The University of Rhode Island
FY2018 Budget Allocation
Fund 100
Budget Template - Technical Guidelines

The FY18 Allocation template for this fund builds on the FY17 Allocation template. Please review these technical guidelines prior to using/completing the file.

These technical guidelines are organized as follows:
- section 1 will present general information about the template;
- section 2 will provide specific details on its components and thorough instructions on how to use them;
- section 3 will attempt to offer a suggested workflow for using this template.

1. General Information

Template structure. The template contains the following worksheets:
- Final Review
- ORG Summary
- CFS Insert
- Personnel Summary
- DFR
- Trail
- OHE Summary
- Personnel
- Grads
- RATES
- Management Summary
- Line Item
- Department Positions
- CODES

These worksheets (or tabs) serve various purposes within the template and are interconnected. As such, in most cases information existing or entered on one tab will be used for calculations in other tabs. For example, all salary data from the Personnel tab will be forwarded automatically to the Line Item tab, and subsequently to the Management Summary tab.

Furthermore, the tabs are organized as follows:
- Input tabs: Final Review Mgmt, ORG& OHE Summ., Line Item, Pers., Grads (green)
  Input/action is required in these tabs.
- Additional tab: Personnel Summary (blue)
  Input is required only if the situation warrants.
- Reference tabs: Trail, CFS Insert, Department Positions (white)
  Input is not needed.
- Functional tabs: DFR, RATES, CODES (black)
  Do not alter or change these tabs unless instructed to do so. They contain information essential for the well-functioning of the template.

Color code. An attempt was made to provide a rapid visual guide when using some of the tabs, fields, columns or cells in this template. Accordingly, three colors were used:
- green: complete all pertinent information
- blue: review and update or add data as needed
- red: insert value or formula

In-file instructions/info. Most table headings provide some information or instructions relevant to the corresponding column. This information can be viewed when selecting (clicking the mouse within) the appropriate column heading.
In-cell drop-down list. In many instances, the values that need to be entered in a particular column are either repetitive, or need to be in a very precise format. To accommodate this requirement, a drop-down list was created inside each cell in those columns. The drop-down list can be initiated as follows: click inside the cell; click the list button that appears to the right of the activated cell; choose the desired value from the list.
The drop-down list does not need to be used - the value can be typed in. However, an error message will appear if the typed value is not correct:

**Drop-down choice errors.** In some instances, a value can be entered or chosen from the drop-down list, but it might not be an appropriate one. There are currently three areas with this kind of errors, generated by the following relationships:

- **Name ⇔ Status ⇔ Budgeted Account**

  Reason for error: If the position is vacant, the name cell needs to be blank, the status should be *Vacant*, and the account should be 5226 or 5228. Vice-versa, if the position is not vacant, the name cell should contain the employee’s name, while the status should be *Filled* and the account 5210 or 5250. Use the *Notes* column if needed (for explanations, additional info, etc.)

- **Retiree Health Benefit Program Participant ⇔ Union**

  Reason for error: This program applies to only a select number of unions. Indicating that a person in the inappropriate union is a participant will trigger the error shading.
- **# of Pay-periods for the position ⇔ Budgeted Pay-periods in CFS**

Reason for error: The pay-periods budgeted cannot be higher than the number of pay-periods for the position. Indicating that an academic year position is being budgeted for 26 pay-periods will trigger the error shading.

These errors will disappear once the underlying reason is resolved.
Totals errors. On the Personnel, Personnel Summary and Grads tabs, the heading of the tab might become red in some instances. On the Personnel and Grads tabs this will be triggered by actions directly involving these tabs. On the Personnel Summary tab however, this is generated by entering incorrect information on the Personnel tab.

Reason for errors: Personnel tab: using a CFS or a personnel account that are not on the Line Item tab, or using a CFS that never had expenses in personnel accounts in prior years.
Personnel Summary tab: error generated by the Personnel tab. No correction needed here.
Grads tab: using a CFS that never had grad expenses in prior years.

This error will disappear once the CFS or the accounts are introduced on the Line Item tab (see the instructions for the Line Item tab on how to insert a CFS or an account on this tab), or the CFS or accounts are changed to the appropriate ones (if incorrect values were entered by mistake).

Inserting a row. If the situation warrants, a row can be inserted to accommodate the need for more data. Most input worksheets have a shaded row and/or a warning at the bottom of the table indicating where the new row can be inserted (the exceptions are the summary tabs - no rows can be added).

