FY2024 BUDGET MODULE PREPARATION CHECKLIST

1. BUDGET CONTACT RECIPIENTS

☐ If there is anyone you would like added or removed from the Budget Contacts distribution list (see attached - Budget Contacts FY2024), 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 – (listing of access attached labeled Budget Module Access)

- Return the request form to Cynthia Fetsch no later than Monday, January 30th.
- 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 2024
- Returns data that is currently in the Budget Module (Permanent changes only)

☐ Check the Starting Budgeting Salary for each position

- This is the salary FY2024 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 Budgeable” are not eligible for any increase on July 1
- If incorrect, please contact HR to verify probation date

☐ 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 manually 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

Before a fund can be inactivated:

☐ Verify the fund balance (asset account #’s (1XXXXX) and liability account #’s (2XXXXX) are zero by running a Trial Balance in [PeopleSoft Finance](http://www.peoplesoft.com)

☐ Email [Sharon Loiland](mailto:sharon_loiland@organization.com) the fund number(s) and fund name(s) to inactivate the fund(s)

### 5. VACATE A POSITION

☐ Follow the procedures in [Manager Self Service](http://www.managerselfservice.com) 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 FY2024

☐ Submit a [Position Request/Change Form](http://www.positionrequestform.com) 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. To prevent the situation from happening in FY2024, HR has provided instructions to make corrections.

☐ Review the [FY24 Employees with Temporary Salary Adjustment Instructions](http://www.fy24employees.com) document attached to this email for further details and an example from a previous year

☐ If applicable, submit the appropriate [Job Data Change](http://www.jobdatachange.com) forms for the position(s)

  • If you have questions concerning temporary salary adjustments, please contact [Heidi Gerszewski](mailto:heidi_gerszewski@organization.com) at 777-4988
8. POSITION CHANGES OCCURING AS OF 7/1/2023 OR BEFORE

☐ Submit a Position Request/Change Form for any changes to HR
  - The changes need to be entered into HRMS to 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

☐ 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

11. QUESTIONS?

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