

MAJOR CHANGES FOR 2020 BUDGET PREP CYCLE

Multiple Raise Effective Dates:

Merit, Equity, and Promotion all have separate dates now. Reset Raise Date process was updated to include a dropdown box to select which raise date you want to reset. Nonzero amounts for any raises trigger the Export process to create Job Rows using associated raise dates and Action/Reason combinations below:

- **Merit** – Action PAY Reason MER
- **Equity** – Action PAY Reason EQU
- **Promotion** – Action PRO Reason JRC (Except Faculty Pay groups – Reason ACR)

J Pay Group:

In OneUSG Connect, HR enters the J Pay group comp rate as NAHRLY and Annual Rate calculates as Hourly Rate * (2080 * 10/12). The Import uses Annual Rate for salary. ITS updated calculations in Budget prep to match HCM.

ITS added a 10M Hours Per Year field so you can adjust budgeted hours based on year as seen below:

Budget Prep - Years & Hours	
Budget Ref:	2020 ▼
Hours Per Year:	2088.00
10M Hours Per Year	1768.00
Maximum Annual Rate:	10.010
<input checked="" type="checkbox"/> Show Position Detail on Budget Journals	

1,736 hours for FY2020 = 22 pay periods from Aug 1, 2019 to May 31, 2019 minus 3 days (Aug 1 is a Thursday).

SWB/RWB Logic added to insert RWB on 8/1 and SWB on 6/1

Import process now imports JED information from Job if it exists. The Budget Prep Module will not allow switching between JED and non-JED. You need to make the change in OneUSG and rerun the Import process for that position.

Job ID:		Rcd#:	0											
Job Earns Dist? Y		Seq:	0											
Proposed Salary: 47,250.00					Proposed Budget: 47,250.00									
Personalize Find View All														
	Percent of Distribution	Fringe Percentage	Distributed amount	* Start Date	* End Date	Fund Code	Department	Program Code	Class Field	Project	Account	Dept Pct	Job Pct	JED Acct Code?
	9.091	9.091	4295.498	07/01/2019	06/30/2020	10000	1715400	16100	11000		526150	0.000	9.091	<input type="checkbox"/>
	90.909	90.909	42954.503	07/01/2019	06/30/2020	10000	1715400	16100	11000		521100	100.000	90.909	<input type="checkbox"/>
Subtotal: 100.000 Total Fringe Percentage: 100.000														

- **Dept Pct:** defines what goes into Department Budget Table
- **Job Pct:** defines what goes to Job Earns Dist in Job.
 - **Note:** If you check “JED Acct Code?”, the export creates a JED row that includes the Account Code and Earns Code. If “JED Acct Code?” is unchecked, the export creates a JED row that includes only Earns Code, defaulting to Department Budget Table for distribution regardless of what is keyed in Account Code.

Also, the Fringes Update and Financials Build processes may run into unique constraint errors for certain combinations. For example, if there are multiple REG earns codes with Job Pct set and none of them have the “JED Acct Code?” box checked, the build process will see these rows as having the same Account Code and Earnings Code combination.

Pre-Audit:

Pre-Audit duplicates most HCM audit checks which can be run before HCM Export and corrected in Budget Prep, but not after Budget Approval. You can run the Pre-Audit process by running the HCM Export in Report Only mode. You can view Pre-Audit errors with the BOR_BP_HCM_EXPORT_PRE_AUDIT query.

Below are error messages, explanations for each, and suggested corrective action in the pre-audit only:

Error Message	Explanation	Suggested Corrective Action in Pre-Audit Only
Future Dated Position Rows Found	A position row already exists for 7/1 of the new fiscal year.	No Changes in Budget Prep. Add to Audit Review
This Position Has Active Incumbent(s)	The Position is being inactivated in Update Personal Services in Budget Prep, but has an active employee in Job.	Options: 1. Check with your HR if they have any pending Term/Transfer Job rows that would resolve the issue (Do not terminate employees who are not terminating). 2. Alternately, uncheck the "Inactivate" checkbox in Update Personal Services in Budget Prep
Position has been inactivated and has an employee assigned in Job Staging Table	The Position is inactivated in OneUSG, but has an employee in Budget Prep.	No Changes in Budget Prep. Add to Audit Review
The Jobcode has been inactivated	The Job Code in Budget Prep is not active in OneUSG.	Options: 1. If appropriate, change the Job Code in Update Personal Services in Budget Prep

		2. Alternately, reactivate the inactive Job Code in OneUSG Connect
Non-Paid Affiliate in wrong paygroup	An employee hired as a non-paid affiliate is in position with a different Pay Group.	Update the Pay Group to 'xxN' in Update Personal Services in Budget Prep
Missing SWB Action/Action Reason	A 10-Month employee is missing a Short Work Break row as the most recent row.	No Changes in Budget Prep. Add to Audit Review
Warning: Row Exists w/ Different Action	Budget Prep is attempting to insert a RWB or SWB row, but a row already exists for that date.	No Changes in Budget Prep. Add to Audit Review
Warning: Employee has a future dated termination row. Manual update required	Warning only	No Changes in Budget Prep. Review in OneUSG Connect
Warning: Employee has a future dated SWB row. Manual update required	Warning only	No Changes in Budget Prep. Review in OneUSG Connect
Warning: 10 Month employee not setup correctly	A J Pay Group position has a Standard Hours Frequency other than 'W10.'	No Changes in Budget Prep. Review in OneUSG Connect
Warning: Multi-Incumbent Position with Department ID different than Job Data	A Department Change was made in Update Personal Services for a non-lumpsum multi-incumbent position.	No Changes in Budget Prep. Add to Audit Review

Department ID. Manual Update Required.	Multi-Incumbent positions don't create Job rows in Budget Prep.	
Inactive Department	The Department in Update Personal Services is not active in OneUSG Connect.	Options: 1. If appropriate, change the Department in Update Personal services in Budget Prep 2. Alternately, reactivate the department in OneUSG Connect
Invalid Account Codes	An Account Code from the New Distrib tab is inactive or otherwise invalid.	Options: 1. If appropriate, change the Account Code to one that is valid 2. Alternately, if the Account Code is inactive, it can be made active by adding a new row in Combo Code Maintenance in Financials
Invalid Suspense Code	The Suspense Code in Department Budget Table is incorrect or invalid.	No Correction in Budget Prep. Add to Audit Review
Funding Date Error: 7/1/20XX > Fund End Date	A Project or Grant has an end date before the end of the Budget Year being developed.	Options: 1. If appropriate, change the Account Code to one that's funded through year-end 2. Alternately, temporarily extend the Project end while

		Budget Prep Load is in process
Percent Distribution must total 100%	The distribution from the New Distrib tab does not total to 100%	Review and correct the New Distrib Tab in Update Personal Services in Budget Prep
Earn Code is Not Blank	The distribution on the New Distrib tab doesn't total to 100% for the 'REG' earns code	Review and correct Earns Codes on the New Distrib Tab in Update Personal Services in Budget Prep

Financials Build on Splits Corrected:

The Financial Build Process no longer zeroes out the other portion of a split position if only one of the departments is selected for Build.

Position Numbers on Financials Journals:

Financials Build inserts Position Numbers in the Ref field in Budget Journals if the "Show Position Detail on Budget Journals" option is selected as seen below:

Budget Prep - Years & Hours

Budget Ref:

Hours Per Year:

10M Hours Per Year:

Maximum Annual Rate:

☒ Show Position Detail on Budget Journals