In general, a row can be inserted anywhere above the shaded row (in the Line Item tab a row can be added anywhere above the Grand Total row). The warning will provide the row number for this shaded row. No information below this row will be sent to the Line Item or other tabs. The formulas in this file will not calculate anything below this row, and nothing will be printed if written below this row.
There are three methods to insert a row:

1. Insert a blank row and copy (or drag) formulas from the cells above/below. Some formulas and values are needed for the integrity/functioning of the template. The cells that will be red after inserting a blank row are required to be filled in with either values or formulas. This will be indicated in the instructions contained in the table headings.

2. Copy an entire row from the same tab and change all the appropriate data. This will preserve all the necessary formulas.

3. Copy a row from a reference tab. This method applies to the Personnel and Line Item tabs where a row from the Department Positions and CFS Insert respectively, can be copied - more on this under the Personnel and Line Item tabs sections of these guidelines)

Note: More than one row can be inserted at once (the above methodologies still apply).
Subtotals. Most tabs have at the top of the table a subtotal row. These subtotals summarize the data in the columns below them.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Name</th>
<th>Grade</th>
<th>Ad-Hoc Position</th>
<th>Position FTE</th>
<th>FTE in Fund 100</th>
<th>FTE in Fund 101</th>
<th>FTE in Fund 102</th>
<th>FTE in Fund 103</th>
<th>FTE in Fund 104</th>
<th>FTE in Fund 105</th>
<th>FTE in Fund 106</th>
<th>FTE in Fund 107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Clerk</td>
<td>Joe</td>
<td>G01</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Clerk</td>
<td>Jane</td>
<td>G01</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Clerk</td>
<td>John</td>
<td>G01</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Mgr</td>
<td>John</td>
<td>G01</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Joe</td>
<td>G02</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Jane</td>
<td>G02</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td>John</td>
<td>G02</td>
<td>No</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
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<td></td>
<td>0.50</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The subtotals work in conjunction with the data filters: the data is summarized according to the values filtered.

Thus, if on the data is filtered (or grouped) by certain criteria (Position Title, Budgeted CFS, Budgeted Account, etc.), the subtotals will show the sum of the amounts for that particular group.

Column integrity. Important: Do not add or delete columns. Important: Do not delete or change column headings.
2. Detailed Information and Instructions

*Final Review tab.*

The *Final Review* tab contains a set of review questions to be addressed before the budget file is returned.

This tab contains a set of seven questions. The majority can be answered with by using the drop-down list created inside the appropriate cells. The drop-down list can be initiated as follows: click inside the cell; click the list button that appears to the right of the activated cell; choose the desired value from the list.
In some instances, one of the options will trigger the need for additional information:

![Image of Budget Cycle - SAMPLE UNIT - Fund 100 Final Review Questions]

or

![Image of Budget Cycle - SAMPLE UNIT - Fund 100 Final Review Questions]
Management Summary tab.

The Management Summary tab collects the information from the Line Item tab and summarizes it by a certain Mgmt Summary Category for the entire college/unit. Also, this tab provides an estimate for the fringe benefits for the corresponding unit (the estimate is based on the Personnel tab entries). This tab does not require data input.

This tab contains two pivot tables. The tables need to be updated in order to refresh the data. Update the pivot tables only after completing the Personnel, Grads, and Line Item tabs.

To update the tables right click your mouse on any cell within the body of the table (i.e. cell C7 & D45) and click "Refresh". Start with the first table.

The second table should refresh automatically when refreshing the first table. If the data is not refreshed, you can update this Pivot Table manually by following the same procedure.
The first table summarizes the data for the entire college/unit. This table cannot be changed.

The second table summarizes the data by chartfield string for the entire college/unit. The data can however be summarized at the department and/or program level. To obtain the information at this level/s, use the drop-down list button in the cell B40 (department level) or B41 (program level) and then select the appropriate value. The two levels can be combined if needed. Also, if the Select Multiple Items box is checked, multiple departments and/or programs can be selected. The data will be totaled and summarized for the selected combination of departments and/or programs.

By default, this second table summarizes the data by Mgmt Summary Category at Chartfield level. The table can be easily modified to summarize the data by Chartfield for each Mgmt Summary Category. To do so, click the Mgmt Summary Category table heading and drag from below the cell to the left of the Chartfield column.

