

KSU Budget Online Proof Process

Updated April 2018

Please direct questions to:

KSU Budget Office

Becca Zecha (bzecha@ksu.edu) 532-6738

Katie Meyer (katiemeyer@ksu.edu) 532-6767

Table of Contents

<u>Overview</u>	<u>3</u>
<u>Important Details</u>	<u>3</u>
<u>Path</u>	<u>4</u>
<u>Budgeted Position Information Tabs</u>	<u>5</u>
<u>Budget Line</u>	<u>5</u>
<u>Funding Line</u>	<u>9</u>
<u>Employee</u>	<u>10</u>
<u>Benefit Coverage</u>	<u>11</u>
<u>Line Notes</u>	<u>12</u>
<u>Transaction Note</u>	<u>13</u>
<u>Adding New Budget Lines</u>	<u>14</u>
<u>Notes and Reminders</u>	<u>16</u>

Overview

Approved Budget users now have the option to make your own budget changes in the budget system. We are hoping this will make things easier, as you will no longer have to write out all your changes on a hard copy of the position listing.

Please keep in mind this is an optional change – we are still more than happy to enter your changes for you if you prefer to still write them out for us. If you do not have access and want it, please let the Budget Office know and they will schedule training for you and get you access.

We will let you know when the system is available for you to make changes. We will set a deadline for first proofs. After the deadline, we will lock you out so we can do final balancing before calculating allocations.

Important Details

Please add a new row each time you go into a position to make changes. Ensure that the FTE and the salary/OOE amounts match on the Budget Line and Funding Line tabs before saving.

Benefits will not update automatically. If you are trying to balance and make a change that impacts benefit amounts, please let your contact in the budget office know and he/she can run the process to update benefits on your lines.

We encourage the use of Trans notes to remind yourself why you are making a change – they come in very handy if you are ever questioned as to why you did something.

Run the appropriate reports to check your balances, once you are finished making changes.

If you need to make changes other than those you have access to, let your budget contact person know. We can still make those for you.

Do not hesitate to give us a call or shoot us an email if you have issues or questions!

Path

To access the Online Budget Proof, you will log into HRIS. The path is:

KSU Annual Budget > Budget Line/Funding Area

This will bring you to a search page. The Fiscal Year will default in. You can search for a position by any of the parameters listed.

The screenshot shows the HRTEST application interface. At the top left is the 'HRTEST' logo. Below it is a breadcrumb trail: 'Favorites | Main Menu > KSU Annual Budget > Budget Line/Funding Area'. The main heading is 'Budget Line/Funding'. Below the heading is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several search fields: 'Fiscal Year' (operator '=', value '2017'), 'Budget Line' (operator 'begins with'), 'Name' (operator 'begins with'), 'Position Number' (operator 'begins with'), 'Department' (operator 'begins with'), 'Empl ID' (operator 'begins with'), 'Job Code' (operator 'begins with'), and 'Classified/Unclassified Ind' (operator '='). There is an 'Include History' checkbox. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

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

This is the search page for all your positions. There are not separate search pages for each type of position like there is in the Online Entry Area.

Once you click search, it will either bring up the position you requested, or bring up a list of positions that meet the criteria you entered.

Budgeted Position Information Tabs

Each position has several tabs that hold all the information for that position. The type of position it is determines which tabs are available for that position, and what information can be changed on each tab.

Budget Line tab:

Budget Line - Unclassified

The screenshot displays the 'Budget Line - Unclassified' form. The form is titled 'Budget Line - Unclassified' and shows various fields for a budget line. Red circles highlight specific areas: a '+' button in the top right, a 'Status' dropdown menu with 'Active' selected, 'Unc Bw Rate' and 'Mid Bw Rate' fields, 'FTE' and 'Salary' fields, a 'Service Date' field, and a 'Pos' field. The form also includes tabs for 'Budget Line', 'Funding Line', 'Fringe Benefits', 'Employee', 'Benefit Coverage', 'Line Notes', and 'Transaction Note'. The 'Budget Line' tab is currently selected. The form shows the following data: ID: W0000070255, Perrier, Glen M, Stage: 2ND 2nd Proof, Rcd#: 0, Trans#: 11, Position: HRIS, Status: Active, Unc Bw Rate: 2313.384615, Mid Bw Rate: 2313.384615, FTE: 1.00000, Salary: 60,148, Bonus: 0, Gross: 60,148, Pos: W0041955, Systems Specialist, Dpt: 3670030145, Information Systems Office, IC: 021900, Systems Specialist, N/U: Unclassifd, Service Date: 03/11/2007, Action Date: 10/19/2015. The form also includes buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', 'Update/Display', and 'Include History'.

