2019-20
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
• Extra payperiod
• Updates/Changes in 2019-2020
Budget Entry Window

Budgeting in Hyperion:
• Salary Budget (SALARY) April 1-14
• 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 3/21/2019.

• 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, so 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 2018-19 amounts for all benefits except for health insurance which will be the 2019-20 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)
- 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 3/31/2019
• 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
Extra Payperiod

- There will be 27.0 payperiods in FY2020
- Will impact on 12mo employees (9mo, 10mo, and summer salaries will not be affected)
- Hyperion SALARY will still be based on 26.1 payperiods for 12mo employees
- E&G (funds 110 and 121)
  - Central reserves will cover additional budget requirements for extra payperiod
  - The Budget Office will take care of budgeting for the extra payperiod
- Non-E&G:
  - The reserves will not be able to cover non-E&G expenses related to the extra payperiod
  - Units will need to budget accordingly for the extra payperiod
Extra Payperiod (Non-E&G)

• There are some tools available to help budget for the extra payperiod for Non-E&G:
  • Excel spreadsheets to help estimate the cost of extra payperiod (available on Budget Office website)
  • Data push from SALARY to ALLFUND includes additional amount to estimate for extra payperiod
Updates/Changes

• New tabs for Faculty and Staff
• “New Position” placeholders for Faculty and Staff
• Replaced “Delete a position” with “Zero out a position”
• Removed “Add another employee to a position”
• Removed “Delete a partial FTE”
• Funding distribution rounds to 3 decimal places (e.g., 10.1229544 = 10.123%)
• New Social Security calculation
• New health insurance calculation
Logging on to Hyperion SALARY and BI in QNA for training purposes only:

http://pslinks.its.fsu.edu/external
Optional Workshops

• Workshops are being held at the Budget Office in Westcott Building
• 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
Budget Office Contacts

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