The table will show the distribution by chartfield string for each management category. Further, the data can be summarized for any combination of departments and/or programs as explained above. The table can be returned to its original state by reversing the positions for the Chartfield and the Mgmt Summary Category columns.
This tab also contains a fringe benefit estimate for the entire college/unit, as it is calculated in the Fringe section of the Personnel and Grads tabs (where applicable).

Notes:

* Update the pivot tables if making any changes to the Personnel, Grads and/or Line Item tabs.

* No other changes can be done to these tables. All changes (e.g. adding a new account code, etc.) must be done on the Personnel, Grads and/or Line Item tab, then the tables need to be updated again.

* If inserting a new account code on the Line Item tab, make sure to revise the corresponding information under the Management Summary Category column.

* These tables should update automatically when updating any of the other tables on this file (ORG Summary tables).
**ORG Summary tab.**

The **ORG Summary** tab collects the information from the **Line Item** tab and summarizes it by a certain **ORG Category** for the entire college/unit. Similar to the **Management Summary** tab, this tab provides an estimate for the fringe benefits for the corresponding unit (the estimate is based on the **Personnel** tab entries). This tab does not require data input.

This tab contains two pivot tables. The tables need to be updated in order to refresh the data. Update the pivot tables only after completing the **Personnel**, **Grads**, and **Line Item** tabs.

To update the tables right click your mouse on any cell within the body of the table (i.e. cell C7 & D45) and click "Refresh". Start with the first table. The second table should refresh automatically when refreshing the first table. If the data is not refreshed, you can update this Pivot Table manually by following the same procedure.

The first table summarizes the data for the entire college/unit. This table cannot be changed. The second table summarizes the data by chartfield string for the entire college/unit. The data can also be summarized at the department and/or program level. To obtain the information at this level/s, use the drop-down list button in the cell B40 (department level) or B41 (program level) and then select the appropriate value. The two levels can be combined if needed. Also, if the **Select Multiple Items** box is checked, multiple departments and/or programs can be selected. The data will be totaled and summarized for the selected combination of departments and/or programs. (See the **Management Summary** section for more info and/or screenshots on how to use the pivot tables).

By default, the second table summarizes the data by **ORG Category** at **Chartfield** level. The table can be easily modified to summarize the data by **Chartfield** for each **ORG Category**. To do so, click the **ORG Category** table heading and drag from below the cell to the left of the **Chartfield** column (see the **Management Summary** tab section above for more detailed information on how to perform this). The table will show the distribution by chartfield string for each OHE category. Further, the data can be summarized for any combination of departments and/or programs as explained above. The table can be returned to its original state by restoring the positions for the **Chartfield** column.
Notes:

* Update the pivot tables if making any changes to the *Personnel, Grads* and/or *Line Item* tabs.

* No other changes can be made to these tables. All changes (e.g. adding a new account code, etc.) must be done on the *Personnel, Grads* and/or *Line Item*, then the tables need to be updated again.

* If inserting a new account code on the *Line Item* tab, make sure to revise the corresponding information under the *ORG Category* column.

* These tables should update automatically when updating any of the other tables on this file (*Management Summary* tables).
**OHE Summary tab.**

The OHE Summary tab collects the information from the Line Item tab and summarizes it by a certain OHE Category for the entire college/unit. This tab does not require data input.

This tab contains two pivot tables. The tables need to be updated in order to refresh the data. Update the pivot tables only after completing the Personnel, Grads, and Line Item tabs.

To update the tables right click your mouse on any cell within the body of the table (i.e. cell C7 & D45) and click "Refresh". Start with the first table. The second table should refresh automatically when refreshing the first table. If the data is not refreshed, you can update this Pivot Table manually by following the same procedure.

The first table summarizes the data for the entire college/unit. The second table provides the same summary detailed at account level. The data can also be summarized at the department and/or program level. To obtain the information at this level/s, use the drop-down list button in the cell B40 (department level) or B41 (program level) and then select the appropriate value. The two levels can be combined if needed. Also, if the Select Multiple Items box is checked, multiple departments and/or programs can be selected. The data will be totaled and summarized for the selected combination of departments and/or programs. (See the Management Summary section for more info and/or screenshots on how to use the pivot tables).

**Notes:**

* Update the pivot tables if making any changes to the Personnel, Grads and/or Line Item tabs.

