

## BP.010.001 - SETUP YEAR/HOUR PARAMETERS

<b>Purpose</b>	To control the budget year being developed and provide initial configuration of Budget Prep fields.
<b>Description</b>	As part of Budget Prep setup, users manually adjust the year/hour parameters for each fiscal year on the Year/Hour Parameters page. This page controls the year setting for all pages and processes in Budget Prep, in addition to providing configuration options for hours and raise setup.
<b>Security Role</b>	<b>BOR_BP_SETUP</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are complete step-by-step instructions on completing Year/Hour Parameters setup for Budget Prep.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Budget Prep</b> link.
5.	Click the <b>Budget Prep Setup</b> link.
6.	Click the <b>Year/Hour Parameters</b> link.
7.	Enter the appropriate Business Unit in the <b>Business Unit</b> field.
8.	Click the <b>Search</b> button.
9.	Enter the Budget Reference for the upcoming budget year in the <b>Budget Ref</b> field.
10.	Enter the number of budgeted hours for 12-month, biweekly employees in the <b>Hours Per Year</b> field.  <i>Note: This value is used to adjust biweekly budgets if the year includes additional days, but does not adjust salaries.</i>
11.	Enter the prior year's Hours Per Year value in the <b>Prior Year Hours per Year</b> field.  <i>Note: This value is used to correct budgets and salaries on biweekly vacancies to a 2,080-hour basis.</i>
12.	Enter the number of budgeted hours for 10-month, biweekly employees in the <b>10M Hours Per Year</b> field.  <i>Note: This value is used to adjust for the number of work days between August 1 and May 30, but does not adjust salaries.</i>
13.	Enter the prior year's 10M Hours Per Year value in the <b>Prior Year 10M Hours per Year</b> field.  <i>Note: This value is used to correct budgets and salaries on 10 Month, Biweekly vacancies to a 1,733.333-hour basis.</i>

Step	Action
14.	Enter the maximum allowable raise for the upcoming budget year in the <b>Maximum Annual Raise</b> field.  <i><b>Note:</b> This field controls the maximum merit raise that can be keyed. If the maximum raise is 0, users are advised to set this field to 0.001.</i>
15.	If the institution uses the Position Budget Management module, then select the checkbox next to <b>Show Position Detail on Budget Journals</b> . If checked, budget journals include position numbers in the Ref field.  <i><b>Note:</b> Any institution that wishes to add position number level details to budget journals can check this box.</i>
16.	After all changes are made, click the <b>Save</b> button.