

E&G Rate Reconciliation



FLORIDA STATE UNIVERSITY

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)

 E&G Allocations (Recurring) Dept Level Data
Time run: 8/25/2022 9:46:06 AM

Group	Division	School	Area	Fund Id	Fund Desc	Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget Faculty	Budget Faculty Benefits	Budget A&P	Budget A&P Benefits	Budget USPS	Budget USPS Benefits	Total
University	Academic Affairs	College of Arts & Sciences	Aerospace Studies	110	E&G General Revenue	096000	Aerospace Studies	7/1/2022	0000361849	ALLOC ADJ Recurring Rate + Benefits Adjustments for Operating Budget	0.00	0.00	0.00	0.00	0.00	35.61	35.61
									BUD00000003	BUD00000003-Original Budget-Expense (Recurring)	0.00	0.00	0.00	0.00	31,065.00	14,907.00	45,972.00
									BUD00000004	BUD00000004-Revised Original Budget-Expense (Recurring)	0.00	0.00	0.00	0.00	31,065.00	14,906.58	45,971.58
									BUD00000006	BUD00000006-Rounding for Original Budget-Expense (Recurring)	0.00	0.00	0.00	0.00	0.00	-0.01	-0.01
									BUDREV0003	BUDREV0003-Reverse BUD00000003 Original Budget-Expense (Recurring)	0.00	0.00	0.00	0.00	-31,065.00	-14,907.00	-45,972.00
								7/7/2022	SAL0000557	Rate and benefits adjustments, pay period A, 6/24/2022 - 7/7/2022	0.00	0.00	0.00	0.00	0.00	-14,942.18	-14,942.18



E&G Rate Variance Report

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

Data as of the pay period ending 08/04/2022

E&G Variance Detail Report

Time run: 8/25/2022 9:47:04 AM

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
AS	College of Arts & Sciences	059 - Ctr Ocean Atmos Prediction Stu	059000	Ctr Ocean Atmos Prediction Stu	A&P	110	E&G General Revenue	00080785	9224	Sr Administrative Spec				1.00000	1.00000	0.00000	65,742.82	65,742.82	0.00
A&P Total														1.00000	1.00000	0.00000	65,742.82	65,742.82	0.00
					USPS	110	E&G General Revenue	00082190	2403	Grants Compliance Asoc				0.50000	0.50000	0.00000	17,325.00	17,325.00	0.00
USPS Total														0.50000	0.50000	0.00000	17,325.00	17,325.00	0.00
059000 Total														1.50000	1.50000	0.00000	83,067.82	83,067.82	0.00
		069 - Earth, Ocean & Atmospheric Sci	069000	Earth, Ocean & Atmospheric Sci	A&P	110	E&G General Revenue	00053769	9396	Academic Program Specialist				1.00000	1.00000	0.00000	42,000.00	42,000.00	0.00
								00054031	9425	Grants Compliance Analyst				1.00000	1.00000	0.00000	59,212.94	59,212.94	0.00
								00054038	9418	Technology Specialist				1.00000	1.00000	0.00000	66,550.12	66,550.12	0.00
								00055167	9396	Academic Program Specialist				1.00000	1.00000	0.00000	50,400.00	50,400.00	0.00



Reconciling Rate Reports

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*

			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	82,457.57	82,457.57	0.00	



Reconciling Rate Reports

- Review the “Current” grand total for your faculty and support (USPS + A&P) on the E&G Rate Variance report.

Employee Name	Funded FTE Previous	Funded FTE Current	Funded FTE Variance	E&G Rate Previous	E&G Rate Current	E&G Rate Variance
	0.20706	0.20706	0.00000	17,351.54	17,351.54	0.00
	1.00000	1.00000	0.00000	50,698.79	50,698.79	0.00
	1.00000	1.00000	0.00000	54,335.74	54,335.74	0.00
	1.00000	1.00000	0.00000	88,404.25	88,404.25	0.00
	1.00000	1.00000	0.00000	106,353.58	106,353.58	0.00
	1.00000	1.00000	0.00000	55,498.99	55,498.99	0.00
	1.00000	1.00000	0.00000	49,387.48	49,387.48	0.00
	1.00000	1.00000	0.00000	45,234.00	45,234.00	0.00
	1.00000	1.00000	0.00000	0.00	0.00	0.00
	1.00000	1.00000	0.00000	49,814.27	49,814.27	0.00
	9.20706	9.20706	0.00000	517,078.64	517,078.64	0.00
	1.00000	1.00000	0.00000	0.00	0.00	0.00
	1.00000	1.00000	0.00000	30,000.00	30,000.00	0.00
	2.00000	2.00000	0.00000	30,000.00	30,000.00	0.00
	11.20706	11.20706	0.00000	547,078.64	547,078.64	0.00

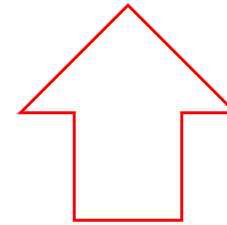


Reconciling Rate Reports

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 A&P	Budget USPS	Total
University	110	E&G General Revenue	517,078.64	30,000.00	547,078.64
University Total			517,078.64	30,000.00	547,078.64

[Refresh](#) - [Print](#) - [Export](#)



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.

Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
7/1/2022	0000361581	ALLOC ADJ Academic Program Specialist Market Adjustments - Filled Positions	2,154.00	0.00	2,154.00
	BUD00000003	BUD00000003-Original Budget-Expense (Recurring)	514,925.00	30,000.00	544,925.00
	BUD00000004	BUD00000004-Revised Original Budget-Expense (Recurring)	514,924.64	30,000.00	544,924.64
	BUDREV0003	BUDREV0003-Reverse BUD00000003 Original Budget-Expense (Recurring)	-514,925.00	-30,000.00	-544,925.00
			517,078.64	30,000.00	547,078.64



Reconciling Rate Reports

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.

		00061244	9454	Facilities Specialist	49,387.48	49,387.48	0.00
		00061480	9396	Academic Program Specialist	45,234.00	45,234.00	0.00
		00083029	9250A	Director, Admin Services	0.00	0.00	0.00
		00093510	RTPL	Rate Pool Position	49,814.27	49,814.27	0.00
A&P Total					517,078.64	517,078.64	0.00
USPS	110	00053341	2033	Technical Support Analyst	0.00	0.00	0.00
		00061958	4250	Program Associate	30,000.00	30,000.00	0.00
USPS Total					30,000.00	30,000.00	0.00
					547,078.64	547,078.64	0.00

Journal Date	Journal Id	Long Description	Budget A&P	Budget USPS	Total
7/1/2022	0000361581	ALLOC ADJ Academic Program Specialist Market Adjustments - Filled Positions	2,154.00	0.00	2,154.00
	BUD00000003	BUD00000003-Original Budget-Expense (Recurring)	514,925.00	30,000.00	544,925.00
	BUD00000004	BUD00000004-Revised Original Budget-Expense (Recurring)	514,924.64	30,000.00	544,924.64
	BUDREV0003	BUDREV0003-Reverse BUD00000003 Original Budget-Expense (Recurring)	-514,925.00	-30,000.00	-544,925.00
			517,078.64	30,000.00	547,078.64



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