* No other changes can be done to these tables. All changes (e.g. adding a new account code, etc.) must be done on the Personnel, Grads and/or Line Item, then the tables need to be updated again.

* If inserting a new account code on the Line Item tab, make sure to revise the corresponding information under the Category and OHE Category columns).

* These tables should update automatically when updating any of the other tables on this file (Management Summary or ORG Summary tables).
**Trail Tab.**

The *Trail* tab contains data used on the *Line Item* tab in the *FY2018 Allocation Information* section. This tab does not require data input. Do not make changes to this tab.

The information on this tab can be used for reference purposes.

This tab lists in detail the adjustments, reversals, etc. that have occurred and/or are being applied to a unit's total fund 100 budget since the FY2017 Allocation to arrive at the unit's bottom line for the FY2018 Tentative Allocation as approved by Senior Management. This information can also be found on the *Line Item* tab in the *FY2018 Allocation Information* section.

This tab also lists *FY2018 Estimated Fringe Benefits* based on percentages of classified, non-classified, and faculty salaries calculated as of FY2017 MYR. This is not the same fringe estimate as found on the *Management Summary* or the *ORG Summary* tabs. The former is a mathematical calculation, while the latter will be obtained based on calculations for the positions budgeted for in the *Personnel* and *Grads* tabs (where applicable).
Line Item tab.

The Line Item tab is the main worksheet of this template. It is also organized in a tabular form and contains the color-coded columns and the brief instructions/information in the table headings.

Input all applicable information in the appropriate sections as follows:
- CFS Info
  - All columns under this section are pre-populated with the appropriate information. No changes are necessary unless a new account needs to be used. If needed, insert a new account in the appropriate CFS and ORG Category by adding a new row (see note 1 below), or a new CFS (see note 2 below).
  - The information in the blue columns is needed for the Management Summary tab.
- Historical Info
  - All columns under this section are pre-populated with the appropriate information. No changes are necessary.
- FY18 Allocation Info
  - All columns under this section are pre-populated with the appropriate information. No changes are necessary. This section contains data from the Trail tab with corresponding notes.
- FY18 Allocation Budget
  - Data for biweekly personnel will automatically feed to the Personnel column from the Personnel tab. This data will encompass salary amounts, as well as budgeted vacancies. Do not manually enter any information in this column. If changes are needed, make those changes on the Personnel tab directly.
  - Also, data for grads will automatically feed to the Grads column from the Grads tab. This data will encompass stipend, tuition waivers, and fees (where applicable). Do not manually enter any information in this column. If changes are needed, make those changes on the Grads directly.
  - Insert all other anticipated expenses in the All Other column, including holiday and/or overtime for biweekly personnel, and salary for the internal payroll employees and/or undergraduate students, as well as release time usage (see note 3 below).
  - The Revised Tentative Allocation column is formula driven and does not require any input.
  - Do not use the Other Adj A and Other Adj B columns. These columns will be used for making any necessary adjustments to your Allocation budget return.
  - Use the Notes column to insert any pertinent information.

Notes:
1. If needed, insert an account or a group of accounts in the Line Item tab:
   a) Insert an account by adding a new row as instructed under section 1. General Information
      - insert a blank row, enter the account and copy formulas in the red cells,
      or
      - copy an entire row, change the account and delete the historical info.
      To maintain formula integrity, insert the account only under the correct CFS and ORG Category, above the appropriate CFS total (highlighted in yellow), and above the Grand Total row (highlighted in blue).
   b) Insert a group of accounts (i.e. the entire fringe ORG category when budgeting for personnel in a CFS that did not have personnel in previous years) by copying the desired group of accounts from the CFS Insert tab as instructed in these technical guidelines under CFS Insert tab section. If needed, add/delete/change the account numbers as needed (the Acct Description should update automatically).

