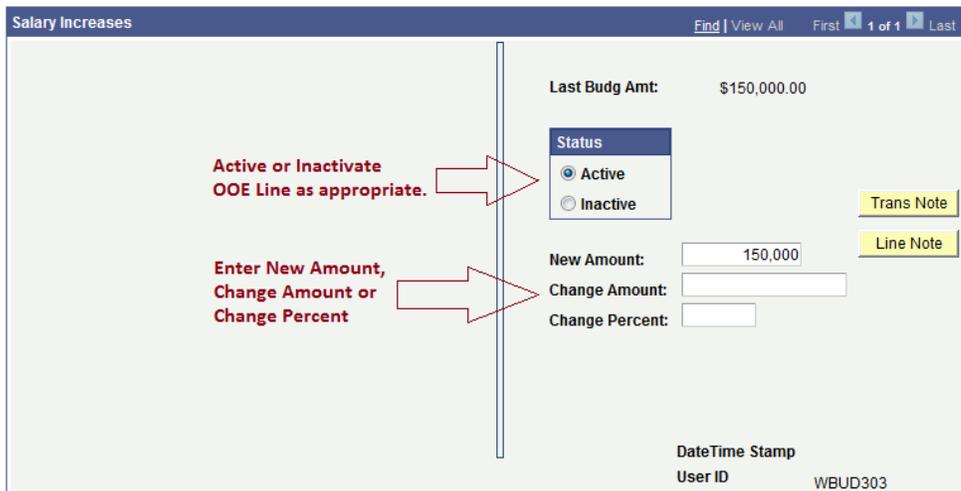
Find an Existing Value Add a New Value

Fiscal Year: 2016

Budget Line: NEW

Add

- 2) **Input a value in New Amount, Change Amount or Change Percent field to change the budget amount.**



Salary Increases Find | View All First 1 of 1 Last

Last Budg Amt: \$150,000.00

Active or Inactivate OOE Line as appropriate.

Enter New Amount, Change Amount or Change Percent

Status

Active Inactive

New Amount: 150,000

Change Amount:

Change Percent:

Trans Note

Line Note

DateTime Stamp

User ID WBUD303

Pay Rate Changes - OOE Lines

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

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

- 4) Update Budget Funding . . . Review and/or update Project, Source, Special Indicator or Salary.

Budget Line								Find View All	First	1 of 1	Last
Effective Date: 06/07/2015		Seq: 0									
Funding								Find View All	First	1 of 1	Last
Project	Source	Fund	PCA	Special	FTE	Salary	Benefit				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00000	<input type="text"/>	0				

