E&G Rate Reconciliation
Position & Rate Management

- Beginning E&G allocations booked into OMNI Financials July 1st
- E&G allocation changes recorded as budget transfers throughout the year
  - University paid pay increases
  - Allocations from the Provost
  - Allocations from the Budget Office
  - Position budgeting changes
- HR position data updated bi-weekly after each payroll
- HR data imported into Adaptive Planning for balancing & reporting
- Adaptive Planning and BI reports for end users (PDF, Excel, etc.)
Position & Rate Management

Position budgeting data is pulled into Adaptive Planning after every payroll from OMNI HR for balancing by the Budget Office

- Compare current pay period positions to last pay period positions
- Research any variances in OMNI HR
- Look for E&G allocation changes (Provost memo, Budget Office memo, University paid increases, etc.)
- Contact department budget manager if needed
- Adjust E&G allocation, if needed
- Adjust rate pool positions for staff and vacant positions for faculty
- Push balanced position data to BI for reporting
Position & Rate Management

- **Staff Positions**
  - E&G and non-E&G funding changes
  - E&G and non-E&G rate changes
  - E&G and non-E&G FTE changes
  - Shift Differentials

- **Faculty Positions**
  - Non-E&G funding, rate, & FTE changes
  - **E&G rate changes only** (Permanent changes must be reported to the Budget Office for manual adjustments in OMNI due to buyouts for faculty conversions, sabbaticals, LOAs, etc.)
BI Dashboard Reporting

Financial Reports:
• E&G Allocation (Recurring) – your recurring E&G budget

ADP – Rate and Salary Report:
• E&G Rate Variance – all E&G positions funded by your departments
The Budget Office:

1. Balances and provides accurate position data via Adaptive Planning and BI bi-weekly
2. Keeps E&G recurring salary budgets and positions in balance by department and salary budgetary account (Faculty, A&P, USPS)
3. Keeps benefit available balances at zero
4. Processes non-recurring budget reimbursements for annual leave payouts, sick leave payouts, and comp leave payouts
5. Processes non-recurring budget reimbursements for approved staff overlaps and overtime
6. Processes budget journals that involve salary budgetary accounts, including faculty rate conversions
Departmental responsibilities:

1. Understand the relationship between your E&G Rate Variance reports and your E&G Allocation (Recurring) by department and salary budgetary account (Faculty, A&P, USPS)
2. Review all changes and ensure that they are correct and appropriate and take action to have discrepancies corrected
3. Notify the Budget Office of permanent E&G faculty funding and/or FTE changes
4. Review available balances for salary deficits and take steps to clear any deficits by creating non-recurring budget transfer journals, processing RDFs, or changing funding on positions
Budget Office SharePoint Site:

- https://fsu.sharepoint.com/sites/budget/
- OMNI user ID and password protected
- Rate Reports Archive
- Operating Budget
- Non-E&G Assessments
# E&G Allocation Report

## E&G Allocations (Recurring) Dept Level Data

**Time run:** 8/25/2022 9:46:06 AM

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## E&G Rate Variance Report

### E&G Variance Detail Report

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### Data as of the pay period ending 08/04/2022
1. Run the E&G Rate Variance Report for your school. Review and identify each variance to ensure they are correct using OMNI HR:

- **Job Data** (Workforce Administration > Job Information) *put in 9-digit Empl ID or Name*
- **Department Budget Tables** (Workforce Administration > FSU Employee Funding Setup) *put in 9-digit Empl ID and Fiscal Year only*
- **Add/Update Position Info** (Organizational Development > Position Management > Maintain Positions/Budgets) *put in 8-digit position number*
2. Review the “Current” grand total for your faculty and support (USPS + A&P) on the E&G Rate Variance report.
3. The “Current” grand total from your E&G Rate Variance report should balance to your current E&G Allocation report. Keep in mind that your E&G Allocation may change from day to day.
Reconciling Rate Reports

4. Using the “Drill to department level” feature on the E&G Allocation report will give you the changes that have taken place with your allocation including journal dates and descriptions.

<table>
<thead>
<tr>
<th>Journal Date</th>
<th>Journal Id</th>
<th>Long Description</th>
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<td>517,078.64</td>
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</table>
5. Your E&G Allocation should balance at the department level as well. Use the “Drill to department level” feature on the E&G Rate Variance report for these totals.
Historical Rate Reports

- The E&G Rate Variance report includes a second tab for historical data back to November 2021.
- To review historical rate reports before November 2021, you must sign into the Budget Office’s SharePoint site. The Rate Reports archive includes data back to FY 2004-05.
Rate + Benefits Adjustments

When position details change, the budget also needs to change. The Budget Office processes recurring “Rate + Benefits Adjustment” journals to move budget to match positions.

Example: A USPS position with $47,500 is reclassified to A&P

E&G Variance Details:  
USPS → A&P

=  
E&G Allocation Details:  
USPS → A&P
Available Balances

- Budgets can include recurring and non-recurring journals.
- Salary expenses and encumbrances can reflect more than just regular salary (i.e. overtime, leave payouts, temporary pays, bonus pays, etc.).
- Encumbrances are determined by appointments.