FY2021 BUDGET MODULE PREPARATION CHECKLIST

1. BUDGET CONTACT RECIPIENTS
☐ If there is anyone you would like added or removed from the Budget Contacts distribution list, please email their names to Cynthia Fetsch
   The distribution list is used throughout the Annual Budget process to disperse information

2. BUDGET MODULE ACCESS
☐ Sign-In to HRMS to check for Budget Module access
   • Use your IDM PeopleSoft sign-on and password
     Some individuals may have a secondary UserID
   • NavBar > ND HE Applications > Budgeting
     Will see HR (Salary and DBT) Budgeting and/or FIN Budgeting options
   • Recommended web browsers are Chrome and Mozilla Firefox
☐ Add or remove users to the Budget Module using the Budget Module Access Template attached to this email
   • Return the spreadsheet to Cynthia Fetsch no later than Monday, March 2
   • Personnel budget access – check NDU_D_WBB_HR (HRMS Staff Roles - green)
   • Operating budget access – check NDU_D_WBB_Budget (Budget Staff Roles - purple)
   • Indicate the department number(s) on the spreadsheet

3. REVIEW THE “PREPARE FOR BUDGETS” QUERY TO VERIFY HR DATA
☐ Run the NDU_BG_PREPARE_FOR_BUDGETS query in HRMS
   • NavBar > Reporting Tools > Query > Query Viewer
     Enter NDU_BG_PREPARE_FOR_BUDGETS in the Search By Query Name begins with box to find the query
   • Budget Unit is 230 (SMHS is 232)
     Year is 2021
   • Returns data that is currently in the Budget Module (Permanent changes only)
☐ Check the Starting Budgeting Salary for each position
   • This is the salary FY2021 increases will be calculated on
   • If incorrect, please contact HR to update salary
☐ Check the Budget Status for each position
   • Positions listed as “On Probation-Not Budgetable” are not eligible for any increase on July 1
   • If incorrect, please contact HR to verify probation date
☐ Report all missing departments/positions/employees to Cynthia Fetsch
FY2021 Combo Code changes will be made within the Budget Module during Annual Budget

- DBT Budget Amount
  This amount may differ from the Starting Budgeting Salary amount if there are multiple Combo Codes or a change was made during the year. The dollar amount should be updated during Annual Budget within the Budget Module.
- Distrb %
  A percentage instead of a dollar amount may be listed if a Permanent change was made during the year. The percentage will need to be changed to a dollar amount during Annual Budget within the Budget Module.

4. INACTIVATE FUNDS THAT ARE NO LONGER USED

- 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)

5. VACATE A POSITION

- Follow the procedures in Manager Self Service to terminate the current employee
  - If applicable, follow the Reduction in Force policy/procedure
  - The change will be entered into HRMS and flow through into the Budget Module
  - Contact HR if you have questions

6. INACTIVATE POSITIONS THAT WILL NOT BE USED IN FY2021

- Submit a Position Request/Change Form to HR and list the reason for inactivation under “Additional Information”
  - The form will be entered into HRMS and flow through into the Budget Module
  - Contact HR if you have questions

7. TEMPORARY SALARY ADJUSTMENTS

In previous years, there has been an issue with employees that had a temporary salary adjustment and the salary increase calculated in the Budget Module. In order to prevent the situation from happening in FY2021, HR has provided instructions to make corrections before the Budget Module goes live.

- Review the FY21 Employees with Temporary Salary Adjustment Instructions document attached to this email for further details and an example from a previous year
- If applicable, submit the appropriate Job Data Change forms for the position(s)
  - If you have questions concerning temporary salary adjustments, please contact Heidi Gerszewski at 777-4988
8. POSITION CHANGES OCCURRING AS OF 7/1/2020 OR BEFORE

☐ Submit a Position Request/Change Form for any changes to HR

- The changes need to be entered into HRMS before Annual Budget so you are able to budget for these positions
- Contact HR, Cynthia Fetsch to discuss any questions you may have

9. LOCAL FUND SUMMARY

☐ Run the Local Fund Summary in PeopleSoft Finance to assist with Annual Budget

- NavBar: ND HE Applications > GL > HE Local Fund Summary
- Detailed instructions are available in the Budget Etc. Module Training > Resources > Forms/Training > Budgets Etc. (pdf) > Local Fund Summary – page 42

☐ Are the funds listed correct? Do any need to be added or deleted?

☐ Email Cynthia Fetsch with funds that need to be added/deleted

10. BIENNIAL BUDGET SUMMARY

☐ Run the Biennial Budget Summary in PeopleSoft Finance to assist with Annual Budget

- NavBar: ND HE Applications > KK > HE Biennial Budget Summary
- Detailed instructions are available in the Budget Etc. Module Training > Resources > Forms/Training > Budgets Etc. (pdf) > Biennial Budget Summary – page 54

11. IMPORTANT DATES

☐ March 5, 2020
  Budget Module is LIVE in HRMS

☐ March 5, 2020
  PeopleSoft Budget Module Training Manual updated for FY2021 is available on the Resource Planning & Allocation website

12. QUESTIONS?

Cynthia Fetsch at cynthia.fetsch@UND.edu or 777-4156