# Step-by-Step Instructions for Completing Position Budget Projections

There are a few different reasons for needing to submit a position budget adjustment to the budget office:

1) A new employee has been hired at a lower or higher rate than the previous employee.
2) An employee has received some type of BASE (progression pay, strategic pay, retention) pay increase.
3) An employee has a change in FTE.
4) An employee's funding for their budget has changed (distributions).

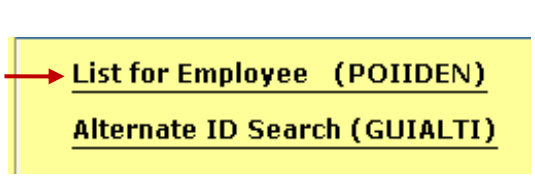
If one of these applies to one of your employees, you will need to fill out the salary projection worksheet for the appropriate class of employee to determine what the budget should be and then submit a budget adjustment form to the Budget Office.

**GOAL:** The goal of the position budget (salary) projection is to determine how much would have been spent on the employee had they been in this position for the entire fiscal year. In turn, this ensures the position will be budgeted and funded for pay plan increases appropriately in future fiscal years.

**Faculty Employee Instructions:** To project the budget needed for a Faculty employee use the form located at http://www.montana.edu/wwwbdgt/Files/Faculty Salary Projection Template.xlsx and follow these steps:

1) Choose the correct tab at the bottom of the sheet. Use 'Project Forward' if the employee is hired **BEFORE** October 1st. Use 'Project Backwards' tab if an employee is hired **AFTER** October 1st.
2) Fill in the appropriate information for **columns A through D**.
3) **If you have a faculty member that is 12-pay**, please be sure to convert the appropriate budgeted FTE using the 1.222 conversion. For example, if you have a 12-pay faculty member that is being paid 75% from the index that you are working with, you would convert it by using this formula (1.222 x .75) to get .9165 as the number you would enter in **column E**.
4) For **column E**, you will want to put in the portion of an FTE that this index will be paying. For example, if you are paying 66.666% of a .75 total FTE person, then your FTE amount in column E is .5 FTE (.75*.66666).
5) For the next several columns you will want to use the form called **PEIESUM** in Banner.
    a. In the top portion of the form, you can either enter "last name, first name" and press 'Tab' or click the drop-down arrow next to the ID cell and select "List for Employee" to open a search form. From here you can enter Last Name, First Name, and then press F8 to query. When you have found the employee you are looking for, double-click on the ID cell to autofill the information.

