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](http://fmo.tamu.edu/media/59488/FD-805.pdf)

– Contact FAMIS Training & Security
  • 458-5555 or [fmo-fts@tamu.edu](mailto: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

  *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