FY19 BUDGET CHECKLIST

1) Receive E-Packet from Budget Services.

   Salary Recommendation Sheet
   - Verify Job Family / Faculty Promotions
   - Enter any Post 5/31 Adjustments, Faculty Market Equity Adjustments and change names where appropriate. Do not make any changes to E-class, Salary Grade or Suffix - Only Change Columns in **Pink**.
   - Add the Dollar Amount of the Merit (Not the Percentage Amount)
   - Add the One-Time Percentage (Not the Dollar Amount) for the One-Time Supplement
   - Make sure that the total proposed salary for each individual is rounded to the nearest $10
   - Submit to Provost (Academic) or EVP/Budget Office (Non-Academic) for Approval by June 29th.

2) Receive approved Salary Recommendation Sheet from Budget Office. All increases will have been uploaded by the Budget Office before you receive your approved Salary Recommendation Sheet.

   Salary Planner – List by Employee

   - Verify the Employee's **Total Increase** found on the Salary Recommendation Sheet to the Change Amount column. Do not make any changes to the uploaded increase amounts. Call the Budget Office if changes need to be made to any Salary Amount. Do not hit "Save" at the bottom of List by Employee.
   - Make any necessary changes to the Job Labor Distribution.
     - Verify that the labor account code matches the account code on the position side.
     - Verify that the program code and labor percentages are equivalent to the position side. This may not be the case with employees that are paid on a restricted fund. For budget purposes, most positions paid using restricted funds are budgeted on the restricted dummies (either 260001 – Contracts and Grants or 260002 – Gift). When reviewing these positions, no matter what fund is assigned for actual pay or budgeting purposes, the program code and account code on the position side are the appropriate codes.
   - Copy Job Distribution to Position if needed.

   Salary Planner – List by Position

   - Make any needed changes to vacant positions. Save at bottom of List by Position before going to next screen if changes have been made.
   - Verify Labor Distributions on the Position and make changes as necessary.

   Stripes

   - For each org, enter the amount in the "2018-2019 HR Position Budget" column into the "2018-2019 Budget" entry column. The 2018-2019 Total Budget Column should populate when you hit save.
   - Verify that the "Total Budget" and "HR Position Budget" columns on the Organization Summary "ALL" tab are in agreement for the each Bud Org. If not, look at "Unrestricted" tab and "Restricted" tab to find errors.
   - Verify that Total Revenue equals Total Expenses on the "Restricted" tab Organization Summary for each bud org.
   - Enter budget amounts in the "2108-2019 Budget Entry" column for accounts in the Operating Expense section, Student Aid section, Capital and Interdepartmental Credits section.

- Enter in any Revenue on the unrestricted orgs. It is not necessary that Total Revenue equal Total Expense on and individual unrestricted org or the unrestricted bud org summary.
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College/Area Organizational Summary

- Verify that the "Total Budget" and "HR Position Budget" columns on the Organization Summary "ALL" tab are in agreement. If not, look at "Unrestricted" tab and "Restricted" tab to find errors. You can also use the "Out of Balance" link on the Main Menu to check for errors throughout your budgetary unit.
- Verify that Total Revenue equals Total Expenses on "Restricted" tab Organization Summary.
- Determine the final adjustment needed on the "Unrestricted" tab Organization Summary to make Total Revenues and Total Expenses match. Depending on the type of unit, this could affect your course of action.

  - Academic/Auxiliary/Divisional Units (as defined by the Strategic Budget Model)
    - Expenses > Revenue
      - Change your expenses by reducing the amounts for one of the operating expense items or reduce vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.
      - Make a negative entry in the budget reserve row (under the admin org or multiple orgs)
      - Adjust unrestricted revenue projections higher (for Auxiliary or Divisional units only)
      - Academic units will be further reviewed for potential to move negative budget reserves into the MEF Adjustment row.
    - Revenues > Expenses
      - Make a positive entry in the budget reserve row (under the admin org or multiple orgs)
  - Central Units (as defined by the Strategic Budget Model)
    - Expenses > Revenue
      - Change your expenses by reducing the amounts for one of the operating expense items or you could reduce vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.
    - Revenues > Expenses
      - Change your expenses by increasing the amounts for one of the operating expense items or you could increase vacant positions in Salary Planner with a corresponding adjustment to make the HR Position Budget and Total Budget columns agree.
- Once any adjustments have been made, verify that Total Revenue and Total Expenses equal on the "Unrestricted" tab of the College/Area Organization Summary.
- Verify that the College/Area is in balance on the "All" tab of the Organizational Summary– Total Revenues should equal Total Expenses.

3) Final central unit and auxiliary budgets in Division 1 due to Budget Services on July 27th.

4) All college/school budgets due to Provost/Budget Services for final review and budgets for divisions 2-4 due to Budget Services on August 6th.