FY2021 ANNUAL PLANNING GUIDELINES

BUDGETS ARE DUE

- SERVICE UNITS
  - On Tuesday, March 31, 2020 at end of day. The Budget Module closes at midnight on April 1, 2020 for service units
  - If done prior to the March 31 deadline, email Cindy Fetsch for review.

- PRIMARY UNITS and AUXILIARIES
  - On Friday, May 22, 2020 at end of day. The Budget Module closes at midnight on May 23, 2020 for all units
  - If done prior to the May 22 deadline, email Cindy Fetsch for review.

BUDGET MODULE INSTRUCTIONS

- Detailed instructions are available on the Resource Planning & Allocation website.
- A current list of department fund numbers can also be found on the Resource Planning & Allocation website.

BUDGET MODULE DATA WILL POPULATE PBCS

- Budget Module data will be imported into PBCS for FY2021.
- Manual entry (by Resource Planning & Allocation staff) into PBCS will be limited to Grants & Contracts revenue and operating expenses.
- Verify that the upload is displaying your planned expenses and revenues correctly.

PREMIUM SERVICES

- Offered to specific customers that require different levels of service outside of the core services.
- Defined between departments in a signed Premium Service Agreement.
- Each department involved in the agreement needs to budget the revenue (491000) or expense (721000).

FUND BUDGETS

- Review ALL funds! Do not allow the same budget to roll over each year without reviewing!
- Departments are required to establish both revenue (except 30000-39999) and expenditure budgets on all funds.
- Budgets should be prepared for all funds in the following ranges within which you expect to incur expenditures, receive revenue, or process transfers during FY2021.
  - 10000-29999 Local
  - 30000-39999 Appropriated
  - 50000-59999 Scholarships
  - 70000-79999 Endowments/Other Restricted
- Departments may also have
  - 60000-69999 Loans
  - 80000-89999 Agency Funds
- Budget Alumni Foundation funds (26xxx) for the amount you expect to receive for both revenue and expense.
Contact Alumni Foundation if you have questions on your projected balance.
- Budget the revenue using account 478000 and budget the expense in proper expense account(s).
- The revenue and expense budgets should net to zero.

- If a budget is being prepared for funds that are small or have minimal activity, consider consolidating and inactivating funds.
  - How to inactivate a fund
    - Verify the fund balance (asset account #’s (1xxxxx) and liability account #’s (2xxxxx) are zero by running a Trial Balance in PeopleSoft Finance.
    - Email Sharon Loiland the fund number(s) and fund name(s) to inactivate the fund(s).

APPLEPRIATED CARRY-FORWARD
- PRIMARY UNITS
  - Funds within 31912 thru 31920 are set up for appropriated carry-forward for FY2021.
  - If the intent is to use remaining FY2020 carry-forward budget, contact Cindy Fetsch to assist in setting up the funding.
  - Carry-forward from FY2020 to FY2021 will not be available until mid-September, as year-end has to close.
- SERVICE UNITS
  - Carry-forward requests for service units will be considered after year-end close.

HR PERSONNEL BUDGETING (Job Data and DBT)
- All active positions are listed in the Budget Module.
- All permanent Job Data changes are reflected in the Budget Module.
  - The following changes **cannot** be entered in the Budget Module:
    - New hires
    - Terminations
    - Probationary increases
    - FTE changes
    - All other Job Data changes
  - Submit the change as soon as possible to Human Resources, using the correct process.
- Review and update the Department Budget Table (DBT) for each position using the correct funding sources, including grants & contracts.
- Only budget for positions you intend to fill during FY2021.
- Inactivate positions no longer used or that do not have funding at this time.
  - To inactivate, submit a Position/Request Change Form to Human Resources.
  - In the future, these positions can be activated with Human Resources upon obtaining funding.

SALARY INCREASES
Below are the FY2021 Annual Budget Guidelines for salary increases. Procedures established for UND are as follows:

- FY2021 increases averaging 2.5% subject to satisfactory employee performance and availability of funds.
• Benefitted staff whose overall documented performance level does not meet standards (receiving less than a “3” on any section of their annual evaluation) are not eligible for any salary increase.
• For faculty, it is up to their Dean/Chair to assess if the evaluation does not meet expectations, thus are not eligible for any salary increase.
• Merit increases for eligible employees are to be based on documented performance.
• Other salary adjustments allowed include: temporary and faculty promotion.
• All salary increases are subject to availability of funds and President and/or respective Vice President Approval.

FRINGE BENEFITS
• Fringe benefits for all funds (except Grants and Contracts) are budgeted in the Budget Module under FIN Dept Budget Entry.
• The amount budgeted for fringe benefits should be reviewed and adjusted within your departmental budget to take into consideration the adjusted salary levels and any differences based on your current staffing.
• The FY21 Benefits Calculator is on the Human Resources website.

HEALTH INSURANCE PREMIUM
• Will continue at $1,426.74 per month, thru May 31, 2021
• Health insurance premiums are paid a month in advance.
  o Pay periods June 1-15, 2021 and June 16-30, 2021 (both paid from FY2021) will be at the rate established for the upcoming Biennial Budget 21-24.

EVALUATIONS
• Evaluations consistent with current board and institutional policy must be on file.
• It is the responsibility of each department to make sure an evaluation is on file with the proper office. If an evaluation has not been completed, the employee and their supervisor are not eligible for a salary increase. Refer to the Salary Administration policy if you have questions.
• Human Resources tracks the completion of staff evaluations in HRMS.
• UND and Medical School benefited staff evaluations are retained in Human Resources.
• UND benefited faculty evaluations are retained in various offices. Contact the office of Vice President of Academic Affairs for further clarification.
• Medical School benefited faculty evaluations are retained in the Medical School Academic Affairs office.

PROBATION
• Newly hired employees who have not completed their initial six month probationary status by June 30, 2020, are not eligible to receive any additional salary increase.
• Upon completion of an employee’s probation they may qualify for a probationary increase.
• Budget accordingly for the anticipated probationary increase, as additional dollars will not be provided for this increase.
• The probationary budget amount should be budgeted in the DBT in the actual position in the Budget Module. This is a change from previous years.
  o Add a comment in the DBT to explain additional amount is for probationary increase.
**VACANT POSITIONS**
- Carefully evaluate ALL vacant positions.
- For positions that are being vacated and a replacement will be hired – budget the dollars in the vacated position (not in a pool position).
- Positions with no DBT (“not budgeted”, with zero dollars budgeted, no funding entered, funding removed for FY2021, etc.) in the Budget Module will not be uploaded.

**POSITIONS USING GRANTS & CONTRACTS FUNDING**
- Budget all positions that will use Grants & Contracts funding sources for FY2021.
  - Contact Grants & Contracts to set up new funding sources for FY2021.
    - Once set up, the funding sources will be available in the Budget Module.

**FUND 30605 – INSTITUTIONALLY FUNDED RESEARCH**
- Continue to use fund 30605 for all institutionally funded research activities.