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

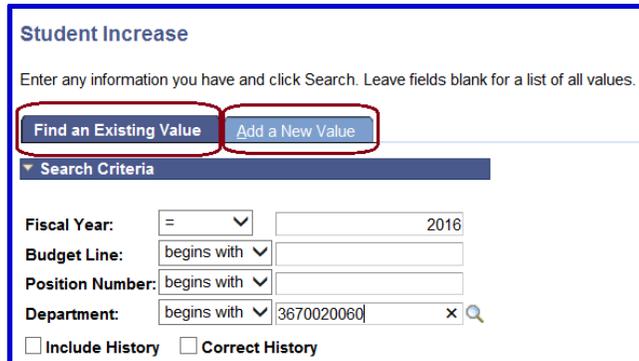
Pay Rate Changes - Student Lines

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

- 1) **Access the Student Rate Change page and enter search criteria:**

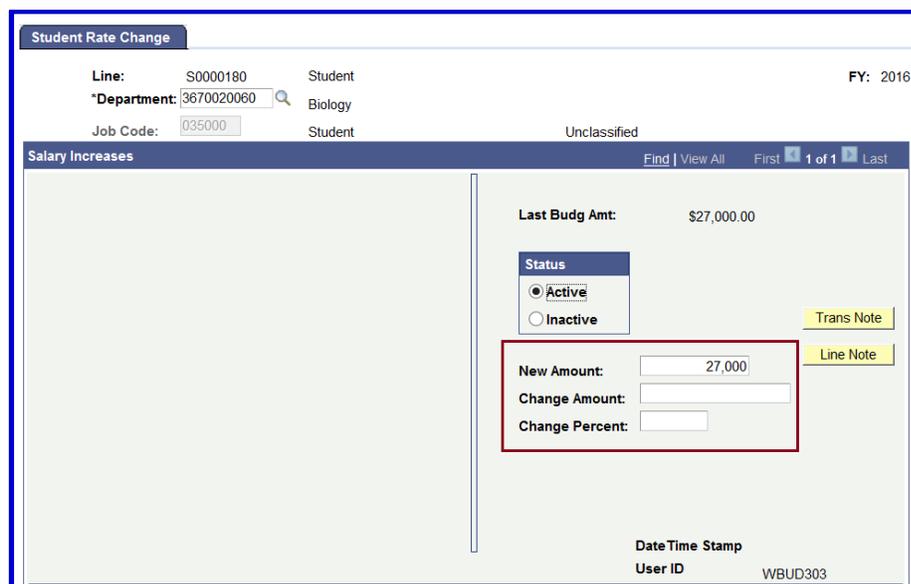
KSU Annual Budget > Online Entry > Enter Student Changes

Find an Existing Value or Add a New Value



The screenshot shows a web form titled "Student Increase". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Two buttons, "Find an Existing Value" and "Add a New Value", are highlighted with red boxes. Below these is a "Search Criteria" section with the following fields: "Fiscal Year" (set to 2016), "Budget Line" (set to "begins with"), "Position Number" (set to "begins with"), and "Department" (set to "begins with" and "3670020060"). There are also checkboxes for "Include History" and "Correct History".

- 2) **Input a value in the New Amount, Change Amount or Change Percent fields to change the budget amount.**



The screenshot shows the "Student Rate Change" page. At the top, it displays "Line: S0000180 Student" and "FY: 2016". Below that, "Department: 3670020060 Biology" and "Job Code: 035000 Student Unclassified" are shown. The main section is titled "Salary Increases" and includes a "Last Budge Amt: \$27,000.00". A "Status" section has "Active" selected. A red box highlights the "New Amount: 27,000", "Change Amount:", and "Change Percent:" fields. There are also "Trans Note" and "Line Note" buttons. At the bottom, "Date Time Stamp" and "User ID: WBUD303" are visible.

Pay Rate Changes - Student Lines

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

Trans Note	Line Note
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- 4) Update Budget Funding . . . Review and/or update Project, Source, Special Indicator or Salary. Please note each student line can only have one row of funding. If you need an additional funding row, you will have to create a new student line.

Budget Line								Find View All	First	1 of 1	Last
Effective Date: 06/07/2015		Seq: 0									
Funding								Find View All	First	1 of 1	Last
Project	Source	Fund	PCA	Special	FTE	Salary	Benefit				
Restricted Use	Main Campus										
<input type="text"/>	<input type="text" value="3145"/>	<input type="text" value="3142"/>	<input type="text" value="43045"/>	<input type="text"/>		<input type="text" value="27,000"/>					

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

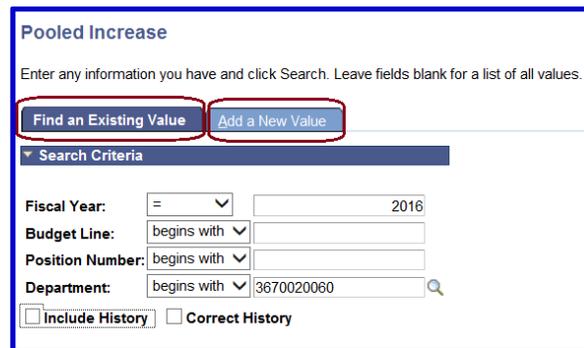
Pay Rate Changes - Pooled Lines

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 and enter search criteria:

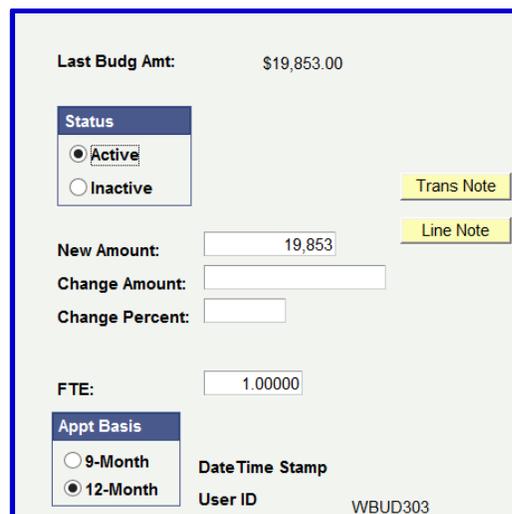
KSU Annual Budget > Online Entry > Enter Unclass Changes > Enter Pooled Changes

Find an Existing Value or Add a New Value



The screenshot shows a web form titled "Pooled Increase". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Two buttons, "Find an Existing Value" and "Add a New Value", are highlighted with red boxes. Below these is a "Search Criteria" section with a dropdown arrow. The criteria include: "Fiscal Year" with a dropdown set to "=" and a text field containing "2016"; "Budget Line" with a dropdown set to "begins with" and an empty text field; "Position Number" with a dropdown set to "begins with" and an empty text field; and "Department" with a dropdown set to "begins with" and a text field containing "3670020080" followed by a magnifying glass icon. At the bottom of the search criteria are two checkboxes: "Include History" (checked) and "Correct History" (unchecked).

- 2) Input a value in the New Amount, Change Amount, or Change Percent field to change the budget amount.



The screenshot shows a form for editing budget information. At the top, "Last Budg Amt:" is displayed as "\$19,853.00". Below this is a "Status" section with two radio buttons: "Active" (selected) and "Inactive". To the right of the status are two yellow buttons: "Trans Note" and "Line Note". The "New Amount:" field contains the value "19,853". Below it are empty input fields for "Change Amount:" and "Change Percent:". The "FTE:" field contains the value "1.00000". At the bottom is an "Appt Basis" section with two radio buttons: "9-Month" and "12-Month" (selected). To the right of the appt basis are labels for "Date Time Stamp" and "User ID", with the value "WBUD303" displayed below "User ID".

Pay Rate Changes - Pooled Lines

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

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

- 4) Update Budget Funding . . . Review and/or update Project, Source, Special Indicator, FTE or Salary.

Budget Line								Find View All	First	1 of 1	Last
Effective Date: 06/07/2015		Seq: 0									
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="text" value="1100"/>	<input type="text" value="2697"/>	<input type="text" value="45210"/>	<input type="text"/>	<input type="text" value="1.00000"/>	<input type="text" value="19,853"/>					

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

University Support Staff Changes

The Enter University Support Staff Changes pages work like the Unclassified pages. **For filled positions, see instructions on pages 4-14, for vacant positions see instructions on pages 15-17.**

Access the Enter Univ Supt Staff Changes page:

KSU Annual Budget > Online Entry > Enter Univ Supt Staff Changes

Pay Rate Changes – Non-Budgeted Positions

This page is designed to enter pay rate changes for unclassified **FILLED REGULAR NON-BUDGETED BENEFIT ELIGIBLE** positions.

1) **Access the page and enter search criteria:**

**KSU Annual Budget
Online Entry
Enter Unclass Changes
Enter Non Budgeted Changes**

Non Bud Changes

Line: W0002620 Position: W0002620 Name: Lname,Fname M
FY: 2016 Department: 3670020060 ID: W0000045653
Rcd#: 0 Job Code: 026200

Salary Increases Find | View All First 1 of 1 Last

Date Last Increase: 01/01/2015

Effective Date: 06/07/2015 Seq: 0

*Action: PAY Pay Rt Chg

*Reason Code: MER Merit

New Annual Rate: 37492.000000

Change Amount:

Change Percent: FTE: 1.000000

Annual Rt: \$37,492.000

HR Comp Rate: 1,442.000000

Comp Frequency: Biweekly

Appt Basis: 12-Month

DateTime Stamp

User ID: WBUD303b

2) To update salary, enter a value in one of the following fields: **New Annual Rate or Change Amount or Change Percent**

3) **Check data entry carefully select "Save."**