

# E&G Rate Reconciliation

Conducted by the Budget Office

# 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

# Budget Office Responsibilities

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 and Staff)
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

**URL:** <https://fsu.sharepoint.com/sites/budget/>

OMNI user ID and password protected

Rate Reports Archive

Operating Budget

Non-E&G Assessments





# E&G Rate Variance Report

myFSU Business Intelligence Search All [ ] Advanced Help Sign Out

E&G Rate Variance Home Catalog Favorites Dashboards New Open Signed In As Mr Kenneth David Gloeckner

E&G Rate Variance E&G Rate Variance (Historical)

**E&G Variance Detail Report**  
Time run: 8/13/2024 2:49:55 PM

Data as of the pay period ending 08/01/2024

Fiscal Year: --Select Value--  
School: --Select Value--  
Area: --Select Value--  
Department: --Select Value--  
Fund: --Select Value--  
Salary Admin Plan: --Select Value--

Funding School	Funding School Descr	Funding Area	Funding Dept ID	Funding Dept ID Descr	Salary Admin Plan	Fund Code	Funding Code Descr	Position	Jobcode	Job Code Descr	Employee ID	Empl Rcd	Employee Name	Funded FTE Previous	Funded FTE Current	Funded FTE Variance	E&G Rate Previous	E&G Rate Current	E&G Rate Variance
														1.00000	1.00000	0.00000	74,798.11	74,798.11	0.00
														1.00000	1.00000	0.00000	53,560.00	53,560.00	0.00
														2.00000	2.00000	0.00000	128,358.11	128,358.11	0.00
														0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
														0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
														2.50000	2.50000	0.00000	150,309.41	150,309.41	0.00
														1.00000	1.00000	0.00000	49,440.00	49,440.00	0.00
														1.00000	1.00000	0.00000	44,056.80	44,056.80	0.00

# E&G Rate Variance Report

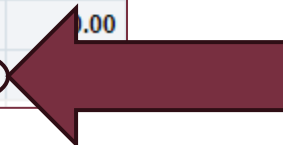
1. Run the E&G Rate Variance Report for your school. Review and identify each variance to ensure they are correct using OMNI HR:
  - a) Job Data (Workforce Administration > Job Information) put in 9-digit Empl ID or Name
  - b) Department Budget Tables (Workforce Administration > FSU Employee Funding Setup) put in 9-digit Empl ID and Fiscal Year only
  - c) Add/Update Position Info (Organizational Development > Position Management > Maintain Positions/Budgets) put in 8-digit position number

		1.00000	1.00000	0.00000	78,024.84	78,024.84	0.00	
		1.00000	1.00000	0.00000	42,120.00	42,120.00	0.00	
		1.00000	0.00000	1.00000	0.00	0.00	0.00	
		0.00000	1.00000	(1.00000)	0.00	46,000.00	(46,000.00)	New hire
		1.00000	0.00000	1.00000	0.00	0.00	0.00	
		0.00000	1.00000	(1.00000)	0.00	60,000.00	(60,000.00)	New hire
		1.00000	1.00000	0.00000	0.00	0.00	0.00	
		1.00000	1.00000	0.00000	155,767.72	42,783.63	112,984.09	Rate pool
		1.00000	1.00000	0.00000	93,791.37	93,791.37	0.00	
		25.00000	25.00000	0.00000	1,506,976.07	1,499,991.98	6,984.09	
		1.00000	1.00000	0.00000	82,457.67	82,457.67	0.00	

# Reconciling Rate Reports

- Review the “E&G Rate Current” grand total for your faculty and staff on the E&G Rate Variance report.

yee	Empl Rcd	Employee Name	Funded FTE Previous	Funded FTE Current	Funded FTE Variance	E&G Rate Previous	E&G Rate Current	E&G Rate Variance
			1.00000	1.00000	0.00000	74,798.11	74,798.11	0.00
			1.00000	1.00000	0.00000	53,560.00	53,560.00	0.00
			2.00000	2.00000	0.00000	128,358.11	128,358.11	0.00
			0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
			0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
			2.50000	2.50000	0.00000	150,309.41	150,309.41	0.00



# Reconciling Rate Reports

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.

Group	Fund Id	Fund Desc	Budget Staff	Budget Staff Benefits	OPS	Expense	Total
University	110	E&G General Revenue	150,309.41	53,144.89	29,000.00	20,000.00	252,454.30
University Total			150,309.41	53,144.89	29,000.00	20,000.00	252,454.30



# Reconciling Rate Reports

- 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.

