2020-21
Operating Budget Training
SALARY

Conducted by the Budget Office
Ken Gloeckner
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.
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
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
Budget Office Contacts

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