

## **WHAT'S NEW FOR 2022-23**

### **FY23 Pay Plan**

- Approved pay plan of 2% effective 1/1/23 will **not** be built into the CAT by employee. Instead, FY23 pay plan should be budgeted as lump sum entries in the CAT-AAP “Budget Adjustment” (bottom) section (**make sure your budget adjustment descriptions begin with: “Jan 1 2023 Pay Plan”**).

### **Graduate Assistant Rate Increases**

- Leadership has approved the following graduate assistant rate increases for FY23:
  - **Research Assistants:** effective **7/1/22**, rates will increase by 2%. Plan for annual rate increases of 2% thereafter (will require annual approval by campus leadership).
  - **Teaching Assistants and Project Assistants:** effective **1/1/23**, rates will increase 2%. Plan on future rate increases consistent with pay plan increases for other UWM employees. Leadership will approve these annually.

### **Fringe Benefits – Funds 103 & 104**

- Beginning with the FY23 budget, divisions that have salary budgets in Funds 103 and 104 will receive an allocation for fringe benefits in Funds 103 and 104 and will be responsible for managing fringe benefit expenditures during the fiscal year within the allocated fringe benefit budgets. ***In addition, for FY23, we will continue to allocate fringe benefits for Funds 101 and 402.***
- Fringe benefits will be charged to units based on actual fringe benefit expenditures for employees paid on GPR funds: if any overspending of fringe benefit budgets occurs in these funds, units will be charged based on actual rates.
- There may be changes to initial fringe benefit allocations during the budget development process, as divisions finalize salary budgets for these GPR funds.
- Once the divisional fringe benefit budgets for GPR funds have been established for FY23, there should be no changes to the fringe benefit budget during the fiscal year.

### **School/College Realignments**

- **No changes related to School/College realignments should be built into the FY23 budget.** These changes will be reflected in the FY24 budget. We will provide guidance on budgeting for School/College realignments prior to FY24 budget development.

### **CAT Budget System & TTC**

- Updates to the CAT have been made for TTC and single payroll. No changes were made to any of the CAT budget system entry forms but users will be able to select new job codes associated with TTC (**refer to ‘Budget Systems/CAT’ section below for more details**) and the compensation rate calculations have been updated to reflect single payroll.

**PLANNING ALLOCATIONS – GPR FUNDS**

- We will inform you once initial allocations are made. Information on your 2022-23 allocations will be available in Plan UW.

**CARRYFORWARD FUNDS**

- Requests to use carryforward balances are reviewed as part of the operating budget cycle. Decisions regarding use of carryforward balances for FY22/23 will be separately communicated to units.

**UW FLEXIBLE OPTIONS**

- UWM schools and colleges that partner with UW Extended Campus to offer competency-based degrees and certificates through the Flexible Option program should build anticipated revenues and expenses for FY23 into their budgets.
- Revenues and expenses should be built into Fund 189.
- We are working towards the goal of building profit into the revenue budget at the individual School/College level. However, as we have not yet worked out the details, at this point, do not build any anticipated profit into the revenue budget.
- Revenues should equal anticipated expenses. **Use Plan UW revenue account “9942 - Trfs-Same Funds/Same Unit”**
- Revenues and expenses should be built into the Flexible Option projects noted below:
  - Health Science: AAI2311
  - Nursing: AAI2312
  - Information Studies: AAI2313
  - Letters & Science: AAI2314
  - Associate of Arts & Science (General Studies): AAI2315

**GRADUATE ASSISTANTS**

- Leadership has approved the following graduate student rate increases for FY23.
  - Effective 7/1/22, RA rates will increase by 2%. Plan for annual rate increases of 2% thereafter (will require annual approval by campus leadership).
  - Teaching Assistants and Project Assistants: effective 1/1/23, rates will increase 2%. Plan on future rate increases consistent with pay plan increases for other UWM employees. Leadership will approve these annually.
- Graduate Assistants can be budgeted in any fund.
- See the [Graduate School website](#) for current rates.

**CHANCELLOR’S GRADUATE STUDENT AWARDS (CGSA)**

- Funding for CGSA awards is included in the FY22/23 allocations for Schools/Colleges. There will be no separate allocation for these awards.
- Expenditures for CGSA awards will continue to be tracked through projects in FY22/23. Use Project 150BCHN for actual and budget.

