

## BP.030.001 - POSITION BUDGET MANAGEMENT SETUP

|                                  |  |
|----------------------------------|--|
| <b>Purpose</b>                   | <ul style="list-style-type: none"> <li>To complete initial setup and the first run of the HCM Refresh process.</li> <li>To populate the views used for the remainder of Position Budget Management processes.</li> </ul>   |
| <b>Description</b>               | <p>Position Budget Management is a tool for users to track and modify position budgets relative to encumbrances and expenses. The process needs to be configured each fiscal year to define the budget reference being modified by the process and to update benefit rates as they change.</p> <p>The budget, expense, and encumbrance views used by Position Budget Management require setup for the year and ledger options before populating. This process covers initial setup steps users need to run at the beginning of each fiscal year.</p> |
| <b>Security Role</b>             | <b>BOR_PB_PROCESSING</b>   |
| <b>Dependencies/ Constraints</b> | Budget data requires budget journals include Position Number detail in the Ref field.  |
| <b>Additional Information</b>    | None   |

## Procedure

Below are complete step-by-step instructions on Position Budget Management setup.

| 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 Position Budget Mgmt</b> link.  |
| 5.   | Click the <b>Position Budget Setup</b> link.   |
| 6.   | Click the <b>Year 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 current fiscal year in the <b>Budget Reference</b> field.   |
| 10.  | Enter the desired import date in the <b>As Of Date</b> field. This field controls the maximum effective date of salary, incumbent and funding data refreshed from OneUSG Connect.  |
| 11.  | Select one of the following <b>Ledger Options</b> . <ul style="list-style-type: none"> <li>• APPROP Only: populates underlying views with data summarized into APPROP account 500000 and creates APPROP-level journals.</li> <li>• APPROP and ORG: populates underlying views with data summarized into ORG accounts and creates APPROP and ORG-level journals.</li> <li>• ORG Only with Gen Parent: populates underlying views with data summarized into ORG accounts and creates ORG-level journals with the “Generate Parent” option selected.</li> </ul> |
| 12.  | Select the <b>Use Budget Journal Approvals?</b> checkbox to create journals with approval workflow.  |
| 13.  | After all changes are made, click the <b>Save</b> button.  |
| 14.  | Click the <b>NavBar</b> to icon.   |
| 15.  | Click the <b>Navigator</b> icon.   |
| 16.  | Click the <b>BOR Menus</b> link.   |
| 17.  | Click the <b>BOR Position Budget Mgmt</b> link.  |
| 18.  | Click the <b>Position Budget Setup</b> link.   |

| Step | Action  |
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| 19.  | Click the <b>Fringe Accounts</b> link.  |
| 20.  | Enter the appropriate Business unit in the <b>Business Unit</b> field.  |
| 21.  | Click the <b>Search</b> button. The Fringe Accounts page opens on the FICA tab.   |
| 22.  | Review the list of salary accounts listed in the <b>Account</b> field. The list should include all payroll or extra pay accounts that could be included in a position's budget.<br><br><i>Note: Any missing accounts can be added with the plus (+) button.</i>   |
| 23.  | For each Account, set the <b>FICA Percent</b> field based on the position's FICA eligibility. FICA percent for each position type can be found in the <a href="#">FY2021 Budget Prep User Guide</a> .<br><br>For example, Faculty positions are generally FICA eligible, so set all Faculty pay related accounts to 6.20 in the FICA Percent field. Graduate Assistant positions are generally not FICA eligible, so set all Graduate Assistant related accounts related to 0.00 in the FICA Percent field. |
| 24.  | Verify the <b>Fringe Account</b> field is set to 551000 for all entries.  |
| 25.  | Verify the <b>FICA Maximum</b> field is set based on the social security tax wage base limit for the year. For more information on the current social security tax wage, see the <a href="#">IRS website</a> .  |
| 26.  | Verify the <b>FICA Medical Percent</b> field is set to 1.45. For more information, see the <a href="#">IRS Website</a> .  |
| 27.  | Verify the <b>Fringe Account</b> field next to FICA Medical Percent is set to 551200. If the Fringe Account field is incorrect, submit a ticket to the <a href="#">ITS Helpdesk</a> to have it corrected.   |
| 28.  | Navigate to the top of the page and click the <b>Retirement</b> tab.  |
| 29.  | Review the list of benefit plans listed in the <b>Benefit Plan</b> field. The list should include all available retirement plans with employer expense.<br><br><i>Note: Any missing plans can be added with the plus (+) button.</i>  |
| 30.  | Verify the <b>Plan Type</b> field is set to 4R for all benefit plans.   |
| 31.  | Verify the <b>Retirement Percent</b> field is set to the current employer contribution rate for each benefit plan.  |
| 32.  | Verify the <b>Retirement Account</b> field is set to 552000 for all benefit plans.  |

