

# 2018-19 Operating Budget Training SALARY

Conducted by the Budget Office

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FLORIDA STATE UNIVERSITY

# Budget Entry Window

Budgeting in Hyperion:

- Salary Budget (SALARY) April 2-15
- Operating Budget (ALLFUND) April 2-30



# Browser Compatibility

Recommend using Firefox over Internet Explorer

- If using Internet Explorer (IE) and you encounter any issues, please put in a case with CTS:

<http://faqits.ez.fsu.edu/Support-Services/FSU-Service-Center/How-do-I-submit-a-case-for-Computer-Technology-Support-CTS>



# 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 3/22/2018.
- 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<sup>st</sup>, so do not make adjustments for faculty promotions or any anticipated E&G salary increases paid by the University Reserve.
- Benefit calculations will be at the 2017-18 amounts for all benefits except for health insurance which will be the 2018-19 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.



# Updates

- New non-E&G push option
- Aliases





# 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)
- 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 3/31/2018
- 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



# 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/](http://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 following categories: FINANCIALS, HYPERION, HUMAN RESOURCES, CAMPUS SOLUTIONS, CRM, PORTAL, and OBIEE. The HYPERION and OBIEE categories are highlighted with red boxes. Under HYPERION, there are two database icons: QNA and PRD. Under OBIEE, there are two database icons: OBIEE 12C QNA and OBIEE PRD. The portal also displays various application versions and logos, such as "myFSU OA" and "myFSU".

FINANCIALS	HYPERION	HUMAN RESOURCES	CAMPUS SOLUTIONS	CRM	PORTAL	OBIEE
FI 9.2 PT 8.54	QNA	PT 8.52	QAT 9.0 SMU 9.0	CRM 9.2 PT 8.53	myFSU OA	OBIEE 12C QNA
QNA FSUID QNA LOCAL	PRD	QNA 9.1 LOCAL QNA 9.1		QNA FSUID QNA LOCAL	myFSU	OBIEE PRD



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# Optional Workshops

- Workshops are being held at the Budget Office in Westcott Building
- By appointment only
- 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



# Budget Office Contacts

## Questions?

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