New items for FY2016
-Please note that all Legislative Mandated accounts have been moved to Fund 103. These units will be responsible for budgeting fringe from the designated State Appropriation as set forth by the Legislature. Units with Fund 103 Legislative mandates must submit a Signature Authorization form and Chartfield Request for Fund 103. If you have not already done so, please also initiate Employee Action Forms to reflect the new CFS for the salary distribution.

The format of the Excel file is similar to the FY 2015 Allocation, i.e. both input and reference tabs are provided.

The Excel files will be distributed in Microsoft Excel 2007 version (.xlsx). Windows users with Microsoft Office version 2003 must install the Office compatibility pack from www.microsoft.com. This is a free download and allows version 2003 to use files saved in 2007 version. Macintosh users should be on Microsoft Office for Mac version 2008 or later to ensure compatibility with these files. Users may wish to upgrade their version of Microsoft Office and can purchase an upgrade to Microsoft Office from Ram Computer.

It is important to review these General Budget Guidelines and the Technical Guidelines prior to completing your Excel file. Send your completed files via email to budget_cycle_returns@etal.uri.edu on or before Friday, June 12, 2015.

Training sessions will be offered to help you become familiar with the Excel file format. Please see http://web.uri.edu/budget/resources for the FY 2016 Allocation budget Training schedule. To reserve a seat, you may contact Lisa Fiorio at lisa_fiorio@uri.edu. You may bring your file on a flash-drive to allow for specific questions at the training session.

A. Relating to the Excel File
1. Please do not substitute, alter, delete, or omit any of the provided forms. You may however include additional schedules, etc. you consider necessary. The Technical Guidelines explain the contents of each tab and how to complete the Excel file.

2. Once you complete the FY 2016 Allocation Fund 103 file, please fill out the Final Review tab. Files will not be accepted unless this is completed.

3. The FY 2016 Allocation is built upon the FY 2015 Mid-Year Review budget (which is as of 1/26/15). YTD Financial data is as of May 14, 2015.

4. IMPORTANT: it is crucial to budget for the fiscal year as accurately as possible so that the budget reflects your plan for the fiscal year and minimize budget transfers.

5. The FY 2016 Allocation reflects the FY16 Governor’s Budget and is subject to change once the Legislature approves final State Appropriations on June 30th.
   a. The overall bottom line returned MUST be equal to the FY 2016 Allocation provided including the estimated cost of fringe benefits.
B. Compiling the Budget
Personnel-Biweekly Payroll

8. Personnel and position information is downloaded directly from the PeopleSoft HR system and is as of May 12, 2015. If you find any incorrect information relating to a position or employee, please indicate the issue in the Notes column or contact Diana MacDonald at dianam@uri.edu or, call ext. 4-2509.

a. Payroll Microfiche data for state employees is available in PeopleSoft HR. To access the report navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". Security access is required to view the report and access has been set up for all people who have requested the report to date. If you need access please contact Steve Thompson at sthompson@uri.edu or, call ext 4-2509.

b. In general, all position FTE's on the HR system should reflect the salary distribution of the position.

c. For employees on a reduced work schedule, the current salary is reflected at the reduced rate. DO NOT further reduce the salary. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.

d. FY16 Salary Increase

   i. Classified Staff – Instructions from State Budget Office indicate a 2% increase effective October 4, 2015 in FY16. Thus, the Rates Tab includes a 1.385% salary increase to accommodate for 18 pay-periods this is effective. Note that the salary reflected will be what you will pay the employee for the fiscal year for 26 pay-periods. This approach was used to avoid having two lines for each employee.

   ii. Non-Classified – Since the Board of Education (BOE) has not issued instructions pertaining to Non-Classified salary increases, to capture any potential increases, the rates tab includes 3.0% salary increase for planning purposes.

9. When positions are filled after the beginning of the fiscal or academic year, the Dean's/Director’s authorization of the RF-1 form indicates that the unit is fiscally responsible for fully funding the annual filled position plus fringe in the next fiscal year from within their existing budget.