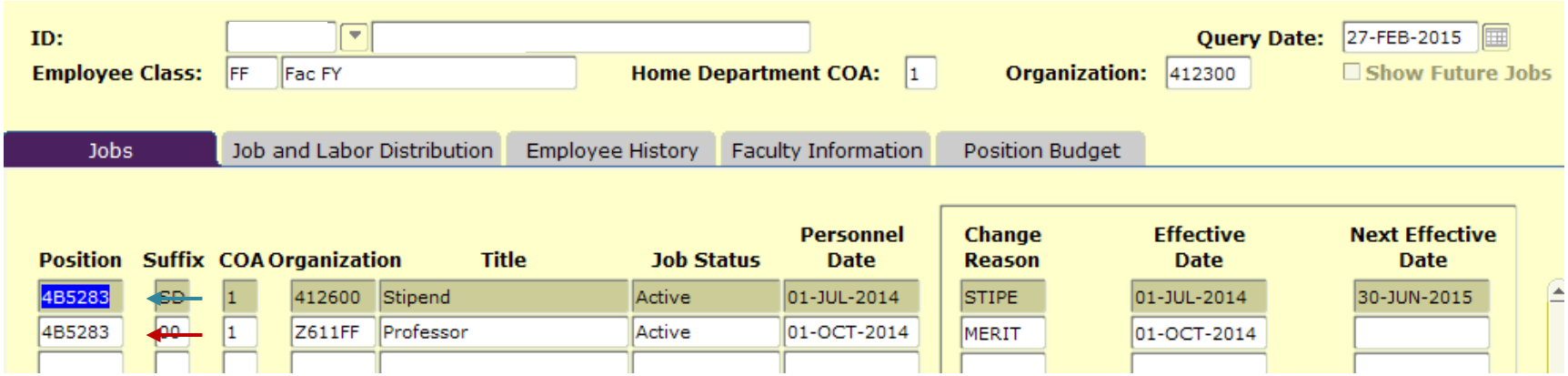

**OR**





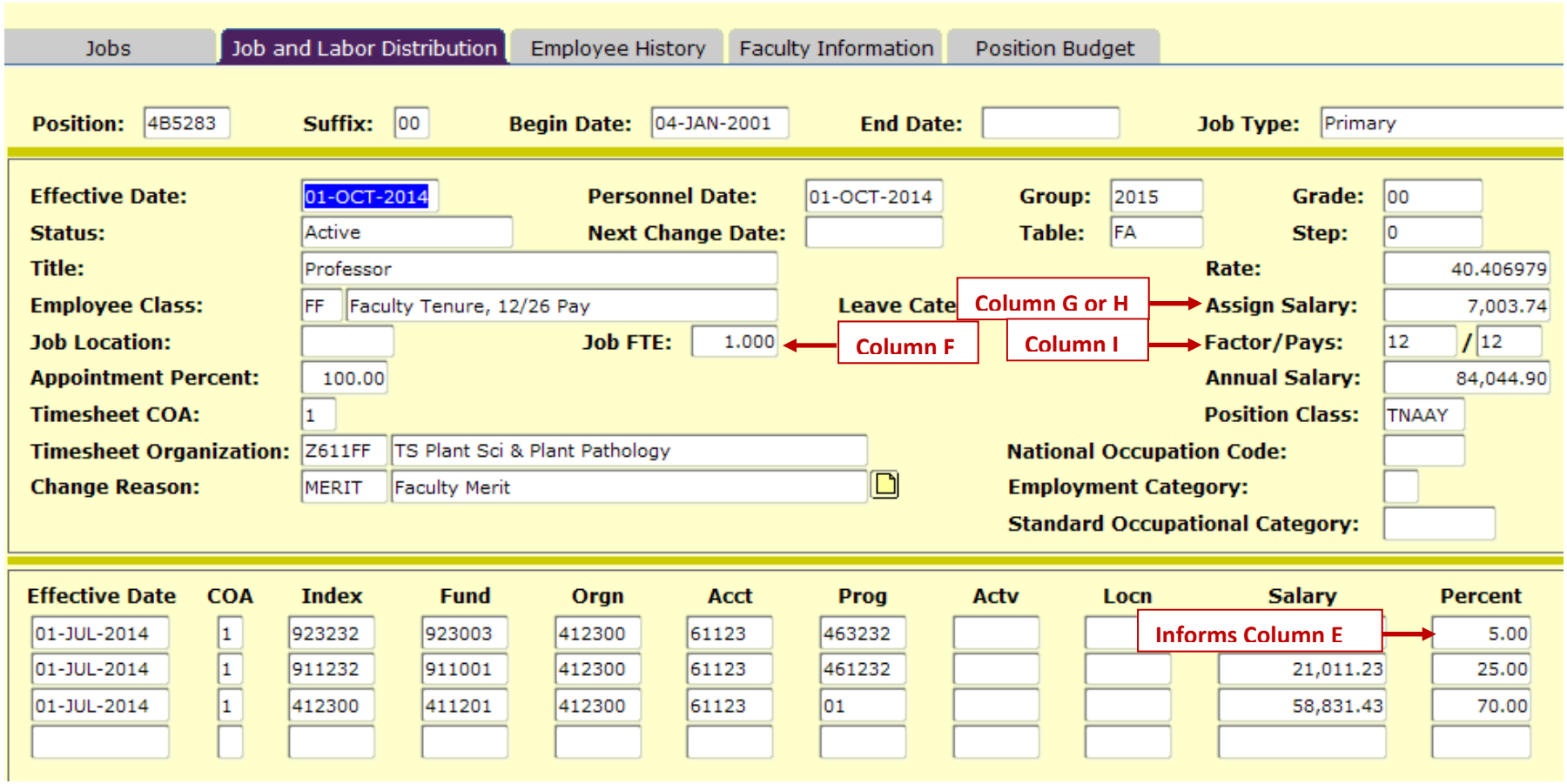
    b. Make sure the query date is today's date and complete a Next Block (Ctrl + Pg Down).

