Budget Prep Redesign

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ITS
Agenda

• Background
• HCM Impacts on Budget Prep
• Updates and Changes within Budget Prep
• Timeline
• Next Steps
• Questions
Background

• Discussion of updating Budget Prep/designing a Budget Amendment system dates back to 2015
  – Budget Amendment Design session – November 2015
  – Presentation of Budget Amendment Design to Budget Issue Committee – January 2016
  – Budget Prep Design session – March 2016
Background

• Budget Prep Redesign focused on two major areas:
  – Updates to Budget Prep required due to the implementation of HCM
  – Additional requirements and enhancements proposed during the Budget Prep Design session in March 2016
HCM Impact on Budget Prep

• Data will stay in sync between HCM and PSFin systems through the use of Integration Broker
  – Chartfields (PSFin → HCM)
    • Fund, Class, Program, Account, Project
  – Payroll Distribution Codes (PSFin → HCM)
  – Job Data (HCM → PSFin)
  – Position Data (HCM → PSFin)

  – Note – Departments do not flow between PSFin and HCM. Departments are manually added in both systems.
HCM Impact on Budget Prep

• Payroll Distribution Codes
  – Duplicate chartfield combinations will not be allowed for multiple Payroll Distribution Codes
  – Use of Correction mode will be very limited
    • The Payroll Distribution Code is sent to HCM immediately upon saving in PSFin
    • If an error is made, a new row can be inserted to correct.
HCM Impact on Budget Prep

- Data will be imported into Budget Prep from Job, Position, Benefits, and Department Budget tables in HCM
- Data will be exported from Budget Prep into Job, Position, and Department Budget tables
- Departments in HCM will be 7 digits and should match departments in PSFin
HCM Impact on Budget Prep

Department Budget Table in HCM
HCM Impact on Budget Prep

• Use of Short Work Break and Return to Work rather than End Fulltime Appointment and Begin Fulltime Appointment for 10 month employees
Updates and Changes within Budget Prep
Consistent use of Budget Ref field
Updates to Setup pages

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Ability to Validate HR Import data
Ability to Validate HR Import data

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<th>PAYGROUP</th>
<th>ANNUAL RATE</th>
<th>DISTRIB AMT</th>
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Update Personal Services
Update Personal Services

• Separate Reporting of Promotion and Equity
• Skip Job Export Flag
  – This indicates that Job Data insert for this position should be excluded from the export to HCM
  – Position Data row and Department Budget row would still be inserted
• Comments Box
• All data will be updated during subsequent extracts
  – Ability to import one position at a time
Update Personal Services

- Separate Reporting of Promotion and Equity
- Skip Job Export Flag
  - This indicates that Job Data insert for this position should be excluded from the export to HCM.
  - Position Data row and Department Budget row would still be inserted
- Comments Box
- All data will be updated during subsequent extracts
Update Personal Services

• Fringe page is included in the Update Personal Services page layout.
• Distribution Totals are shown on the New Distrib page
Distribution Totals on New Distrib

```
<table>
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<tr>
<th>Position Number</th>
<th>Empl ID</th>
<th>Role</th>
<th>Seq</th>
<th>Current Salary</th>
<th>Proposed Salary</th>
<th>Proposed Budget</th>
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<table>
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<th>Fringe Percentage</th>
<th>Distributed amount</th>
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<th>End Date</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
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Total Percent of Distribution: 100.000  Total Fringe Percentage: 100.000
```
Fringe Update page
Additional Updates

• Rapid data entry page for Merit increases
  – Future functionality – automated load
• Updated calculation of FTE
• Enhanced Reporting
  – Schedule G is being updated to provide information similar to the GIT Schedule G
  – Additional reports will be developed after the FY2019 Budget Development cycle is complete
Additional Updates

• Ability to validate data before exporting HR data into the HCM system
• Ability to create new fiscal year Grant budgets without the requirement of creating a zero dollar budget in the current year
• Personal Services Budget journals will include Position number and Employee Name
Timeline

- **Sept 17 - Oct 17 - Nov 17 - Dec 17 - Jan 17 - Feb 17 - Mar 17 - April 17 - May 17 - June 17 - July 17**

- **Budget Prep**
  - Mar-May

- **System Testing**

- **User Acceptance Testing (Cohort 1)**

- **Cohort 2 Go-Live**
  - Mid-Oct to mid-Nov

- **Budget Prep Training**

- **Cohort 3 Go-Live**

- **UAT HCM Cohort 2**
  - (mid-Oct to mid-Nov)
Next Steps

• Budget Prep is currently in System Testing
• User Acceptance Testing for Cohort 1 institutions – early November 2017
• Budget Prep Training – late Feb/early March 2018
• Development begins for Budget Amendment System (January 2018)
Next Steps

• New Budget Amendment Functionality:
  – Plan to begin development following Budget Prep redesign system and user acceptance testing.
  – Goal is to deliver for institutional use beginning July 1, 2018 for FY2019 budgets.
  – Our first priority is support of OneUSG so this will be dependent on functional and technical resource availability.
Questions