The University of Rhode Island  
FY 2016 Allocation  
Funds 101,105,110,115,126,400 & RICAP  
Budget Guidelines

Below please find the guidelines for the FY 2016 Allocation for Funds 101,105,110,115,126,400 & RICAP.

Please review the following Budget Guidelines and submit your Allocation Excel file and Budget Narrative on or before the due date listed below for each fund.

- The FY16 Allocation files are in the customary format.

- It is expected that this Allocation process reflects all committed personnel, operating, capital and student aid costs for the 12 months of FY 2016 are fully funded with the submission of your returns. You are responsible to verify and ensure that these items are fully funded in the correct chartfield strings and account codes.

- 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. You may contact Eugen Trandafir at 4-7085 to reserve a seat. 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.
2. Technical Guidelines explain the contents of each tab and how to complete the Excel file.
3. On the Line Item tab, you may find accounts 4001 and 5001. These are accounts in which cash adjustments are made by the Controller. Please do not budget in these lines. The Line Item Tab includes FY15 YTD data as of April 9, 2015.

B Compiling the Budget

Personnel-Biweekly Payroll
1. Personnel and position information is downloaded directly from the PeopleSoft HR system as of April 8, 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 Steve Thompson at sthompson@uri.edu.
2. 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.
3. In general, all position FTE's on the HR system should reflect the salary distribution of the position.
4. Payroll Accrual: In order to account for the payroll accrual for the one-day that the Controller will book, you must budget 26.1 pay periods for each employee in column BB. In general, you must budget an additional 0.1 for any employee that is on the payroll on June 30, or the last week in the fiscal year.
5. For employees on a reduced work schedule, the current salary is already reflected at the reduced rate. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.
6. Contract salary for positions split between departments is reflected at the split salary amount.
7. Budget only the number of pay-periods for which the person will be paid. Do not budget turnover expectancy.
8. In some cases (i.e. Leave to Protect Status) more than one person will be found in a position number. Budget only for the person actually getting paid in FY 2016.
9. If your return reflects a new position or portion of a position on your Auxiliary/Enterprise fund, you must process a Position Action Form by May 4, 2015 (e.g. changing a 100% Fund 100 position to 50% Fund 100 and 50% Fund 110). The Position Action Form should reflect the following: change an existing position with funding distribution of
50-50 between Fund 100 and Fund 110 from the 100% Fund 100 position. Please process a Position Action Form and an Employee Action Form if the position is currently filled.

10. 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.

Personnel – In-house Payroll

Grads
11. Complete the Grad tab with the number of Grad Assistant (GA) FTE's and Grad Research Assistant (GRA) FTE's. See the Technical Guidelines for further information.

12. Grads – projected stipends can be found on the DFR.

13. Note there is a new account in FY16 for Grad Research Assistant Waivers – 6584. The old wavier account, 6582, is only used for undergrad aid, which only is used in Enrollment Services. Account 6583 should continue to be used for Grad Research Assistant Fee waivers. The file will automatically place your budgets in the correct account.

14. The SBA rate includes the student insurance rate of $1,992 which reflects an approximate 6% annual increase.

15. Select academic units that have GTAAPP Grads (5254) will find a special tab in which to fill out the information for these grads. Fill in the appropriate grad FTE and the percentage of stipend/tuition waiver paid by the unit. The info will feed to the “Line Item” tab automatically. Copy/insert as many rows as needed.

Internal Payroll
16. 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
14. Oper1: Consistent with the FY15 Allocation, units must budget at least what was spent by chartfield string in FY2015. Exceptions must be noted and discussed with your analyst.

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

16. It is important to charge the appropriate chartfield in the department that is receiving the services or item. The budget should follow those charges accordingly (e.g. if you are splitting a major purchase with another College or Unit or Fund, the share of expenses should be charged to each entity.)

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

Fund Balance
18. Use of fund balance must not be budgeted at this time. In late summer, once the Controller completes the first close, partial fund balances will be addressed. The final fund balance budget will be settled after the financial statements are issued.

19. A file may not have been generated for your area if no revenue is generated and fund balance is the only funding source.

20. Revenue budget must equal expense budget not only by fund but also by chartfield string.

C Budget Narrative Form:
1. Same as last Allocation:
   There are two summary paragraph files to be filled out. One details the change from FY15 Current budget and the
other details the change from FY 2016 Request. The summary paragraph templates should contain details for inclusion in the President’s transmittal letter to the Board of Education.

D New FTE’s – BR-10
1. If your unit included a BR-10 during the FY2016 Request budget cycle requesting additional FTE’s above the current complement, please process Position Action forms to create such positions. If you have unused or unfunded vacant position, you may submit a Position Action form to change an existing position title to the new one.

E Revenue
1. Provide the best revenue estimate for the FY2016 Allocation.
2. Fund 105 Service Centers must follow the Service Center guidelines when projecting revenue. Projections must be based on current approved rates, not proposed rates.
3. Fund 110 Overhead revenue projection for the University is based on feedback from the unit, Controller’s Office, and Research and Economic Development.
   • The projected revenue amount for your unit is included in the template. Files must use this amount at this time to complete the file.
4. Revenue must be sufficient to cover all expenditures and expense must equal revenue
5. Do not budget use of fund balance at this time.

F Other Tools to Assist in the budgeting process
1. Personnel and position data is also available directly from the PeopleSoft HR system. To access the report, navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > “State Employee Position Report. If you need access please contact Diana MacDonald at dianam@uri.edu Steve Thompson at stthompson@uri.edu.
2. Available on the Budget and Financial Planning website under Department Resources:
   - FY 2015 Allocation guidelines (for reference)
   - FY 2016 Request guidelines (for reference)

G Area-specific worksheets required from certain units will be sent with the excel file.

H Please obtain your division head’s approval before submitting the FY2016 Allocation Excel file and Narrative.

I Return your completed Allocation File and Budget Narrative and any supporting documents via email to budget_cycle_returns@etal.uri.edu by or before the due date:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Files Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds 115, 126, 400, 430</td>
<td>5/1/2015</td>
</tr>
<tr>
<td>Fund 110</td>
<td>5/6/2015</td>
</tr>
<tr>
<td>Funds 101, 105</td>
<td>5/14/2015</td>
</tr>
</tbody>
</table>

Please take this opportunity to update the Signature Authorization and Responsible Persons on all chartfield strings to account for new hires and terminations. Updates to existing chartfields are handled online through the e-Campus Financials system. For step by step instructions visit http://web.uri.edu/controller/psfinancials/ and open the document "Signature Authorization Workflow Training" under Financials Documentation. For questions please contact the Financial Lab at 874-7048.

If you have any questions regarding these guidelines or the FY 2016 Allocation in general, please contact Cheryl Hinkson or your budget analyst.

Thank you for your continued cooperation.