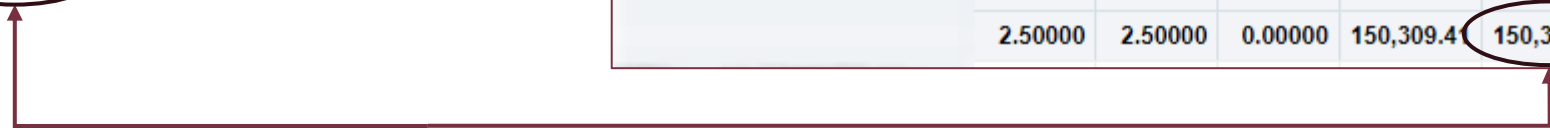
Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget Staff	Total
059000	Ctr Ocean Atmos Prediction Stu	7/1/2024	BUD0000003	2024-2025 Original Budget - Expense (Recurring)	94,570.82	94,570.82
		7/4/2024	0000411841	2024-25 Staff 3% Market Adjustment	3,738.59	3,738.59
			SAL0000745	Rate and Benefits Adjustments (w/ P24 & FLSA), pay period A, 6/21/2024 - 7/4/2024	52,000.00	52,000.00
		8/1/2024	SAL0000749	REVERSAL of SAL0000745: Rate and benefits adjustments, pay period A, 6/21/2024 - 7/04/2024	-52,000.00	-52,000.00
			SAL0000751	CORRECTION: Rate and benefits adjustments, pay period A, 6/21/2024 - 7/04/2024	52,000.00	52,000.00
<b>059000 Total</b>					<b>150,309.41</b>	<b>150,309.41</b>

# Reconciling Rate Reports

- 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.

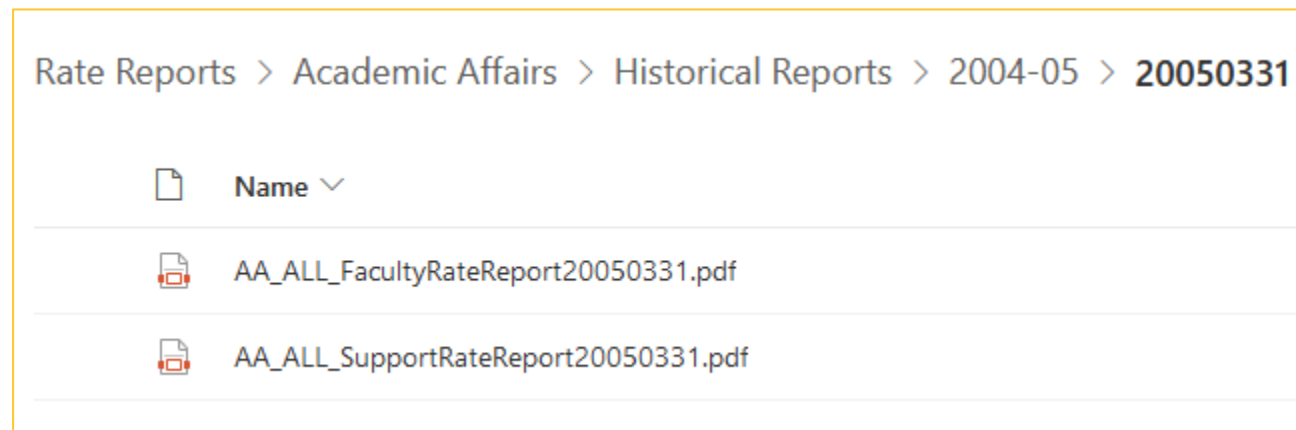
Budget Staff	Total
94,570.82	94,570.82
3,738.59	3,738.59
52,000.00	52,000.00
-52,000.00	-52,000.00
52,000.00	52,000.00
<b>150,309.41</b>	<b>150,309.41</b>

Year	Empl Rcd	Employee Name	Funded FTE Previous	Funded FTE Current	Funded FTE Variance	E&G Rate Previous	E&G Rate Current	E&G Rate Variance
2019	11	XXXXXXXXXXXX	1.00000	1.00000	0.00000	74,798.11	74,798.11	0.00
2019	11	XXXXXXXXXXXX	1.00000	1.00000	0.00000	53,560.00	53,560.00	0.00
			<b>2.00000</b>	<b>2.00000</b>	<b>0.00000</b>	<b>128,358.11</b>	<b>128,358.11</b>	<b>0.00</b>
2019	00000	00000	0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
			0.50000	0.50000	0.00000	21,951.30	21,951.30	0.00
			<b>2.50000</b>	<b>2.50000</b>	<b>0.00000</b>	<b>150,309.41</b>	<b>150,309.41</b>	<b>0.00</b>



# 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 staff position with \$47,500 moves from dept 144000 to 144009.

E&G Rate Variance		E&G Allocation
144000 (\$47,500) 144009 \$47,500	=	144000 (\$47,500) 144009 \$47,500

# Available Balances

- **BUDGET** can include recurring and non-recurring journals
- **EXPENSE** and **ENCUMBRANCE** can reflect more than just regular salary (i.e. overtime, leave payouts, temporary pays, bonus pays, etc.)
- Encumbrances are determined by appointments

$$\text{Available Balance} = \text{Budget} - \text{Encumbrance} - \text{Expense}$$