

Prepared: August 27, 2004

Management Report Workbook Update Instructions

Budget Summary Update Instructions

Purpose of project: For projecting fiscal year end status to UAS and SW executive management.

UAS Budget will distribute to the departments the updated management report workbook on approximately the 9th of each month (earlier whenever possible). Each unit is required to update your department records monthly, and return electronically to the budget office within two working days. This is very tight turn around time, but must be adhered to in order for budget to issue timely and current reports.

Each unit will receive a workbook with three tabs:

1. The Net Budget Status Sheet: This is a roll up and very high level summary. **NO ENTRIES ARE TO BE MADE TO THIS TAB. THE INFORMATION IS PULLED FROM THE OTHER WORKSHEETS.**
2. Budget Summaries. This is the worksheet that projections and adjusting entries are entered into. (However, these entries do not affect Banner transaction. If banner transactions are required, the appropriate JV, BR, or labor distribution needs to be completed and forwarded to the budget office.)

Work only in the Projected Expenditure or Adjustments in Process columns. **DO NOT CHANGE THE AUTHORIZED BUDGET, ADJUSTED BUDGET, YTD, ENCUMBRANCE, OR AVAILABLE BALANCE COLUMNS.**

Projections should always be through June 30, 2005.

Projection column: This should be your budget plan. Whatever has not already been encumbered in the system should be accounted for here.

Adjustment column: This is for corrective action, or movement of expenditures already accounted for in banner.

Please make notes. There is a space at the bottom of each org work area for notes, you can insert cell notes, you can do calculations off to the side. **DO NOT LINK TO OTHER WORKBOOKS.**

Payroll Update Instructions

The following description, by table and column, indicates which cells are unprotected for department adjustment or entry (entry) and which are protected (formula):

Description of Tables – do not change any information within.

Table 1: Current as of: (Formula) Date and time the report was last updated and saved

Data thru LD#: (Entry) Last pay period number on the Organization Detail Activity report

LD date is: (Formula) Ending date of pay period identified above (Data thru LD#)

Table 2: (Formulas) Listing of benefit types by Payroll Job Categories

Table 3: (Formulas) Listing of leave and staff benefit rates by job categories

Worksheet by Column

Column A. (Entry) Employee name

Column B. (Entry) Hourly wage (If PAF has only a bi-weekly rate enter wage as a formula; example: =+1250/80)

Column C. (Entry) Employee account code category

Column D. (Entry) Employee Position control number (To obtain position control number see Job Form

Column E. (Entry) Benefit Code from Table 2

Column F. (Entry) Beginning employment contract date. Enter: Mo, Day, Yr

Column G. (Entry) Ending employment contract date

Column H. (Entry) Number of hours worked each day

(8 = full time, 4 = half time, etc)

Column I. (Formula – Do Not Change) Date adjustment calculation

Column J. (Formula – Do Not Change) Date adjustment calculation

Column K. (Formula – Do Not Change) Calculates the total days per contract based on the start and stop date of employment

Column L. (Formula – Do Not Change) Calculates the remaining days of employment based on the stop date of employment and the number of pay periods remaining

Column M. (Entry) Projected days of sick leave from the last recorded pay period through the end of the fiscal year (Record entry as a negative figure and update the projections accordingly)

Column N. (Formula – Do Not Change) Remaining holidays through the end of the fiscal year

Column O. (Entry) Projected days of annual leave from the last recorded pay period through the end of the fiscal year (Record entry as a negative figure and update projections accordingly)

Column P. (Entry) Projected personal holiday use through the end of the fiscal year (Record as a negative figure and update projections accordingly)

Column Q. (Entry) Optional- Adjustment column (days)

Column R. (Formula – Do Not Change) Summarizes the total remaining leave days in the fiscal year

Column S. (Entry) Optional- Adjustment column (hours)

Column T. (Formula – Do Not Change) Calculation converts the number of days into hours

Column U. (Formula – Do Not Change) Calculates gross earning based on net hours times hourly rate

Column V-X. (Formula – Do Not Change) Calculation of annual, sick and holiday charges based on gross earning and benefit type

Column Y. (Formula – Do Not Change) Total leave charges from columns V thru X

Column Z. (Formula – Do Not Change) Total gross earning and leave charges

Column AA. (Formula – Do Not Change) Calculates staff benefit charges on gross earnings and leave charges based on benefit type

Column (Formula – Do Not Change) Total labor (Salary and staff benefits)

POOL LABOR PROJECTIONS:

Column Z. (Entry) Projected pool wages for temporary faculty, out of class, overtime, student, etc.

Column AA. (Formula – Do Not Change) Calculates staff benefit charges on gross earnings entered in column Z for specific group

Column AB. (Formula – Do Not Change) Total labor for pool projections (Salary and staff benefits)

TOTAL PAYROLL PROJECTIONS:

The total payroll projections entered for this worksheet will automatically transfer to the detail management report sheet in your workbook.