c. This screen will bring up any position number the employee may have (as long as you have appropriate access). **NOTE:** In this screen you may see multiple positions or the same position with different Suffixes. If there are multiple positions, make sure to select the one that applies to the index you are working with. Suffix "00" indicates the person's primary position and this position should be used to determine the information in both **column F, column G or H, and column I**. If you have the position with **"SD"** in the suffix that means this employee has a stipend to go along with their position and you will use this position to fill in the stipend information.




Once you have selected the primary position, click on the Job and Labor Distribution tab. This tab should have all of the information needed for the next columns.

6) You can see that this particular employee's primary job is split across 3 indices so you would need to use 3 rows in the projection spreadsheet. Keep in mind it is important to balance within fund types, so it may help to group them by fund. For **column E**, you will use the percent of the split to calculate the budgeted FTE for each index. In the example below it would be:
   a. **1.0 (Jobs FTE)*.05 (percent)*1.222 (12-pay faculty conversion)=.0611**
7) In **column F**, you will enter the entire Jobs FTE for each line.



8) If you are "projecting forward", you will enter the 'Assigned Salary' number in **column G.** If you are "projecting backward", you will enter the 'Assigned Salary' number in **column H.** For either one, you will always fill in **column I** with the value in 'Pays'.
    a. For **column G or H (depending on what tab you are using)**, use the number that is in the field called "Assign Salary".
        i. The opposing column will automatically populate as this is a formula.
        ii. **EXCEPTION: If you have an employee who was hired after July 1, the chance is that this person has had the same rate for the entire year. If this is the case, fill in the same assigned salary for both columns.**
        iii. **IMPORTANT:** Many faculty members received increases other than the standard. This includes such things as merit, market, equity, promotion**. If you have a faculty member that has received these types of increases, you will hand enter both monthly rates (current and starting).** The standard formula that exists will not work for these faculty.
9) For **column I**, most Faculty should be 10 pay employees. If, for some reason, they are not, the FTE will have to be adjusted accordingly.
10) **If the employee has a stipend**, you will be able to see it as referenced in step 6c above as a separate position with the suffix "SD". If this is the case, go back to the Jobs tab and click in the position with the "SD" suffix and click on the "Job and Labor Distribution" tab.
    a. If an employees' stipend is funded and split the same as their primary position, you can put the number that appears in the field called "Assign Salary" in **column J** next to each split.
    b. If the stipend for the employee is funded differently, you will want to put it on a separate line the projection spreadsheet and fill in the appropriate information as described in the primary position except the amounts in column G and H should both be $0.00
    c. If you **DO NOT** budget for stipends, leave **column J** blank.
11) For **column L**, click on the Position Budget tab to see the total budget and look in the Current Position Budget Distribution section.

**Current Position Budget Distribution**

**Fiscal Year:** 2015

| COA | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Position Budget | Percent |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 412300 | 411201 | 412300 | 61123 | 01 | | | 57,939.31 | 65.27 |
| 1 | 911232 | 911001 | 412300 | 61123 | 461232 | | | 20,691.98 | 23.31 |
| 1 | 923232 | 923003 | 412300 | 61123 | 463232 | | | 4,136.62 | 4.66 |
| 1 | 412600 | 411201 | 412600 | 61123 | 01 | | | 6,000.76 | 6.76 |
| | | | | | | | | | |

    a. The number to enter in column L will be the 'Position Budget' that is related to the appropriate index.

