WHAT’S NEW FOR 2019-20

- **New budget system**: Plan UW: Planning Budgeting & Cloud Service (PBCS) – entry for revenue and non-salary expense budget
  - Refer to the [Budget Systems](#) section of the Financial Planning & Analysis (FP&A) website for a link to Plan UW: PBCS and other useful information
  - Refer to the [Current Budget Process](#) section of the FP&A website for:
    - **Budgeting for revenues** – refer to the ‘Plan UW Revenue Crosswalk’ document
    - **Budgeting for expenses** – all non-salary expenses should be entered into Plan UW using only the Level 1 Budget Categories – refer to the ‘Plan UW Account Code Rollup’ document

- **New budget model**: allocations will be based on a new budget model for FY19/20
  - Activity shifts:
    - No activity shift template will be required for program/activity shifts in Fund 101 for FY19/20. With the implementation of the new budget model, base allocations will not be made on a prior year base + increment basis for FY20. This will make it difficult to track activity shifts at the division level.
    - Because we will still have to report to UW System on campus-level activity shifts in Fund 101, FP&A will analyze divisional budgets at the program/activity level for reasonableness/appropriateness.

- **Chancellor’s Graduate Student Awards (CGSA)**
  - Funding for CGSA awards is included in the FY19/20 allocations for Schools/Colleges. There will be no separate allocation for these awards.
  - BFS will communicate specific accounting guidance to allow for tracking of expenditures from CGSA awards during FY19/20.

- **Fund 101 Salary budget**:
  - Please build your division’s salary budget to projected FY19/20 salary expenditures.
  - For shifts from S&E to salaries, fringe benefits will be assessed at the provisional rate: currently 15.75%, but could change slightly.

- **Fund 233**: Use Fund 233 to budget projected expenditures from gift funds

- **Pay Plan for 2019-21 biennium**
  - Board of Regents request: 3% in each year of the biennium
  - Joint legislative committee (JCOER) will decide on pay plan; this typically occurs at the end of the biennial budget process
  - If approved, a pay plan increase for FY19/20 will be built into Phase II of the budget development process.
COMPENSATION ADMINISTRATION TOOL (CAT)

- The CAT budget system will be used to budget salaries.
  - The UW System [CAT website](#), as well as your training manual, are useful resources.
  - Divisional Institutional Planning Spreadsheets (IPS) are available in your SharePoint Divisional Budget Folder.
  - New for 2019-20: Refer to the [Current Budget Process](#) section of the FP&A website for CAT/AAP changes related to Plan UW: PBCS
  - It is recommended that all Additional Adjustments be entered directly into the CAT budget system instead of the IPS. These include:
    - Vacant and Graduate Assistant group positions that must be entered in the top section by job code.
    - Lump sums and deducts that must be entered in the bottom section.
  - Reminder: Since there is an automatic job data feed from HRS into the CAT until your budget deadline date, CAT budget records will be automatically updated for any mid-year adjustments processed in HRS up to that point.

CAT BUDGET REPORTS

- We are asking that your run and review all CAT reports prior to submitting your budget:
  - HRS to CAT Compare Report
  - HRS Change Report
  - Record Errors Report
  - Over Max Under Min Report
  - CAT Position Report
  - Missing from CAT Report

**NOTE:** Any errors on the above reports (in bold) should be corrected prior to your budget submission

PLANNING ALLOCATIONS – GPR FUNDS

- We will inform you once initial allocations are made. Information on your 2019-20 allocations will be available in the online Planning Allocation System

FINANCIAL PLANNING & ANALYSIS (FP&A) WEBSITE

- This budget guidelines document will be posted in the ‘Budget/Current Budget Process’ section of the [FP&A website](#)
- See the [Budget Systems](#) section of our website for information on getting authorized, training materials, and other helpful information for the following budget systems:
  - Compensation Administration Tool (CAT)
  - Plan UW: PBCS
  - Planning Allocation System
  - Hyperion/InfoAccess
  - Budget Development Reports

CHECKLIST FOR 2019-20 BUDGET DEVELOPMENT

- Submit electronic copy with your budget submission.
- Available on the [FP&A website](#) in the Current Budget Process section as a fillable form
6-YEAR FINANCIAL FORECAST - REVENUE & EXPENSE TEMPLATES

- Please make sure that all submitted schedules/templates match the revenues/expenses in the 6-year financial forecast.
- Submit your Revenue and Expense templates and Expense Reconciliation (if applicable) with your budget submission
- Files are located in your Divisional Budget SharePoint folder

