The University of Rhode Island
FY 2018 Budget Allocation
Fund 103
General Budget Guidelines

-Please note that all Legislative Mandated accounts have been moved to Fund 103. These units are responsible for budgeting fringe from the designated State Appropriation as set forth by the Legislature.

The Excel files will be distributed as Microsoft Excel (.xlsx) files designed for Office 2007 or later. Apple Mac 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 Thursday, May 11, 2017.

If you require technical assistance with completing the file, please contact the Budget and Financial Planning Office.

Each Legislative Mandated program must provide a narrative describing the program’s mission and how the funds will be utilized in FY 2018 to fulfill said mission. The write-up must also include how prior year funds were utilized. A template is attached.

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 2018 Allocation Fund 103 file, please fill out the Final Review tab. Files will not be accepted unless this is completed.

   3 The FY 2018 Allocation is built upon the FY 2017 Mid-Year Review budget.

   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 2018 Allocation reflects the FY18 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 2018 Allocation provided including the estimated cost of fringe benefits.
      b. Please plan to spend ALL funds during the FY2018 fiscal year. Unspent funds related to legislative mandates may not be carried forward, and must be returned to the state at the end of the fiscal year.

B. Compiling the Budget
   Personnel-Biweekly Payroll
   1. Personnel and position information is downloaded directly from the PeopleSoft HR system and is as of April 5, 2017. 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.

   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 stthompson@uri.edu or, call ext 4-2509.
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 BC. In general, you must budget an additional 0.1 for any employee that is on the payroll 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. Budget only the number of pay-periods for which the person will be paid. Do not budget turnover expectancy.

7. 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 2018.

8. Please ensure a Position Action Form (PAF) has been processed if your return reflects a new position or portion of a position on your fund (e.g. changing a 100% Fund 100 position to 50% Fund 100 and 50% Fund 103. The PAF should reflect the following: change an existing position with funding distribution of 50-50 between Fund 100 and Fund 103 from the 100% Fund 100 position.)
   - If you are unsure if a PAF is required, contact Diana MacDonald at dianam@uri.edu or lisa.fiorio@uri.edu. Diana is available to assist you with completing the PAF form. Please process a PAF and an Employee Action Form (EAF) if the position is currently filled. For assistance with completing the EAF, please contact Human Resources.

9. FY 2018 Salary Increase
   - i. Classified Staff – Since the State Budget Office has not issued specific instructions pertaining to classified staff salary increases, to capture any potential increases, the rates tab includes an estimated 2.0% increase for planning purposes.
   - ii. Non-Classified – Since most contracts include a 3% salary increase pertaining to non-classified salary increases, in order to capture any potential increases, the rates tab includes 3.0% salary increase for planning purposes.

10. 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.

11. If turnover dollars were transferred to operating prior to FY 2017 Mid-Year, and a position is filled in FY 2018 for 26 pay periods, the unit is responsible for reallocating the funds back to the personnel line to fully fund the position.

12. 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.

13. 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 2018 encumbrances already on the system. **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 and streamline the budget process.

14. Vacant Unfunded Positions: If positions have been vacant and unfunded for at least three (3) years, those positions will be removed from the University’s Table of Organization.
Personnel – In-house Payroll

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

16. Please be reminded that account code 6584 has been established for Graduate Tuition Waiver. The Grad tab in the Allocation files includes this code. Only Undergraduate Student Aid should be charged to 6582. Fee waivers will continue to be charged to 6583.

17. Ensure all Internal Payroll employees committed beyond 7/1/17 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

18. In PeopleSoft Financials, confirm FY 2018 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.

19. 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 more importantly, avoids automatic feeds from being halted.

20. FOR ACCOUNTS IN OPER1, YOU MUST BUDGET AT LEAST WHAT YOU SPENT IN FY2016. NO EXCEPTIONS. These feeds are continually requiring transfers which delay the feed posting for all chartfield strings.

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

Other

22. 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 and budget checking ORG during the Allocation process. This also reduces the number of budget transfers required during the year. During the fiscal year, please do not request budget transfers if there is sufficient budget at the ORG level.

23. 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.

24. 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).

25. 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

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

27. The Legislature allocated these funds for FY2018. It is expected that you will spend all funds budgeted during the fiscal year 2018.

28. Return your completed Excel file, Legislative Mandate program write-up mentioned above and any additional supporting documents via email to budget_cycle_returns@etal.uri.edu by or before Thursday May 11, 2017.

29. 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.

30. If you have any budgetary questions while filing out your return, you may call your analyst before you turn it in. If you have specific technical questions about how to fill out the template, call the Budget and Financial Planning Office at 4-2509.

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.