12) Below is how the completed spreadsheet would look. The amount in **column M** tells me that this position is underbudget. If the number in column M is greater than +/- $5.00, you would need to submit a position budget adjustment form located at http://www.montana.edu/wwwbdgt/Budget%20Adjustments.html. If a position is not budgeted correctly, budget will need to be found in either other positions or in operations.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **FACULTY SALARY PROJECTIONS** | | | | | | | | | | | | | |
| 2 | **Projected BACKWARD (after Oct 1st)** | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | **Increase %** | **1.0225** | **250.00** | | | | | |
| 5 | **Index** | **Acct** | **Position** | **Employee's Name** | **NBAPBUD FTE** | **NBAJOBS FTE** | **Projected Starting Monthly Rate** | **Oct 1st/Current Monthly Salary Rate** | **# Pays** | **Monthly Stipend** | **Projected FY Budget** | **Current Budget** | **Difference (underbudget) or overbudget** | **Comments** |
| 6 | 923232 | 61123 | 4B5283 | | 0.0611 | 1.0000 | 6,829.25 | 7,003.74 | 12 | | 4,176.07 | 4,136.62 | (39.45) | |
| 7 | 911232 | 61123 | 4B5283 | | 0.3055 | 1.0000 | 6,829.25 | 7,003.74 | 12 | | 20,880.35 | 20,691.98 | (188.37) | |
| 8 | 412300 | 61123 | 4B5283 | | 0.8554 | 1.0000 | 6,829.25 | 7,003.74 | 12 | | 58,464.99 | 57,939.31 | (525.68) | |
| 9 | 412600 | 61123 | 4B5283 | | 1.2220 | 1.0000 | 0.00 | 0.00 | 12 | 500.00 | 6,000.00 | 6,000.76 | 0.76 | |
| 10 | | | | | | **4.0000** | | | | | **89,521.41** | | | |
| 11 | | | | | | | | | | | | | | |

**Admin/Professional Employee Instructions:** To project the budget needed for an Admin/Professional employee use the form located at http://www.montana.edu/wwwbdgt/Files/Admin-Prof Salary Projection Template.xlsx and follow these steps:

1) Admin/Professional Employee Salary Projection instructions are identical to the Faculty salary projection instructions. Please refer back to the top portion of this document for these instructions.
2) Although the formulas within the spreadsheet are very different, the fields to fill in are exactly the same. The other difference is that the standard number of pays for admin/professionals is 12 rather than 10.

