Kickoff for the FY 2015 Budget

February 4, 2014
Agenda

- Welcome
- Introduction of Budget Office Staff & BIT
- Timing of the FY 2015 Budget
- What’s New for FY 2015
- Phase 1 – Dates & Reminders
- FY 2015 Rates
- Reports & Tools
- Phase 2
- BPP Prep Template Training & Phase 2 Changes
- Discussion
Timing of the FY 2015 Budget

• Submitted to System on March 7
• March – April: System review
  – April 8&9: Programmatic Budget Reviews
• May: Presented to Board for approval
• July: Phase II as normal
What’s New for FY 2015

• Guaranteed Tuition Plan
  – Complies with HB 29
  – Mandatory fixed rate for students based upon degree plan
  – Includes tuition and mandatory fees
  – Excludes non-mandatory fees (e.g. field trip fees, study abroad fees, lab fees, parking fees) and other non-academic costs (e.g. sports passes, room & board, books, supplies)
What’s New for FY 2015

• Impact of Affordable Care Act and the GIP Exclusion Period
  – The waiting period for new eligible employees has changed
  – TAMU System implementation - Sept. 1, 2014
  – State statutes still reference 90 days
  – For E&G paid benefits, additional month of benefits from TAMU funds
  – Non E&G units will need to be aware of this change during budget
What’s New for FY 2015

• Project Zero (Proposed SAP)
  – Contract & Grant accounts
  – Budgeting personnel on the annual operating budget for which the source of funding may not be identified at the time of the initial budget action
  – Project Zero is a restricted, non-paying, encumbrance account that provides a placeholder for budgeting estimated income for future payroll commitments
What’s New for FY 2015

– Each Project Zero account will be designated by department/college/center/institute at the support account level

  • Project Zero (400000-xxxxx) - Projects and/or anticipated future projects awarded to Texas A&M University.
  • TAMRF BPP (455124-00000) - Projects and/or anticipated future projects awarded to The Texas A&M Research Foundation.
What’s New for FY 2015

– Project Zero is not a clearing account and Payroll charges should not expensed to Project Zero

– A new EPA iteration must be processed prior to the BVD due date, allocating the current month payroll to the proper account

– Contact the Division of Research for further clarification
What’s New for FY 2015

• Expense Categories

  Travel
  Supplies & Materials
  Communications
  Maintenance & Repairs
  Operations & Maintenance
  Services
  Furnishings & Equipment

Operations & Maintenance
What’s New for FY 2015

• Guaranteed dates from Human Resources for staff reclassifications & new budgeted staff positions
  – First deadline: if received by Thursday, May 1, review completion by Thursday, June 26
  – Second deadline: if received by Friday, July 25, review completion for Sept 1 effective date
Phase I

• Lump-sum budget entry
  – Start Friday, Feb 7 thru Friday, Feb 21 (5pm)

• New or changed FAMIS Budget Module Access:
  – Financial Systems Access Request (FD-805)
  – Contact FAMIS Training & Security
    • 458-5555 or fmo-fts@tamu.edu
Phase I

• FAMIS Budget Module Training
  – Available in Train Traq
  – Course # 2112052
  – Search for “FAMIS Budget Module Training” under Online Courses
  – Contact us if you have any questions
Phase I Reminders

• **Budget all accounts where salaries and expenses will be paid**
  – All salaries in Phase 2 must have a lump-sum budget in Phase 1
  • Budget the same account, or include on another similar-type account and allocated during Phase 2
  • Salaries sourced on beginning or carry-over balances - balance must be budgeted in Phase 1
  • Initial load of prep salaries into FAMIS when Phase 1 opens; will not be updated
  • Beginning Balance, Revenues & Expenses must reconcile between Phase 1 and Phase 2
  – Budget restricted accounts (4xxxxx – 6xxxxx)
    • Estimates
    • Will not feed to accounting
Phase I Reminders

• Utilizing carry-forward balances on many-to-one accounts to source salaries
  – Account must not receive or give out an allocation
  – Must notify the Budget Office to set the account not to feed to accounting
• To budget new positions for which you have not received approval, budget a lump sum amount in Unallocated Salaries
• Budget appropriately in categories where actual expenses are charged
• Keep adequate documentation of budget approvals in your area for audit purposes
FY 2015 Rates

- Group Insurance & Basic Life
  - Employer paid (estimates):