Add a row using the “+” box in the top right. Then the other red-circled fields will become available for entry.

If you want to take a position off the budget, you simply need to click the button by “Inactive” and save. You do not need to make any other changes (i.e. take the salary to \$0).

Please **do not** change the position number (“Pos”). This needs to match the Budget Line number in most cases, and should not be changed.

Note that the “Unc Bw Rate” and “Mid Bw Rate” must be recalculated by the user any time the “Salary” amount is changed. To get the amount, take the new Salary divided by 26 for 12-month positions, or 20 for 9-month positions. You only have to type the new amount in the “Unc Bw Rate” field – you can then make the “Mid Bw Rate” field \$0.

The Service Date relates to the employee filling the position – if the position is vacant this field should be blank. This is the date used for benefits.

Budget Line – USS is the same as Unclassified, except there are no biweekly rate fields.

Budget Line - OOE

The screenshot shows a web-based interface for managing budget lines. At the top, there are tabs for "Budget Line", "Funding Line", "Line Notes", and "Transaction Note". Below the tabs, the interface displays the following information:

- FY: 2016 Line: E0000958
- Stage: 2ND 2nd Proof
- Rcd#: 0
- Trans#: 8
- Position: OOE (selected), Status: Active (selected)
- *Action: BUD Budget
- *Reason: USR Budget User Change
- FTE: 0.00
- Salary: 121,533
- Bonus: 0
- Gross: 121,533
- Pos: [blank]
- Dpt: 3670030145 Information Systems Office
- Action Date: 10/19/2015
- Buttons: Recalc Benefits, Trans Note, Line Note

At the bottom of the interface, there is a toolbar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, and Include History.

Add a row using the “+” box in the top right. Then the other red-circled fields will become available for entry.

If you want to take a position off the budget, you simply need to click the button by “Inactive” and save. You do not need to make any other changes (i.e. take the amount to \$0).

Budget Line - Student

The screenshot displays a web-based interface for managing budget lines. At the top, there are tabs for 'Budget Line', 'Funding Line', 'Fringe Benefits', 'Line Notes', and 'Transaction Note'. Below these, the current fiscal year and line are shown as 'FY: 2016 Line: S0000260'. The interface is set to 'Budget' mode. A 'Transaction' table is visible, with columns for 'FTE', 'Salary', 'Bonus', and 'Gross'. The first row shows 'FTE: 0.000', 'Salary: 43,816', 'Bonus: 0', and 'Gross: 43,816'. The 'Status' dropdown menu is open, showing 'Active' (selected) and 'Inactive'. The 'Dpt' field is set to '3670030145'. The 'Action Date' is '10/19/2015'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', and 'Update'. A navigation bar at the very bottom contains links for 'Budget Line', 'Funding Line', 'Fringe Benefits', 'Line Notes', and 'Transaction Note'.

Add a row using the “+” box in the top right. Then the other red-circled fields will become available for entry.

If you want to take a position off the budget, you simply need to click the button by “Inactive” and save. You do not need to make any other changes (i.e. take the salary to \$0).

Budget Line - Pooled

The screenshot displays a web-based interface for managing budget lines. At the top, there are navigation tabs: Budget Line, Funding Line, Fringe Benefits, Employee, Benefit Coverage, Line Notes, and Transaction Note. The main header shows 'FY: 2016 Line: P0001703' and radio buttons for 'Budget' (selected) and 'Department'. Below this is a 'Transaction' section with a 'View All' link and pagination 'First 1 of 3 Last'. The 'Stage' is '2ND 2nd Proof', 'Rcd#' is '0', and 'Trans#' is '2'. A red circle highlights a '+' button next to the 'Trans#' field. On the left, a 'Position' dropdown menu is open, showing options: HRIS, Pooled (selected), Joint, Benefit, OOE, Student, and Status. The 'Status' sub-menu is also open, showing 'Active' (selected) and 'Inactive'. Below the position menu, there are fields for '*Action' (BUD) and '*Reason' (USR). A table shows 'EFT' (1.00000), 'Salary' (36,171), and 'Bonus' (0), with a 'Gross' of 36,171. The 'Action Date' is 10/19/2015. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', and 'Upd'. A breadcrumb trail at the bottom reads: Budget Line | Funding Line | Fringe Benefits | Employee | Benefit Coverage | Line Notes | Transaction Note.