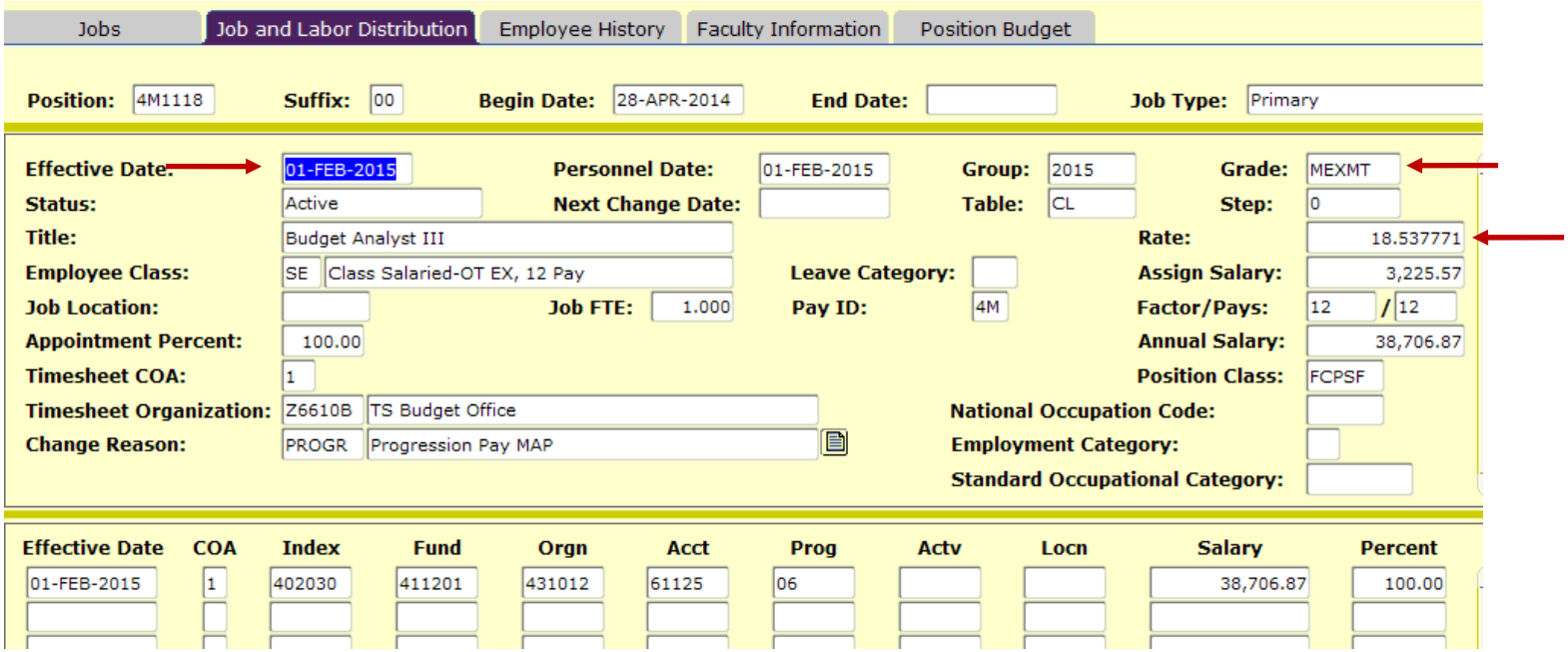
**Classified Employee Instructions:** To project the budget needed for Classified employee use the form located at http://www.montana.edu/wwwbdgt/Files/Classified Salary Projection Template.xls and follow these steps:

1) To start, there are two different colors that you will find in the calculated column. This is due to the fact that different employee types received different increases. Be sure to use the correct formula as described based on the employees' union affiliation.

