

FY 2017 Budget Kickoff

February 5, 2016



FY 2017 Budget Kickoff Agenda

- Welcome
- Important Dates
- What's New for FY 2017
- Update on Class-Comp Standardization Project
- Update on Helios Project
- Important Reminders for Phase I
- Phase II Dates & Reminders
- Discussion



Important Dates

- Phase I : Lump-sum budget entry
 - Starts Today, Friday, February 5
 - Ends at close of business on Friday, February 19
- Phase II : Salary budget entry
 - Starts Friday, July 5th
 - Ends at close of business on Friday, July 29
- Detailed calendar available at budget.tamu.edu



What's New for FY 2017

- Merit Program has been authorized (per Board Approval)
 - 3% for merit + 1% for merit-equity
 - For central accounts, 3% will be funded; additional must be funded internally
 - Merit authority/eligibility based on March 1
 - Central merit funding based on final FY 2016 Salary Budget
- ACAP
 - No change in current ACAP rate of 1.01%
- Salary Savings for Non-Academic Vacant Positions will continue to be swept
- Working Hours: 2088
- GIP Rates: undetermined at this time, however TAMUS anticipates no major increases



Update on Helios Project

- New Human Capital Management (HCM) System including Payroll (Workday)
- Work on the new system is progressing; Process has moved from planning to implementation stage
- Go live date of December 2017
- Prep budget will be used this summer and 99.99% sure it will be used next summer
- What happens next?
 - Will not be the same tight integration as between BPP and FAMIS
 - Financial changes will be made in FAMIS
 - No annual reappointments
 - Budget workgroup will be forming to look at alternative processes for prep
 - Possible budget forecasting system



FAMIS Budget Module Access

- Current users who have budget inquiry access have been given update access
- New users must submit Financial Systems Access Request (FD-805)
 - <http://fmo.tamu.edu/media/59488/FD-805.pdf>
- Contact FAMIS Training & Security
 - 458-5555 or fmo-fts@tamu.edu



Phase I Reminders

- **FAMIS Budget Screens**
 - 599 Budget Entry (remember to use 00000 if budgeting at the base)
 - 540 Budget Inquiry (last submitted version)

 - 562 Allocations & Transfers
 - 541 Allocation Inquiry (Can alternate the “To” and “From” accounts)
- You must account for all salaries you intend to source in Phase II as lump sums in Phase I
 - Cannot increase beginning balances or revenues in Phase II
- No Beginning Balances on E&G (1x), DT (24x), Diff Tui (239x), UAF (237x) , AUF (29x) or Qatar SLA (2069x)
 - You can budget IDC if you notify Budget Office
- To modify a budget on a non-salaried account in Phase II, you must use the “Copy” function



Phase I Reminders

- Budget planned positions (No PIN) in “Unallocated Salaries”
- Budget merit increases in “Unallocated Merit”
- Verify that you are entering in the correct category on 599 by looking at the actuals in the right-hand columns
- Do not use the Mandatory Flag on 562. This is reserved for debt transfers only
- Bottom lines on accounts must match from Phase I to Phase II
- Initial salaries will load on 599. You may change or reload by using “F5”. They will not be updated in Phase I.



Website Resources

- Budget Workpaper in Excel format
- Budgeting Business Rules
- FAMIS Budget Module Training Presentation
- Listing of Budget Screens
- FD-805 Link
- Accounting Analysis Codes



Our Motto:

- *Don't stress ... everything can be fixed*



Phase II – Dates & Access

- **Phase II – BPP Prep entry and FAMIS budget reconciliation**
 - Tuesday, July 5 - BPP Feed Template upload begins
 - Tuesday, July 19 - Last day to submit BPP Feed Template
 - Friday July 22 - BPP manual corrections due by 5 pm; BPP locked
 - Friday, July 29 - FAMIS Budget Module locked
- **Existing BPP Users:**
 - An E-mail requesting prep budget access should be sent to payroll@tamu.edu to the attention of Danny Grimes or Laura Quirino. Note “Prep Budget Access” in the subject line of the E-mail and note all Adloc(s) you need access to.
- **New BPP Users (Deadline for access June 22, 2016)**

BPP Statement of Responsibility

<http://www.tamus.edu/assets/files/bpp/pdf/BPPSystemMainframeSOR.pdf>

With questions, please contact Danny Grimes at 845-2779 or d-grimes@tamu.edu



Phase II

- **Phase II Template Data**
 - Active payroll rolled to Prep - TBD
- **Phase II Reminders**
 - Active payroll will only be loaded into Prep one time
 - Deadline for requesting BPP access for manual entry will be Wednesday, June 22 at noon



Phase II Reminders

- **Rec 1 should reflect the most current base salary**
 - Remove administrative stipend
 - Adjust for any increase received *after* roll date
 - Hiring adjustment
 - Equity or promotion
- **Rec 2**
 - If a merit increase will be awarded, please allocate only in Rec 2
 - If no merit increase is awarded, Rec 2 may be used for equity, promotion, etc.
- **Rec 3**
 - Add back administrative stipend
 - Add FY 2016 promotion, equity or hiring adjustment increase
- **Note: Feed will pull the highest Rec; if no change in salary there is no need to add Rec 2 or Rec 3**



Additional Phase II Notes

- Working hours FY 2017 - 2088
- Calculate merit increase on hourly rate or monthly rate and *not* the annual salary
- Non-academic positions may not be eliminated
 - Must vacate manually
 - Exception: If approval has been received to eliminate it will be an available option
- All new hires and terminations occurring *after* the date rolled will require a manual entry in BPP



Contacts

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Thank You & Happy Budgeting

The Office of Budget & Planning