10. If turnover dollars were transferred to operating prior to FY 2015 Mid-Year, and a position is filled in FY 2016 for 26 pay periods, the unit is responsible for reallocating the funds back to the personnel line to fully fund the position.

11. Please ensure all necessary paperwork, forms, etc. for approved new items are included with your return. This includes any new chartfield strings that are listed on your return.

12. You must fund all filled and committed position lines as well as any other personnel, operating, capital, or student aid lines for which commitments are made. This includes any FY 2016 encumbrances. IMPORTANT: it is crucial to budget for the fiscal year as accurately as possible so that the budget reflects your plan for the fiscal year. This will also reduce the number of budget transfers which is essential due to reduced staffing.
Personnel – In-house Payroll

13. Complete the Grad tab with the number of Grad Assistant (GA) FTE's and Grad Research Assistant (GRA) FTE's.

14. A new account code, 6584, has been established in FY2016 for Graduate Tuition Waiver. The Grad tab in the Allocation files includes this new code. Effective FY16, only Undergraduate Student Aid should be charged to 6582. Fee waivers, 6583 will continue to be charged to 6583.

15. Ensure all Internal Payroll employees committed beyond 7/1/15 are budgeted. To find a listing of these employees, log on to PeopleSoft HR and run the following report: URI Budget > URI Commit Accounting Reports > URI Int Empl for Allocation.

Operating

16. In PeopleSoft Financials, confirm FY 2016 encumbrances already posted to the system are budgeted in your return in the appropriate account codes. If encumbrances are to be liquidated, please forward PDF copies of the documentation supporting the liquidation with your budget return.

17. Planning your annual budget expenses by the appropriate account code/org code during the Allocation process reduces the number of budget transfers required during the year, and avoids automatic feeds from being halted.

18. NEW: FOR ACCOUNTS IN OPER1, YOU MUST BUDGET AT LEAST WHAT YOU SPENT IN FY2014. NO EXCEPTIONS. These feeds are continually requiring transfers which delay the system posting.

19. As these funds are designated by the Legislature, budgets may not be moved in or out of these chartfield strings.

Other

20. The returned budget should reflect your plan for the fiscal year. This requires planning your annual budget expenses, including multi-year encumbrances, by the appropriate account code during the Allocation process. This also reduces the number of budget transfers required during the year. Please plan and budget accordingly during the Allocation process. Please do not request budget transfers if there is sufficient budget at the ORG level. There is a plan to have transfers processed by colleges/areas in the upcoming year.

21. You may find actual data that appears to belong to another unit. This may be a result of an entry to incorrect chart field string. As such, please work with the alternate unit and the Controller’s Office to make corrections as appropriate before year-end.

22. A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions.

http://web.uri.edu/budget/resources

23. Fill out the Final Review tab. Fund 103 returns will not be accepted without this tab filled out.

24. Return your completed Excel file and any supporting documents via email to
budget_cycle_returns@etal.uri.edu by or before Friday, June 12, 2015.

25. Incorrect Allocation files (i.e. files that are not balanced or incomplete) will be returned to the department once for corrections. Incorrect files that require more than one return will be handled by Budget & Financial Planning after discussions with the appropriate Dean/Director/VP.

26. If you have any budgetary questions while filing out your return, you may bring your questions to the training sessions or call your analyst before you turn it in. If you have specific technical questions about how to fill out the template, call Eugen Tradafir at 4-7085. Given the timing of this Allocation, it is very important that your return is complete.

Please take this opportunity to update the Signature Authorization and Responsible Persons on all chartfield strings to account for new hires and terminations. Go to http://web.uri.edu/budget/forms/ to find the appropriate forms and instructions.

If you have any questions regarding these guidelines or the Allocation in general, please contact the analyst for your area.

Thank you for your continued cooperation.