2. If needed, a new CFS section can be added on the Line Item tab. Care needs to be exercised when proceeding with this task: most of the columns are formula based, and errors can trigger either data duplication or data omission. The following would be the two procedures to insert a new CFS on this tab:
   a) - Insert the new CFS in the Personnel Summary tab;
      - Insert a CFS section as instructed in these technical guidelines under CFS Insert tab.
      - Input the CFS number in column A - same CFS number as the one inserted on the Personnel Summary tab - (the CFS Description, and all other columns (highlighted in blue) should update automatically);
      - Add/delete accounts, and/or change the account numbers as needed (the Acct Description should update automatically);
      - Add all information related to this new CFS on the Revenue tab;
      - Add all information related to this new CFS on the Personnel tab;
      - If needed, insert the new CFS in the Grads tab and add all information related to this new CFS on that tab;
      - Add all other expenses related to this new CFS in the All Other column.
   b) - Insert the new CFS in the Personnel Summary tab;
      - In the Line Item tab, copy an entire CFS section (including the row containing the CFS total highlighted in yellow) and paste it above the Grand Total row (highlighted in blue);
      - Change the CFS number in column A to the desired one - same CFS number as the one inserted on the Personnel Summary tab - and the CFS Description (all other columns (highlighted in blue) should update automatically);
      - Delete the historical information;
      - Add/delete/change the account numbers as needed (the Acct Description should update automatically);
      - Add all information related to this new CFS on the Revenue tab;
      - Add all information related to this new CFS on the Personnel tab;
      - If needed, insert the new CFS in the Grads tab and add all information related to this new CFS on that tab;
      - Add all other expenses related to this new CFS in the All Other column.

3. If one or more positions generated release time, and some or all of this release time needs to be used/transferred into other accounts, this can be accomplished in the All Other column as follows:
   - Budget the corresponding amount in account 5229 on the Personnel tab as instructed under the Personnel tab section of these guidelines.
   - The data will automatically feed to the Line Item tab and can be found in the appropriate chartfield string section in account 5229 in the Personnel column.
   - Enter the amount needed to be used/transferred in the All Other column in the same row (in account 5229), Enter a negative number.
   - Enter the used/transferred amount in the All Other column in the row corresponding to the desired account number. Enter a positive number.
- Enter the appropriate information in the Notes column in both rows.

* To compute the summary tabs, a number of factors are needed on the Line Item tab. However, not all of these are necessary when printing. To minimize the printing size, hide all the unimportant (or unnecessary) columns before printing (e.g. the blue highlighted columns) - this tab is currently setup to fit to 1 page wide (Excel menu: View -> Page Break Preview to see the print layout by page; View -> Normal to return to normal view).
**CFS Insert tab.**

The **CFS Insert** tab contains a complete CFS section that can be added to the **Line Item** tab. This tab does not require data input. Do not make changes to this tab.

![Image of CFS Insert tab]

The following is the procedure to inserting an entire CFS section to the **Line Item** tab:

1. Insert the new CFS in the **Personnel Summary** tab as instructed in these technical guidelines;

2. Copy the entire CFS section from the **CFS Insert** tab:
   - a) select all rows as indicated in the red notes on that tab, right click the mouse (or use the Excel menu) and select *Copy (not Cut)*;
b) select the *Line Item* tab and insert the new CFS section where needed:

- if inserting this CFS as the last one on the *Line Item* tab, select the *Grand Total* row and right click the mouse and select *Insert Copied Cells*;

- if inserting this CFS in between two other chartfield strings, select the first row of the CFS that will be below the newly inserted one (containing the CFS number and description, below the CFS total highlighted in yellow), right click the mouse and select *Insert Copied Cells*.

3. Input the *CFS* number in column A (the *CFS Description*, and all other columns (highlighted in blue) should update automatically);

4. Add/delete accounts, and/or change the account numbers as needed (the *Acct Description* should update automatically)

5. Add all information related to this new CFS on the *Personnel* tab;

5. If needed, insert the new CFS in the *Grads* tab and add all information related to this new CFS on that tab;

7. Add all other expenses related to this new CFS in the *All Other* column.

The *CFS Insert* tab can also be used as a source for a group of accounts for the *Line Item* tab (i.e. the internal payroll ORG category when budgeting for a CFS that did not have this category in previous years). Also, this tab can be used as a source for one account for the *Line Item* tab (i.e. account 5210 when budgeting for classified personnel in a CFS that did not have this expense in previous years).
The following is the procedure to inserting a group of accounts to the Line Item tab:

a) select all rows corresponding to the group of accounts needed to insert to the Line Item tab, right click the mouse (or use the Excel menu) and select Copy (not Cut):

b) select the Line Item tab and insert the new accounts where needed (right click the mouse and select Insert Copied Cells):
   - if inserting an entire ORG category, insert the group of accounts in between two other categories;
   - if inserting only a few accounts, insert the group of accounts in the appropriate ORG category.