| Step | Action   |
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| 33.  | <p>In the Percentage Retirement – Vacant box section, enter the <b>Employer %</b> based on the institution’s preference. Next, verify the <b>Budget Account</b> field is set to 552000.</p> <p><i><b>Note:</b> the Percentage Retirement – Vacant section sets options for retirement estimates on single-incumbent positions that import as Vacant.</i></p>   |
| 34.  | <p>In the Percentage Retirement – Summer box section, enter the <b>Employer %</b> based on the institution’s preference. Next, verify the <b>Budget Account</b> field is set to 552000.</p> <p><i><b>Note:</b> the Percentage Retirement – Summer section sets options for retirement estimates on S paygroup positions.</i></p>   |
| 35.  | <p>In the Percentage Retirement – Future Row Faculty box section, enter the <b>Employer %</b> based on the institution’s preference. Next, verify the <b>Budget Account</b> field is set to 552000.</p> <p><i><b>Note:</b> the Percentage Retirement – Future Row Faculty section sets options for retirement estimates on Faculty positions that become vacant during the upcoming fiscal year.</i></p> |
| 36.  | <p>Navigate to the top of the page and click the <b>Group Health</b> tab.</p>  |
| 37.  | <p>Review the list of <b>Benefit Plan</b> and <b>Coverage Code</b> combinations. The list should include all available health plans with an entry for each type of coverage offered.</p> <p><i><b>Note:</b> Any missing plans and coverage combinations can be added with the plus (+) button.</i></p>   |
| 38.  | <p>Verify the <b>Plan Type</b> field is set to 10 for all rows.</p>  |
| 39.  | <p>Verify the <b>Group Health Insurance Amount</b> is set to the current annual employer contribution amount for each plan and coverage combination.</p>   |
| 40.  | <p>Verify the <b>Group Health Account</b> is set to 553000 for all rows.</p>   |
| 41.  | <p>In the Group Health Amounts – Vacant box section, enter the <b>Group Amount</b> based on the institution’s preference. Next, verify the <b>Group Account</b> field is set to 553000.</p> <p><i><b>Note:</b> the Group Health Amounts – Vacant section sets options for retirement estimates on single-incumbent positions that import as Vacant.</i></p>  |

| Step | Action  |
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| 42.  | In the Group Health Amounts – Future Row Faculty box section, enter the <b>Group Amount</b> based on the institution’s preference. Next, verify the <b>Group Account</b> field is set to 553000.<br><br><i>Note: the Group Health Amounts – Future Row Faculty section sets options for retirement estimates on faculty positions that become vacant during the upcoming fiscal year.</i> |
| 43.  | In the Group Life Fringes box section, verify the <b>Group Life Premium</b> is set to the current annual amount for Group Life. Next, verify the <b>Life Budget Account</b> is set to 553200. If the Life Budget Account is incorrect, submit a ticket to the <a href="#">ITS Helpdesk</a> to have it corrected.  |
| 44.  | After all changes are made, click the <b>Save</b> button.   |
| 45.  | Click the <b>NavBar</b> icon.   |
| 46.  | Click the <b>Navigator</b> icon.  |
| 47.  | Click the <b>BOR Menus</b> link.  |
| 48.  | Click the <b>BOR Position Budget Mgmt</b> link.   |
| 49.  | Click the <b>Position Budget Process</b> link.  |
| 50.  | Click the <b>HCM Refresh</b> link.  |
| 51.  | The Run Control ID page opens. Add a new value or use an existing Run Control ID.   |
| 52.  | Select the <b>Create Report/Run HCM Refresh</b> option.   |
| 53.  | Enter the appropriate Business Unit in the <b>Business Unit</b> field.  |
| 54.  | Click the <b>Run</b> button. The system generates the Process Scheduler Request popup window.   |
| 55.  | Verify default values pre-populate.   |
| 23.  | Click the <b>OK</b> button. The system navigates to the HCM Refresh page.   |
| 25.  | Click the <b>Process Monitor</b> link.  |
| 26.  | Click the <b>Refresh</b> button. Select Refresh until the Run Status displays as ‘Success’ and the Distribution Status displays as ‘Posted.’  |
| 27.  | Click the <b>Details</b> link to view the Process Detail.   |
| 28.  | Click the <b>View Log/Trace</b> link.   |
| 29.  | Review the .out format file for a list of any positions that failed to import – salary and incumbent data for these are not included in Position Budget Management until corrections are made to Job data.  |