Add a row using the “+” box in the top right. Then the other red-circled fields will become available for entry.

If you want to take a position off the budget, you simply need to click the button by “Inactive” and save. You do not need to make any other changes (i.e. take the salary to \$0).

The USS/Unclassified indicator (“N/U”) should default in according to the jobcode (“JC”). Please note, you only have update ability on unclassified pooled lines, and a budget line should never be changed from unclassified to USS, or vice versa.

Funding Line tab:

Funding Line – All Position Types

Project	Source	Fund	PCA	Special	FTE	Salary	Bonus	Gross
General Use	Main Campus							
NCISSALARY	0003	1000	41164		1.00000	55,786	1,200	56,986

Once a row is added (usually on the “Budget Line” tab) the red-circled fields will become available for entry. Please update funding, adding or deleting funding rows as needed, keeping the following in mind:

- All General Use funding rows must have projects entered on them, so we can download the amounts to FIS in the summer.
- Restricted Use funding rows are not required to have a project, but you will have to manually enter the PCA if a project is not entered. If you intend to copy budget funding to payroll funding during Online Entry in May/June, you must have projects on all funding lines.
- The Fund will default in from the Source.
- The PCA will default in from the Project (if there is one).
- The sum of the FTE on all funding rows must total the FTE shown on the Budget Line panel. The FTE will determine the salary amount on each funding line.
- If there is no FTE on the Budget Line panel (i.e. some pooled positions, student lines and OOE lines) then the Salary amount will be enterable. The sum of the Salary on all funding rows must total the Salary shown on the Budget Line panel.

Employee tab:

Employee – All Position Types if Applicable

FY: 2016 Line: W0006162 Budget Department

Transaction Empl ID W0000005080 Stout, Terry S Rcd# 0 Trans# 13

Job Code KS1602 Application Developer III

Department 3670030145 Information Systems Office Full/Part: Full-Time Univ Support Staff

Position Nbr W0006162 Harvest,Mercury,Optio Cord Appt Basis: 12-Month Regular

Comp Freq Hourly

Orig Hire Date 04/27/1992 Birthdate 01/28/1957 Degree Gender Male Tenure Status Non Elig Last Hire Date 04/27/1992 Longevity Y

Department	FTE	Amount	Bonus	Employee ID	Other Bud Line
------------	-----	--------	-------	-------------	----------------

Prior Year Data

Amount: 55786 FTE: 1.00000 BL Type: HRIS Dept ID: 3670030145

Save Return to Search Notify Previous tab Next tab Refresh Add Update

Budget Line | Funding Line | Fringe Benefits | Employee | Benefit Coverage | Line Notes | Transaction Note

Once a row is added (usually on the “Budget Line” tab) the red-circled fields will become available for entry, depending on the position type.

The name field will be enterable on Unclassified regular positions. If you change the name, it will erase the Empl ID. The Empl ID should pull through from HRIS the next time we update transactions.

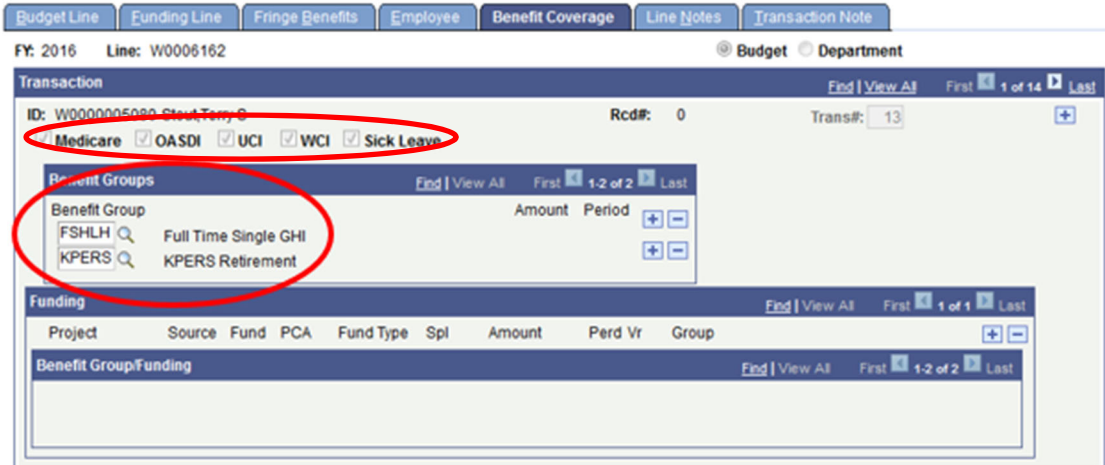
If you want to make a position vacant, simply delete the name and leave it blank.

