

2020-21 Operating Budget Training SALARY

Conducted by the Budget Office

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Training Topics

- Entry Window Dates
- Browser Compatibility
- Basic Overview
 - Systems overview
 - Using SALARY to budget
- Updates/Changes



Budget Entry Window

Budgeting in Hyperion:

- Salary Budget (SALARY) April 1-17
- Operating Budget (ALLFUND) April 1-21



Browser Compatibility

Recommend using Firefox over Internet Explorer

- If using Internet Explorer (IE) and you encounter any issues, please put in a case with ITS: <https://servicecenter.fsu.edu/>



Hyperion SALARY Overview

- What is “Hyperion”?
- What is “SALARY”?
- What is the point?



SALARY Module

Home Department vs. Funding Department:

- Access to position changes in SALARY is through Home Department security.
- Home Departments used to be called Certifying Departments.
- Funding Departments are the departments paying for the appointments. The first 6 numbers in an HR Account Code.
- If you are the Salary Preparer for a Home Department you can make adjustments to positions in SALARY as well as run BI reports.
- If you are a Salary Preparer for a Funding Department you can only run BI reports.



SALARY Module

- Positions reflect OMNI HR data from payroll ending 3/19/2020.
- Adjustments will be made to positions and your allocation by the Budget Office for E&G Faculty Position Status Reports (fall & spring only).
- Collective bargaining will not be completed by April 1. **DO NOT** make adjustments for faculty promotions or any anticipated E&G salary increases paid by the University Reserve.
- **TBD: Benefit calculations will be at the 2019-20 amounts for all benefits except for health insurance which will be the 2020-21 amounts.**
- SALARY module unavailable from Noon – 1:00 for benefit calculations & push to ALLFUND and 6:00 – 8:00 pm for benefit calculations, push to ALLFUND, and push to ASO for BI reports
- Data available in BI reports the following day



SALARY Module

Changes to positions/employees for new year:

- Terminations
- Retirements
- New hires
- Self funded pay increases
- Funding changes
- Faculty Position Status Report changes (already put into SALARY by the Budget Office)

All changes can be recorded in Hyperion SALARY to build your salary budgets.



Non-E&G

- Positions/employees can be adjusted for building your Operating Budgets in SALARY
- Percentage increases, including across-the-board increases, can be calculated in SALARY
 - By individual employee
 - By entire Home Department
- Salary budgets can be pushed by department/fund combination from SALARY into ALLFUND (notify the Budget Office)
 - All positions (filled & vacant)
 - Only filled positions (new feature this year)
 - **NEW: Foundation Funds (599)**
- BI reports available overnight
 - Dashboard>HYP-Rate and Salary Reports>Budgeted Position
 - Can be run for multiple funding departments and funds



E&G

- Positions/employees can be adjusted for building your Operating Budgets in SALARY
- Self-funded percentage increases, including across-the-board increases, can be calculated in SALARY
 - By individual employee
 - By entire Home Department
- E&G salary budgets will be pushed from SALARY into ALLFUND during the down-time (noon-1:00 and 6:00-8:00 pm)
- BI reports available overnight
 - Dashboard>HYP-Rate and Salary Reports>E&G Rate Variance
 - Dashboard>HYP-Rate and Salary Reports>Budgeted Position
 - Dashboard>HYP-Operating Budget Reports>Comparison of E&G Salary Totals



E&G

- Beginning E&G allocations in ALLFUND reflect recurring balances in OMNI as of 3/31/2020
- Adjustments have already been made for Faculty Position Status Reports (Fall and Spring only)
- Adjustments to your E&G allocation can be made throughout the budgeting process in April
- E&G allocation adjustments must have VP approval and be requested through Gail Friedrich
 - Provost or Budget Office Amendment
 - E&G Rate Allocation Change Form (transfers between schools or between faculty & staff)



Additional notes

- Bonuses, leave payouts, and overtime for non-E&G funded salaries
- University-paid increases
- Tuition differential



Updates/Changes

- Employee record
- Foundation Fund (599) push from SALARY to ALLFUND
- New high deductible spousal health insurance option



Logging on to Hyperion SALARY and BI in QNA for training purposes only:

<http://pslinks.its.fsu.edu/external>

The screenshot shows a web browser window with the address bar displaying pslinks.its.fsu.edu/external/. The browser's address bar also shows a search field and navigation icons. Below the browser window, the Florida State University portal is visible. The portal header includes the FSU logo and the text "FLORIDA STATE UNIVERSITY". A navigation menu is displayed below the header, with the "HYPERION" and "OBIEE" sections highlighted with red boxes. The "HYPERION" section contains a "QNA" icon (highlighted with a red box) and a "PRD" icon. The "OBIEE" section contains an "OBIEE 12C QNA" icon (highlighted with a red box) and a "PRD" icon. Other sections visible include "FINANCIALS" (FI 9.2 PT 8.54), "HUMAN RESOURCES" (PT 8.52), "CAMPUS SOLUTIONS" (QAT 9.0, SMU 9.0), "CRM" (CRM 9.2 PT 8.53), and "PORTAL" (myFSU OA, myFSU).



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Optional Workshops

- All workshops are being held via either Skype or Zoom due to the current COVID19 situation
- By appointment only
- **PLEASE BE PREPARED!!!**
- Go to Budget Office SharePoint site and view the calendar
<https://fsu.sharepoint.com/sites/budget/>
- Email/call in your appointment request based on availability



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The screenshot shows the navigation menu of the Florida State University Budget Office SharePoint site. The menu items are: Rate Reports, Rate Reports Archive, Documents, Budget Errors, Budget Office Publications, Operating Budget, School Reports, 2020-21 OB Entry Workshops, Non-E&G Assessments, and Budget Manager. The '2020-21 OB Entry Workshops' item is highlighted with a red rectangular box, and a red arrow points to it from the right.

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Rate Reports

Rate Reports Archive

Documents

Budget Errors

Budget Office Publications

Operating Budget

School Reports

2020-21 OB Entry Workshops

Non-E&G Assessments

Budget Manager

Budget Office Contacts

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