IMPORTANT:

- When copying one account or a group of accounts, Do not copy the row with the CFS number (instead, copy the row below and change the account number).

- When inserting the account or group of accounts in the Line Item tab, Do not insert a group of accounts above the first CFS number (cell A8), or in between a CFS number and the CFS total of the previous CFS.
**Personnel tab.**

The **Personnel** tab provides a list of the positions as of a certain date along with all pertinent information. This tab also contains the color-coded columns and the brief instructions/information in the table headings.

The **Personnel** tab will automatically feed to the **Line Item** tab (the **Personnel** column) all salary data for the biweekly personnel found on this tab.

Input all applicable information in the appropriate sections as follows:

- **Position**
  - All columns under this section are pre-populated with the appropriate information. The **Budgeted In** column was added to provide easier access to filtering data by CFS. This column is formula based and will show the budgeted CFS when the **Budgeted CFS info** is filled in.
  - Columns **PS Position #, State Position #, and Position Title**: change if needed.
  - If needed, insert a position by adding a new row (see note 1 below).

- **Incumbent info**
  - Change the **Name** as needed (according to the most recent or anticipated paperwork). The cell will be black/red if there is a discrepancy between the position **Status** (filled or vacant) and the **Name** and the account budgeted (5226/5228 for vacant budgeted positions): if the position is vacant, leave the **Name** blank (use the **Notes** column if needed), change the **Status** to **Vacant**, and the budgeted **Account** to 5226/5228. Vice versa: if the position will be filled, type the name and change the **Status** to **Filled** - the account cannot be 5226 or 5228.
  - **Incumbent title, URI Employee ID, State Hire Date, Current Class Start Date, Assign Status, Limited End Date and Hours/week** are for reference purposes (e.g., **State Hire Date** can be used for calculating longevity).
  - Verify and update **Health Plan** and **Retirement Plan** as they are used for fringe calculations (if needed, use the drop-down list that appears when clicking inside the cell, or enter the needed info). (see note 2 below)
  - Verify and update **Retiree Health Benefit Program Participant** as it is used for fringe calculations (if needed, use the drop-down list that appears when clicking inside the cell, or enter the needed info). (see note 3 below)

- **Position info**
  - Verify and update **Type, Status and Union** as they are used for fringe calculations (if needed, use the drop-down list that appears when clicking inside the cell, or enter the needed info).
  - If inserting a position, specify if it is a **New Position** for the University.
  - **Limited Position, Grade, and AdHoc Position** are for reference purposes.
| **- FTE info** | - **Position FTE** and **FTE Distribution** columns show the FTE for the position as reflected in the most recent USP1. If changes are made in these columns, they need to be accompanied by corresponding paperwork. FTE distribution is **not** salary distribution. |
| **- Home Department info** | - This section shows the information pertinent to the position’s home department: *Division*, *College/unit*, *Department*, *Program*, and *CFS*. This section is for reference purposes. Home department is **not** salary distribution. |
| **- Salary info** | - This section reflects the current salary information (see note 4 below). - Make any changes to the salary in the **FY17 Adjustments to Current Salary** column (if the change will occur before July 1, 2017, or in the **FY18 Other Salary Adjustments** column if the change is anticipated after the previously mentioned date). Steps, longevity anniversary or upgrade adjustments, etc. are examples of adjustments made in these columns. - The **Total Salary** should contain the anticipated total salary for the corresponding position, including any increases. This will be used in fringe calculations as well. |
| **- Current Salary distr.** | - Contains salary distribution information (*CFS* and *percentage* charged to the CFS) as found in the most recent payroll data. If these are blank, it means that the position has either FTE in fund 100, or it has been paid on this fund, but not currently. |
| **- FY18 Alloc Budget info** | - Enter the **Budgeted CFS** (if needed, use the drop-down list that appears when clicking inside the cell. If the CFS is not on the list, insert the new CFS on the Personnel Summary tab as instructed on that tab - caution needs to be exercised since the data will not feed to the Line Item tab if the CFS is not on that tab -- the table heading will be red if this is true). If desired, the data from the Current salary distr. column can be copied here but only as values (Excel menu: Copy -> Paste Special -> Paste Values). - Enter the **Budgeted Account** use the drop-down list that appears when clicking inside the cell, or enter 5210 for class, 5250 for non-class and faculty, 5226 for budgeted reinvestment vacant positions, 5228 for budgeted vacant positions, and 5229 for release time). - Input the **# of Pay-periods for the position** (the number of period that correspond to the position - if the position is calendar year enter 26, if is academic enter the appropriate number of pay-periods) - Input the number of **Budgeted Pay-periods in CFS** (the number of pay-periods the position will be paid out of the corresponding CFS). This has to be lower that the **# of Pay-periods for the position.** - Input the **Budgeted % of Total Salary in CFS** (the percentage of total salary to be paid out of the corresponding CFS). - The **Acct/CFS code** and the **FY18 Allocation Budget** columns are formula driven, and are based on the data from the previous columns (error messages will appear if data is missing). This information will automatically feed to the Line Item tab. |
| **- Notes** | - Include any pertinent notes in this column. |
| **- Budget Notes** | - Do not use this column. |
| **- Fringe calculations** | - This section is formula based (for detailed fringe descriptions see the CODES tab). Do not change the table headings in this section. |
| **- Total** | - This is formula based and it show total salary and fringe for the corresponding position in the particular CFS/percentage combination. |
Notes:

1. If needed, insert a position by adding a new row as instructed under section 1. General Information - insert a blank row, enter the necessary data and copy formulas in the red cells, or copy an entire row and change the appropriate data. Also, a row can be copied from the Department Positions tab to this tab (to maintain formula integrity, copy an entire row at once).

2. Data for new hires must be updated as the PeopleSoft HR system may not include the latest fringe information.

3. This column helps calculate the amounts for account 5294. Applies only to participating NUNC, PSA, PTAA, URIP and MPA employees – if Yes is selected for an employee belonging to other union, and error highlight will appear.

4. For employees on a reduced work period, the current salary reflected here is at the reduced rate. If an employee is returning to full time, you must increase the base salary to reflect the 1.0 FTE.

* If using a CFS or an account that are not on the Line Item tab (i.e. budgeting for classified employees in a CFS that never had classified employees before), the table heading will become red (see section 1. General Information). This error will disappear once the CFS or the account are introduced on the Line Item tab (see the instructions for the Line Item tab on how to insert a CFS or an account on this tab), or the CFS or account are changed to the appropriate ones (if incorrect values were entered by mistake).

* If a position or person is split between funds and/or colleges/units (e.g. an area’s fund and fund 100), the position will be present in this budget package, as well as any other fund budget packages you may receive.

* The personnel and position information is provided directly from the PeopleSoft HR system. If there is any incorrect or inconsistent information relating to a position or person, please indicate this in the notes column or contact Steve Thompson at stthompson@uri.edu or at 874-2509.

* To compute the salary and fringe amounts, a number of factors are considered. However, not all of these are necessary when printing. To minimize printing size, hide all the unimportant columns before printing - this tab is currently setup to fit to 4 pages wide, with columns A through E repeating on each page (Excel menu: View -> Page Break Preview to see the print layout by page; View -> Normal to return to normal view).
Department Positions tab.

The Department Positions tab contains all the positions in the college/unit, regardless of source of funds. This tab does not require data input. Do not make changes to this tab.

The information on this tab can be used for reference purposes.

If needed, a row can be copied from this tab to the Personnel tab (to maintain formula integrity, copy an entire row at once).

Note:

*The color codes on this tab are present only for copying purposes: this will maintain the proper codes when rows are copied to the Personnel tab.*
**Personnel Summary tab.**

The Personnel Summary tab collects the information from the Personnel tab and summarizes it by CFS and account code. This tab does not require any data input unless a new CFS is needed.

As mentioned above, the CFS's on this tab feed the CFS drop-down lists on other tabs. Accordingly, if a CFS is not on this table, it cannot be entered or selected on those tabs. If a CFS needs to be used on those tabs, it first has to be inserted here.

To accomplish this, a new row must be added as instructed under section 1. General Information (insert a blank row, enter the CFS and copy formulas, or copy an entire row and change the CFS; if this is a new program, also enter the CFS Description in a "Department / Program" format by overwriting the formula in the appropriate column). The newly inserted CFS will now be selectable in the drop-down list on other tabs.