The Orig Hire Date is the first date an employee started at K-State. The Service Date is on the Budget Line panel.

Only Unclassified faculty positions should have Tenure Status as anything other than Non Elig. They can have “Earning” or “Tenured”.

Benefit Coverage tab:

Benefit Coverage – All Position Types if Applicable



Once a row is added (usually on the “Budget Line” tab) the red-circled fields will become available for entry, depending on the position type.

This is where you can change the benefits calculated on a position. Keep in mind, if a position is vacant, it should have single GHI on it – not family or Healthy Kids. If a position does not have FTE, it should not have any GHI calculated on it.

Line Notes tab:

The screenshot shows a web application interface for budgeting. At the top, there are four tabs: "Budget Line", "Funding Line", "Line Notes", and "Transaction Note". The "Line Notes" tab is selected. Below the tabs, there is a header area with "FY: 2017 Line: E0000969" and radio buttons for "Budget" (selected) and "Department". Below this is a "Line Note" section with a search bar and navigation controls. The search bar contains "1" and the title field contains "test 923". There are "+" and "-" buttons in the top right corner of the table. Below the table is a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", and "Notify". At the bottom, there are links for "Budget Line", "Funding Line", "Line Notes", and "Transaction Note".

This is where you can enter line notes. You can add and delete them as necessary using the “+” and “-” buttons in the top right corner. Keep in mind these are the notes that will print on the budget. If you need to delete a line note, please use the “-” button instead of just deleting the text out. Also, please ensure the “Seq#” always starts with 1 and goes in order.

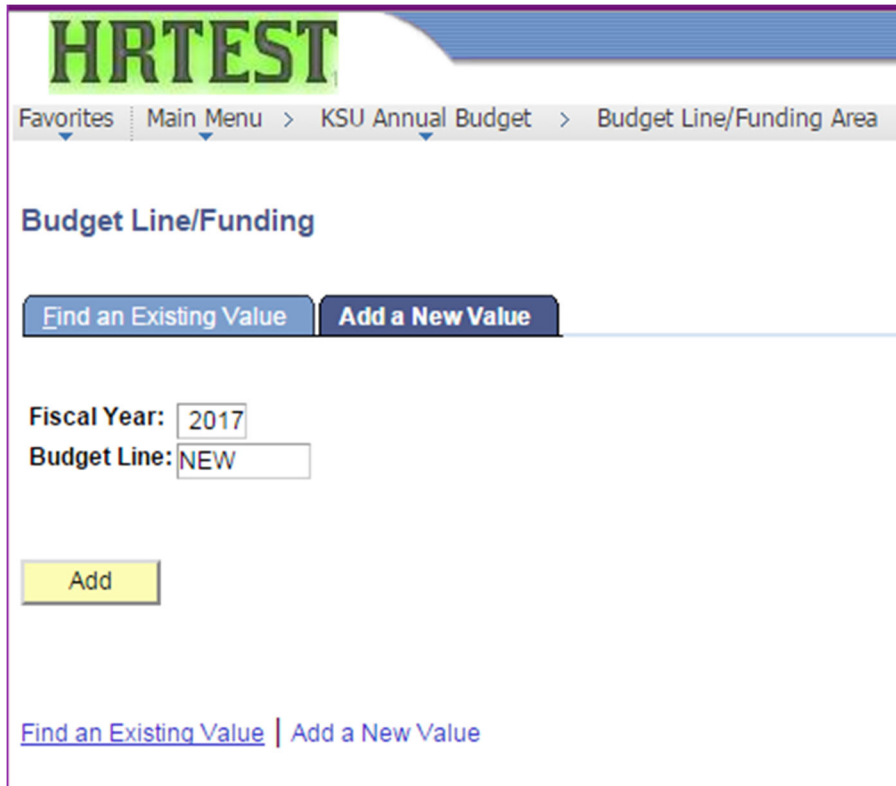
Transaction Note tab:

The screenshot shows a web application interface with four tabs: "Budget Line", "Funding Line", "Line Notes", and "Transaction Note". The "Transaction Note" tab is active. At the top, it displays "FY: 2017 Line: E0000969" and radio buttons for "Budget" (selected) and "Department". Below this is a header bar with "Transaction" on the left and "Find | View All" on the right. A navigation bar shows "First", "1 of 1", and "Last". A "Trans#: 0" label with a "+" icon is in the top right. The main area is a large empty text box. At the bottom right of this area, it says "DateTime Stamp" and "Update By WBUD100". A toolbar at the bottom contains buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Previous tab", "Next tab", "Refresh", "Add", and a help icon. Below the toolbar are links for "Budget Line", "Funding Line", "Line Notes", and "Transaction Note".