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>490.56</td>
<td>457.14</td>
</tr>
<tr>
<td>Employee/Spouse</td>
<td>744.35</td>
<td>693.63</td>
</tr>
<tr>
<td>Employee/Child</td>
<td>668.21</td>
<td>622.68</td>
</tr>
<tr>
<td>Employee/Family</td>
<td>845.84</td>
<td>788.21</td>
</tr>
<tr>
<td>Waiver</td>
<td>245.28</td>
<td>228.57</td>
</tr>
</tbody>
</table>
FY 2015 Rates

• Group Insurance & Basic Life
  – Employer paid (estimates):

<table>
<thead>
<tr>
<th>Part-Time</th>
<th>FY 2015</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>245.28</td>
<td>228.57</td>
</tr>
<tr>
<td>Employee/Spouse</td>
<td>372.17</td>
<td>346.81</td>
</tr>
<tr>
<td>Employee/Child</td>
<td>334.10</td>
<td>311.34</td>
</tr>
<tr>
<td>Employee/Family</td>
<td>422.92</td>
<td>394.11</td>
</tr>
<tr>
<td>Waiver</td>
<td>122.64</td>
<td>114.29</td>
</tr>
</tbody>
</table>
### FY 2015 Rates

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAP: Faculty</td>
<td>.0071</td>
<td>.0075</td>
</tr>
<tr>
<td>ACAP: Non-Faculty</td>
<td>.0067</td>
<td>.0062</td>
</tr>
<tr>
<td>Working Hours</td>
<td>2088</td>
<td>2080</td>
</tr>
<tr>
<td>Auxiliary Assessment</td>
<td>3.80%</td>
<td>3.67%</td>
</tr>
<tr>
<td>Concur</td>
<td>$7.58</td>
<td>unchanged</td>
</tr>
<tr>
<td>Auxiliary GIP</td>
<td>$1500/FTE</td>
<td>unchanged</td>
</tr>
</tbody>
</table>

Other rates will be available in Budget Guidelines
What are the Unknowns?

• Merit
  – On-going discussions between TAMU, Engineering, AgriLife and Health Science Center
  – We will let everyone know as soon as a decision is made
Tools & Reports

• Budget Workpaper (Form 908) available on our website
• Budget Guidelines (published before Phase 1)
• Salary Guidelines (published before Phase 2)
• Reports
  – Active Payroll Report with estimated benefits
    • By adloc and source account
  – Prep Salary Report
  – Board vs. Current Budget Reports (Phase II)
  – Revenue & Expense Actuals (single vs. multi-year)
  – Other ad hoc data reports upon request
Phase II – Dates & Access

• **Phase II – BPP Prep entry and FAMIS budget reconciliation**
  – Wednesday, July 2 - BPP opens for manual entry; BPP Feed Template upload begins
  – Wednesday, July 16 (Noon) - Last day to submit BPP Feed Template
  – Thursday, July 24 - BPP manual corrections due by 5 pm; BPP locked
  – Friday, July 25 - FAMIS Budget Module locked at 4:30 pm

• **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.

• **New BPP Users:**
  BPP Statement of Responsibility
  *With questions, please contact Danny Grimes at 845-2779 or d-grimes@tamu.edu*
Phase II - Training

• **BPP Template Training:**
  - Tuesday, May 27  2:00-4:30pm
  - Thursday, May 29: 2:00-4:30pm

• **All training will take place in the Finance Training Room on the second floor of the GSC**
Phase II

• Phase II Template Data
  – Active will roll to prep on Friday, May 30
  – Template distribution will begin Monday, June 2

• Phase II Changes
  – Deadline for requesting BPP access for manual entry will be Wednesday, June 26
  – BPP templates will be uploaded one time
  – One-time error upload
  – Any further changes will need to be made manually in BPP
Contacts

• Hotline: 845-8145
• E-mail: budget@tamu.edu
• Website: budget.tamu.edu

  • Tracy Foster  862-2364  tfoster211@tamu.edu
  • Mark Herzog   862-2371  herzog@tamu.edu
  • Shelly Janac  458-2882  s-janac@tamu.edu
  • John O’Neill  458-2898  atm98john@tamu.edu
  • Katy Pleasant  862-1732  katy.pleasant@tamu.edu
  • Deborah Wright  862-1622  deb-wright@tamu.edu
Thank You & Happy Budgeting

The Office of Budget & Planning