FY17 Budget Formulation

PBF Open Session
Today’s Agenda

- PEP
  - FY17 Salary Increases
  - Noted items for FY17
- Demos
  - Create a “new” position
  - Upload feature
  - Any demo upon request
- PBF overall process
- Resources and Help available
- Open Q&A
PEP – FY17 Salary Increase

- FY17 salary increases are to be department funded. PEP will calculate increases on employees (i.e. filled positions) on both general funds and local funds.

- Approved FY17 contractual increase as of February COB is included in PEP calculations. These include the following:
  - AFSME – 2%
  - FOP (all groups) – 2%
  - IUOE – 1.5%
  - ONA – 2%
  - SEIU – 1.5%

- FY17 AAUP contractual increases are not included in PEP calculations as negotiations are still taking place.
PEP – Other Items

- AAUP FY16 increases effective 3/1/2016 have been loaded to PBF to ensure base pay is up-to-date.

- Department Head stipends and all other salary 2 additional pay should be budgeted separately on non-PEP commitment items.

- Slightly new process for creating “new” positions in PBF.
  - A supplemental report will be used to search for position title and corresponding PEP job.
Demos

- Create new position using “Job to Position” table
- Upload – Replace All
High-Level Process

✓ Create forms for general and local funds.

✓ Run PBF BW reports to analyze loaded data.

✓ Analyze data from BW reports and note any adjustments to budget or employee/position to be made.

✓ Update budget, cost distribution, etc. in the appropriate form – general expenditures, local funds, employee and/or position maintenance tabs.

✓ Re-run PBF BW reports to validate changes.

✓ Complete final review.

✓ Advance to next stage.
Resources/Help

- Budget Formulation Instructions, Tips and Guidelines
- PBF How to videos - [http://www.uc.edu/af/budgetfinsvcs/budgetmgt/pbf.html](http://www.uc.edu/af/budgetfinsvcs/budgetmgt/pbf.html)
- VP Contacts
- Office of Budget Management
  - OBMMMail@uc.edu
  - Kelly Beck, 6-0378
  - Chris Jackson, 6-3150
  - Lync!
Today’s Action Items

✓ Log-on to PBF (Production)
✓ Create new forms
✓ Run PBF BW reports and validate data
  – Review general and local funds budgets, employee and position cost distribution.
✓ Enter budget data in forms and save
✓ Ask questions

**All forms created and any budget data saved during this session may or may not be available when PBF is officially open on Monday 3/21/2016**