PROGRAM REVENUE BALANCE REPORTING

- Projected program revenue balances for 2019-20
- Balance commitments beyond 2019-20
- Fund Categories:
  - GPR/Tuition
  - Auxiliary (128)
  - General Operations (136)
  - Federal Indirect (150)
- Level of Commitment: Obligated, Planned, Designated, Reserves, Undocumented
- Template modeled on year-end balance reporting and available in your Divisional Budget SharePoint folder

SALARY SHIFTS – GPR FUNDS

- Any shifts into salary lines from S&E, Capital, etc. will have fringe benefits assessed at a rate of 15.75%.
- The Controller’s office will continue to monitor salary budgets annually and will assess fringes for overdrawn budgets.

BUDGETING POSITIONS - FTE

- FTE Targets:
  - GPR Funds: the campus is limited to the number of FTE allocated by UW System for funds 101, 131, and 402. You will be required to explain any variances between budgeted and allocated FTE for these funds in your division’s budget submission.
- Vacant Positions:
  - All vacant positions, regardless of funding source, will be reviewed by FP&A.
  - Must be entered in the top section of the CAT Additional Adjustments page.
  - Only positions for which there is funding should be included in the budget.
  - Vacancies should only be built into the 2019-20 budget if the vacancy has been approved for recruitment.

DEDUCT ENTRIES

- Deduct entries can be entered in any Department (Org).
- Must be entered in the bottom section of the CAT Additional Adjustments page.
- Provide FP&A with a schedule of deduct entries and an explanation as to how each deduct entry will be covered in 2019-20.
USER FEES (FUND 136) & NON-AUXILIARY FUND 128
- The 2019-20 Non-auxiliary budget memo is available on the FP&A website
- Deadline for submission is either 1/4/19 or 2/4/19 per memo.

GRADUATE ASSISTANTS
- Graduate Assistants can be budgeted in any fund.
- See the Graduate School website for the 2019-20 rates.

FUND 131
- **Tuition Differentials**: Schools with tuition differentials should submit a completed tuition differential budget template (located in your Divisional Budget SharePoint folder) with their divisional budgets.
- **Teaching Assistants**: For Teaching Assistant group positions budgeted on Fund 131, enter one of the following codes in the PROJECT/USER field:
  - **131BDTS** – Graduate Assistant positions budgeted on tuition differential funding.
  - **131BTAS** – Graduate Assistant positions not budgeted on tuition differential funding.

EXTRAMURAL FUNDS – 133, 233 & 144
- You should budget for these funds based on anticipated expenditures for 2019-20.
  - You should budget by the appropriate program (activity).
  - You should budget by the appropriate Plan UW budget category, including fringe benefits.
  - You have the flexibility to budget individual staff or use provisional lines.
  - You have the flexibility to budget these amounts in individual departments or in your division wide accounts (Bxx-98xx).
- FTE should also be built into your budget, as appropriate, for salary dollars being budgeted.

FACULTY PROMOTIONS
- With the exception of out-of-cycle faculty promotions, FP&A will enter faculty promotions when they are received from the Provost’s Office.
- Divisions should enter out-of-cycle promotions in the budget as a mid-year base adjustment with a reason code of 003: promotion/progression.

UW-EXTENSION BUDGETS – FUNDS 104, 132, & 189
- Fund 104 allocations will be included in initial planning allocations.
- Fund 132 and 189 budgets should be built to the same amounts as in the 2019-20 budget templates sent to FP&A.
- Questions about these budgets should be directed to Tim Peterson at Continuing Education.
## DIVISIONAL BUDGET DEADLINES
### 2019-20

<table>
<thead>
<tr>
<th>Date</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEBRUARY 27, 2019</strong></td>
<td>Architecture &amp; Urban Planning, Freshwater Sciences, Library, Public Health</td>
</tr>
<tr>
<td><strong>MARCH 6, 2019</strong></td>
<td>Health Sciences, Engineering &amp; Applied Sciences, Arts, Social Welfare</td>
</tr>
<tr>
<td><strong>MARCH 13, 2019</strong></td>
<td>General Education Administration, Graduate School, General Studies, Information Studies, Nursing</td>
</tr>
<tr>
<td><strong>MARCH 20, 2019</strong></td>
<td>Enrollment Management, Business Administration, Education, Office of Research, Continuing Education</td>
</tr>
<tr>
<td><strong>MARCH 27, 2019</strong></td>
<td>Finance &amp; Administrative Affairs, Student Affairs, Academic Affairs, Letters &amp; Science</td>
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