### **FACULTY PROMOTIONS**

- Except for 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.

### **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.
  - Use project **131BDTS** for budgeting all revenues and expenses related to tuition differentials

### **BUDGETING POSITIONS - FTE**

- **FTE Targets:** the campus is limited to the number of FTE allocated by UW System for funds 101, 103, 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.
  - Units will be expected to manage the FTE paid on GPR funds to the budgeted number of FTEs.
- 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 2022-23 budget if the vacancy has been approved for recruitment.**

### **BUDGETING FOR TURNOVER SAVINGS**

- Turnover savings represents the amount of money saved when budgeted positions go unfilled or under-filled for a period of time; turnover savings is a normal and expected part of losing and replacing staff.
- A reasonable estimate of turnover savings should be built into each division's budget.

### **PROGRAM (ACTIVITY) SHIFTS – FUND 101**

- If you move more than 1% out of any program (activity) for Fund 101, provide the following to FP&A when you submit your division's budget:
  - A schedule detailing the activity shift (located on the [FP&A website](#)).
- You can check your shift in program (activity) by referring to the Allocated vs. Budgeted report in Plan UW.

### **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 2022-23.

### **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, including Planning Allocation

### **BUDGET SYSTEMS**

- **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.
  - We will notify you when Divisional Institutional Planning Spreadsheets (IPS) are available in your SharePoint [Divisional Budget Folder](#).
  - **Refer to the [Current Budget Process](#) section of the FP&A website for CAT/AAP entry changes related to TTC as well as general guidelines.**
  - 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.
- **Plan UW:** 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 next section below
    - **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’ documentation located in the ‘Announcements’ section of Plan UW

**ENTER ONLY THE FOLLOWING REVENUE IN PLAN UW**

- “Special Course Fees PlanUW” = budget your special course fee revenue from your completed Fund 128 Non-Auxiliary template
- “Misc Revenue PlanUW” = budget your revenue from your completed Fund 136 budget template.
- “Differential Tuition PlanUW” = budget your Differential tuition revenue from your Fund 131 Differential budget template (**make sure to use Project 131BDTS**)
- “9942 - Trfs-Same Funds/Same Unit” = budget for your 189 Flexible Option tuition

**NOTE:** Auxiliary operations should continue to budget revenue using the Plan UW budget categories as indicated in your Auxiliary budget templates.

**USER FEES (FUND 136) & NON-AUXILIARY FUND 128**

- The 2022-23 user fee/special course fee budget memo is available on the [FP&A website](#)
- Deadline for submission is either 1/05/22 or 1/26/22 per memo.

**EXTRAMURAL FUNDS – 133, 233 & 144**

- You should budget for these funds based on anticipated expenditures for 2022-23. Please follow the guidance below to build your unit’s budget:
  - Budget by the appropriate program (activity)
  - 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.

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

**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 2022-23 budget templates that were submitted to FP&A.

**CHECKLIST FOR 2022-23 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

**CAT BUDGET REPORTS**

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

**PLAN UW INTEGRATION FREQUENCY**

Integration	Frequency
CAT to Plan UW	Hourly between 9am and 5pm & Nightly at 3:30am
Combo Edit Checks	Overnight Saturday/Sunday/Tuesday/Thursday
Metadata refresh – Departments	Weekly (Saturday)
Metadata refresh – Accounts	Weekly (Saturday)
SFS Actuals to Plan UW	Monthly (10 <sup>th</sup> day)
Plan UW Budget to SFS	Yearly
Projects	On Demand

## DIVISIONAL BUDGET DEADLINES 2022-23

### FEBRUARY 23, 2022

- Architecture & Urban Planning
- Freshwater Sciences
- Library
- Information Studies
- Public Health

### MARCH 2, 2022

- General Education Administration
- Health Sciences
- Arts
- Graduate School
- General Studies
- Social Welfare

### MARCH 9, 2022

- Enrollment Management
- Business Administration
- Education
- Engineering & Applied Sciences
- Office of Research
- Nursing

### MARCH 16, 2022

- Finance & Administrative Affairs
- Student Affairs
- Academic Affairs
- Letters & Science
- Continuing Education