Note:

* If on the Personnel tab are used a CFS or an account that are not on the Line Item tab (i.e. budgeting for classified employees in a CFS that never had classified employees before), the table heading will become red (see section 1. General Information). This error will disappear once the CFS or the account are introduced on the Line Item tab (see the instructions for the Line Item tab on how to insert a CFS or an account on this tab), or the CFS or account are changed to the appropriate ones on the Personnel tab (if incorrect values were entered by mistake).
**Grads tab.**

The *Grads* tab is also organized in a tabular form, contains the color-coded columns and the brief instructions/information in the table headings.

This tab needs to be completed if the college/unit has graduate assistants. A distinction needs to be made between graduate assistants (GAs) and graduate research assistants (GRAs), and the FTE needs to be entered accordingly.

Input all applicable information in the appropriate sections as follows:
- **CFS Info**
  - The *CFS* and *CFS description* are already populated (see note 1 below).
- **Total**
  - These columns are formula driven. No input is required.
- **GAs - Academic Year**
  - Input the corresponding FTE for graduate assistants by stipend levels (*Level 1*, *Level 2*, and *Level 3*) in the appropriate columns. The *Total FTE* is formula based.
  - The *Stipend* columns are formula driven. No input is required.
- **GRAs - Academic Year**
  - Input the corresponding FTE for graduate assistants by stipend levels (*Level 1*, *Level 2*, and *Level 3*) and (*In-state*, *Out-of-state*, and *Regional*) regional status in the appropriate columns. The total FTE by level and regional status are formula based.
  - The *Stipend*, *Tuition Waivers*, and *Fees* columns are formula driven. No input is required.
- **GRAs - Summer**
  - Input the corresponding FTE for graduate assistants by stipend levels (*Level 1*, *Level 2*, and *Level 3*) in the appropriate columns. The *Total FTE* is formula based.
  - The *Stipend* columns are formula driven. No input is required.
- **Fringe**
  - The *Stipend*, *Tuition Waivers*, and *Fees* columns are formula driven. No input is required.

**Notes:**

1. If a new CFS is needed, first insert the new CFS on the *Personnel Summary* tab as instructed on that tab and then insert the new CFS in this tab by adding a new row (as instructed under section *1. General Information* - insert a blank row, enter the CFS and copy formulas, or copy an entire row and change the CFS)

* Do not change the table headings as they are used in various formulas.

* If using a CFS that never had grads, the table heading will become red (see section *1. General Information*). This error will disappear once the grad accounts are introduced on the *Line Item* tab (see the instructions for the *Line Item* tab on how to insert a CFS or an account on this tab), or the CFS is changed to the appropriate ones on the *Grads* tab (if an incorrect CFS was used by mistake).
**NOTE: This tab should not be used for the FY2018 Allocation as the GTAAPP program has ended. **
**DFR tab.**

The *DFR* tab reflects the estimates for graduate stipend, tuition waivers and fees, and OHE/State Budget Office factors. Do not alter this page unless instructed.
The RATES tab contains the rates and data factors required to arrive at salary increases and fringe calculations. Do not alter this tab unless instructed.

If instructed to do so, change the pertinent data as follows:
- If values are the same by union category, make changes in the CLAS, NONC, or FACU columns only
- If values are not the same by union category, override formula in the appropriate union column
**CODES tab.**

The **CODES** tab contains many of the source codes required in the calculations on the various tabs. This tab does not require data input. Do not make changes to this tab.

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Maintenance</td>
</tr>
<tr>
<td>456</td>
<td>Repairs</td>
</tr>
<tr>
<td>789</td>
<td>Inspections</td>
</tr>
</tbody>
</table>

The information on this tab can be used for reference purposes.
3. Suggested Workflow

1. Familiarize yourself with the template. Note any new information added for FY18 Allocation. Read these technical guidelines while reviewing the template. Make a copy of the template. Experiment with the copy while familiarizing with the template. Contact your budget analyst with any pertinent questions.

2. - Calculate and input the biweekly personnel information on the Personnel tab.
   - Calculate and input the graduate assistants information on the Grads tab.

3. - Calculate and input all other information on the Line Item tab.
   - If needed, insert a new CFS on the Line Item tab using the CFS Insert tab.

4. Refresh the pivot table on the Management Summary tab. If the pivot tables from the OHE Summary tab are not updated, refresh these tables as well.

5. If making any changes to the Grads, Personnel, and/or Line Item tabs, refresh the pivot tables on the summary tabs.

6. Answer the questions and provide the required info on the Final Review tab.

6. Submit your completed return to the Budget & Financial Planning Office (refer to the General Guidelines for more information).