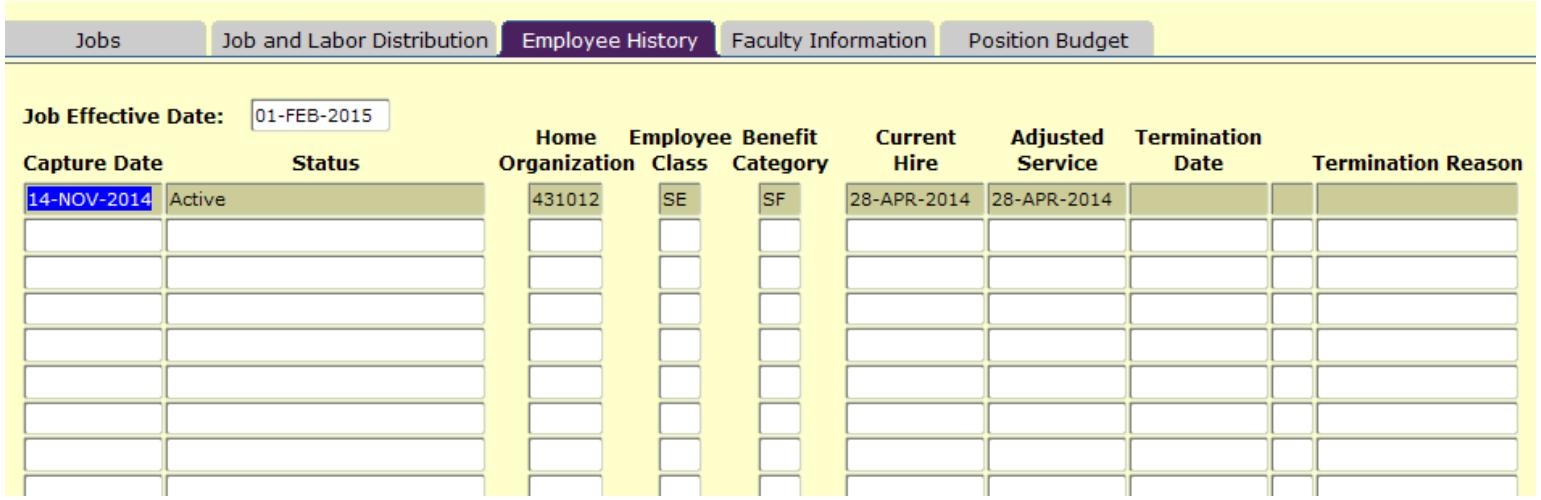
| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | CLASSIFI |
| 2 | | | | | | | | Proje |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | Increase for MPEA | | 1.0225 | 250.56 | |
| 6 | | | | Increase for Non-MPEA and other Unio | | 1.0225 | 250.96 | |
| 7 | | | | | | | | |
| 8 | Inde | Acc | Positi | Employee | **Projected Effective Fl | July 1st Hourly Ra | October 1st/New Hourly Rat | Reg Longevity Increment |
| 9 | 402030 | 61125 | M40000 | Mouse, Mickey | 1.00000 | 9.661952 | 10.000000 | 0 |
| 10 | | | | | 0.75000 | 9.661952 | 10.000000 | 0 |
| 11 | | | | | | 9.661952 | 10.000000 | 0 |
| 12 | | | | | | 9.661952 | 10.000000 | 0 |
| 13 | | | | | | 9.661952 | 10.000000 | 0 |
| 14 | | | | | | 9.661952 | 10.000000 | 0 |
| 15 | | | | | | 9.662140 | 10.000000 | 0 |
| 16 | | | | | | 9.662140 | 10.000000 | 0 |
| 17 | | | | | | 9.662140 | 10.000000 | 0 |
| 18 | | | | | | 9.662140 | 10.000000 | 0 |
| 19 | | | | | 1.7500 | | | |
| 20 | | | | | | | | |

2) Fill in the appropriate information for **columns A through D**.
3) For **column E**, you will want to use the FTE that is going to be funded by this specific index. For example, if you are funding the entire portion of the position (not including grants) with 1 index, you will put 1.0 in this column. If this index is paying for half of a position and a grant is paying for the other half of this position, you will put 0.50 in this column. Additionally, please see the note regarding the adjustment of this FTE. If, for any reason, the classified employee is 10-pays rather than 12-pays, you will need to adjust the FTE accordingly. So if the person is working 0.75 FTE for 10 months, you will take 0.75*(10/12) to get 0.625 FTE for column E.

4) For the next columns, where you fill in the hourly rate, **column F** will be filled in if you are using the project forward tab (for prior to October 1) and **column G** will be filled in if you are using the project backward tab (for after October 1).
5) For **column F** (project forward) **or column G** (project backward) you will use the screen in Banner called **PEIESUM.** Use the information in the Faculty section to access the appropriate employee and job in this form.
    a. Input the number that is in the field called "Rate" into **column F or G** in the "Job Detail" tab. Make sure to take the number all the way out to 6 decimal places.
    b. You can find the employees union-affiliation in the 'Grade' area. This employee is union exempt.
    c. Note that in the example below, the employee has a new rate effective on February 1st. This means we should be using the "Project Backwards" tab. The rate is still entered into **column G** and the spreadsheet is allowed to calculate what would have been the starting rate. **A reminder**, we budget as if an employee were in the position at the rate for the entire year.