Transaction notes are ones you make to yourself as a reminder of why you made the changes you did on a position. They are very helpful when you are later going back trying to figure out what changed and why.

Adding New Budget Lines

If you need to add a new unclassified pooled, student or OOE line, click the “Add a New Value” tab. It defaults in the Fiscal Year, and indicates you want a NEW Budget Line – do not change anything on this page. Hit the “Add” button and it will take you in to create a new line.



The screenshot shows the HRTEST web application interface. At the top left is the logo "HRTEST" in green and black. Below it is a navigation breadcrumb: "Favorites | Main Menu > KSU Annual Budget > Budget Line/Funding Area". The main heading is "Budget Line/Funding". There are two tabs: "Find an Existing Value" (light blue) and "Add a New Value" (dark blue). Below the tabs, there are two input fields: "Fiscal Year:" with a dropdown menu showing "2017", and "Budget Line:" with a dropdown menu showing "NEW". Below these fields is a yellow "Add" button. At the bottom of the form area, there are two links: "Find an Existing Value" (underlined) and "Add a New Value" (underlined).

The page looks a little different when you first go in because it doesn't yet know what type of position you want to add.

The screenshot shows a web-based form for creating a budget transaction. At the top, there are navigation tabs: Budget Line, Funding Line, Fringe Benefits, Employee, Benefit Coverage, Line Notes, and Transaction Note. Below these, the form is titled 'Transaction' and includes a 'View All' button and a page indicator '1 of 1'. The form is divided into several sections:

- Position Type:** A group of radio buttons for HRIS, Pooled, Joint, Benefit, OOE, and Student. A red circle highlights this entire group.
- Status:** Radio buttons for Active (selected) and Inactive.
- Financial Fields:** Grade, Rate 2, Rate 3, Unc Bw Rate (0.000000), and Mid Bw Rate (0.000000).
- Summary Table:**

	FTE	Salary	Bonus	Gross
*Action BUD Budget	0.000000	0	0	0
*Reason USR Budget User Change				
Aggr. Totals	0.000	0	0	0
- Other Fields:** Pos (blank), *Dpt (blank), JC (blank), and N/U (checkbox). A green circle highlights these four fields.
- Service and Action Dates:** Service Date (calendar icon), Action Date (10/23/2015), and a DateTime Stamp field.
- Buttons:** Recalc Benefits, Shift, Trans Note, and Line Note.
- Footer:** A row of buttons: Save, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, and Include History.

At the bottom of the form, there are navigation links: Budget Line | Funding Line | Fringe Benefits | Employee | Benefit Coverage | Line Notes | Transaction Note.

First - click the button to indicate the type of position you would like to set up. You should only be setting up OOE, Pooled, or Student positions this way. HRIS positions will have to be pulled through to the budget; Joint positions should only be set up by the Budget Office staff.

Leave the position box ("POS") blank - it will automatically assign a number once you save the position.

Next - Department ID ("Dpt") - this is the department where you want the position to show up on the budget.

JobCode ("JC") - this is the jobcode on the position. For Unclassified and USS, please use the appropriate HRIS jobcode. For student lines, please use 035000. OOE lines do not need a jobcode.

USS/Unclassified indicator ("N/U")

- "U" for Unclassified and Student positions
- "N" for USS positions
- OOE positions do not need an indicator.

Once you have the aforementioned data filled in, click “Enter”, and the page will reset.

Go ahead and fill in the remaining information on all the tabs as needed for the position you are setting up. Once you press save, it will give you the new budgeted position number.

Notes and Reminders

- ✓ Remember to change/add the biweekly rate whenever you are changing the salary on an unclassified position or pooled line.
- ✓ Remember to add retirement (REGNT = regents or KPERS = KPERS) when you create a new position/pooled line.
- ✓ Remember to add the Month’s Basis (MB) on the Employee panel – either 9-month or 12-month – when you create a new position/pooled line.
- ✓ Do not add FTE to the funding panel if there is no FTE on the position.
- ✓ Do not add FTE to pooled positions.
- ✓ Do not use more than one line of funding on a USS pooled position – you will have to set up a new, pooled USS position for each line of funding.
- ✓ Do not put \$0 on a position or a line of funding – inactivate the position or delete that line of funding instead.