

FY2023 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 Request Form** attached to this email
 - Return the spreadsheet to [Cynthia Fetsch](#) no later than Monday, February 7th.
 - 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” REPORT TO VERIFY HR DATA

- Run the **HE PREPARE FOR BUDGETS Report** in [HRMS](#)
 - NavBar > ND HE Applications > Budgeting > HE (Salary & DBT) Budgeting > HE Prepare for Budget
 - Budget Unit is **230** (SMHS is 232)
Year is **2023**
 - Returns data that is currently in the Budget Module (Permanent changes only)
- Check the **Starting Budgeting Salary** for each position
 - This is the salary FY2023 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](#)
- FY2023** 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](#)
- Inactivate the fund(s) by completing the **Fund Number Request Form** attached to this email.
- Email [Sharon Loiland](#) or [Laura Johnson](#) the form 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 FY2023

- 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 FY2023, HR has provided instructions to make corrections before the Budget Module goes live.

- Review the **FY23 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 7/1/2022 OR BEFORE

- Submit a **Position Request/Change Form** for any changes to HR
 - The changes need to be entered into HRMS *before* Annual Budget module opens, so you can budget for these positions
 - Contact HR or [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

- February 7th, 2022**
Budget Module is LIVE in [HRMS](#)
- February 7th, 2022**
PeopleSoft Budget Module Training Manual updated for FY2023 is available on the [Resource Planning & Allocation website](#)

12. QUESTIONS?

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