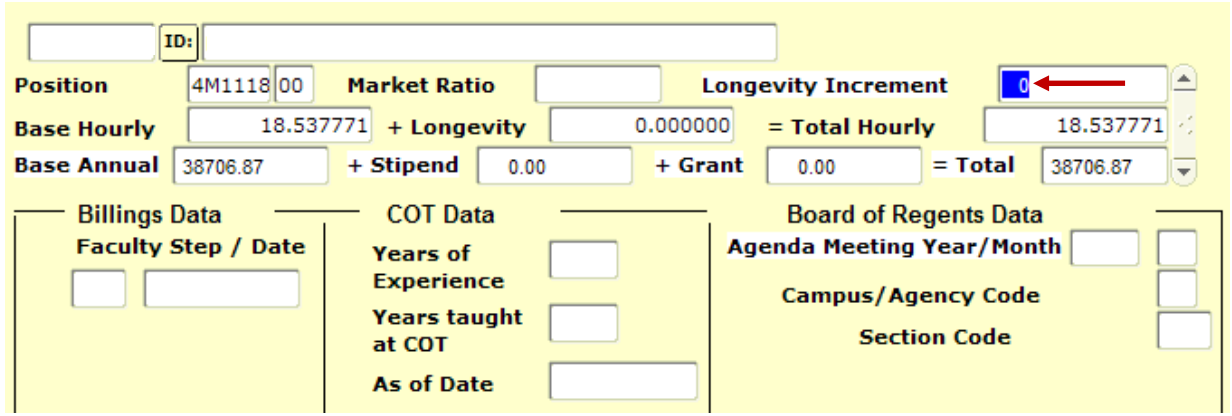


6) To determine the longevity increments that an employee currently has, go to the Employee History tab in **PEIESUM**. Here there is a field called "Adjusted Service". Put this date into **column J.** An employee receives an increment for every 5 years from the adjusted service date.




7) For **columns H and I** you will enter the same number **UNLESS** the longevity date (column J) falls on one of the following dates:
   a. July to December of 2009, 2004, 1999, 1994, 1989, 1984, 1979, 1974, etc.
   b. January-June of 2010, 2005, 2000, 1995, 1990, 1985, 1980, 1975, etc.
   c. In this case, the number in **column I** will be 1 higher than the number in **column H**.

8) If you want to verify what the current increment of an employee is, you can use the form **PWADATA** and enter an employee's GID to find the **CURRENT** increment.



9) Make sure that you are thoughtful about the beginning increment. Here are some examples:
   a. You check the record in March 2015, the longevity date of the employee is May 2005, the current longevity increment in PWADATA when you run the query is 1, what is the beginning increment? Ending?
      i. Answer is the beginning increment is 1 and the ending increment is 2.
   b. You run the query in PWADATA in March 2015, the longevity date of the employee is October 2009, the current longevity increment in PWADAT when you run the query is 1, what is the beginning increment? Ending?
      i. Answer is the beginning increment is 0 and the ending increment is 1.
10) The number in **column K** should be based upon the date in column J. For example if the date is in April, the number is 4 and if the date is in September the number is 9.
11) Again, once you have filled in these columns, **columns L-N and P** will calculate automatically. You will want to fill in **column O** "Position Budget" tab in **PEIESUM**.

**Current Position Budget Distribution**

**Fiscal Year:** 2015

| COA | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Position Budget | Percent |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 402030 | 411201 | 431012 | 61125 | 06 | | | 36,952.04 | 100.00 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

12) Below is an example of the completed form. This person would need a budget adjustment.

Projected BACKWARD (after Oct 1st)

| | | |
|---|---|---|
| Increase for MPEA | 1.0225 | 250.56 |
| Increase for Non-MPEA and other Unions | 1.0225 | 250.96 |

PROJECTION OF BUDGET

| Inde | Acc | Positi | Employee | **Projected Effective FTE | July 1st Hourly Ra | October 1st/New Hourly Rat | Prog Longevity Increment | Prod Longevity Increment | Longevity Date | ng Incr Month | Projected Base Pay | Projected Longevity Pay | Projected Base Plus Longevity P | Current Position Budget | Difference (underbudget) or overbudg |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 402030 | 61125 | 4M1118 | | 1.00000 | 18.011851 | 18.537771 | 0 | 0 | 4/28/14 | 4 | 38,432.34 | 0.00 | 38,432.34 | 36,952.04 | (1,480.30) |
| | | | | | 9.661952 | 10.000000 | 0 | 1 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |