



UNIVERSITY of WISCONSIN  
**GREEN BAY**

***OPERATING BUDGET INSTRUCTIONS  
AND TIMELINE***

***PLAN UW***  
***(The new UW-System budget system)***

***FISCAL YEAR 2019-20***

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# 2019-20 Operating Budget Timeline for the Green Bay, Marinette, Manitowoc and Sheboygan Campuses

## May through December 2018

- Operating budget assumptions and directions set in accordance with the Strategic Planning and Budget Guidelines.
- Division/department/branch campus meetings to establish operating budget parameters:
  - Goals and Objectives
  - New or expanded programs and initiatives
  - Uses and targets for program revenue fund balances
  - Organizational changes

## December 12 and 13, 2018

- Plan UW budget software training for Seg Fee funded operations.

## January 7, 2019 – January 24, 2019

- The new **Plan UW Budget System training**. Training session calendar notices have been sent to all budget users and division/department heads.
- The new system is available for input of the 2019-20 annual operating budget. This is the first year that we will be using the new budget software so there may be adjustments to the timeframes and additional information distributed. All changes will be communicated via email.
- Also new this year, the personnel budgets for salaries, FTE, provisional salaries, LTEs, and Student Help will be budgeted in the Compensation Administration Tool (CAT).
- All UW-System campuses will be budgeting revenue for the first time in FY20.
- See the following Operating Budget Overview and Assumptions for more information about the new system and key points of contact for each area.

## January 31, 2019 and February 7, 2019

- SUFAC review of student fee funded auxiliary budgets.
- Auxiliary units will be notified as to the date of their presentation.

## February 8, 2019

- Fee Change Request forms due. Save the electronic copies to the Budgsub\$ share drive.
- Update all existing fees in the Master Fee Schedule on the Budgsub\$ share drive with FY20 rates.

## February 25, 2019 – March 8, 2019

- Budget review meetings with divisions/departments/branch campuses (scheduled separately as needed).
- Review fund balance projections.
- Feedback to budgetary units on approved/disapproved fee changes.
- Division/department heads present budgets to the Strategic Budgeting Committee

## March 18, 2019 at 4:30 p.m.

- **Plan UW closed. No further updates.**

## March 19, 2019 – April 15, 2019

- Budget staff review of department submissions, verify request matches allocation
- Reconciliation of the budget

## April 15, 2019

- Budget Office submits final budget and required reports to UW-System.

## 2019-20 Operating Budget Overview & Assumptions

***\*\* Please note that some information contained herein is subject to change pending further instructions and details on budget preparation from UW System.\*\****

### New Budget Processes:

- **Plan UW:** UW-System is implementing Oracle's Planning and Budgeting Cloud-Based Solution as our new budget software. The system name is **Plan UW**. FY20 is the first budget year for this new platform which replaces our Excel spreadsheet based process. This is a phased deployment so new functionality like forecasting and scenario modeling will be rolled out in future years. Plan UW is integrated with the Shared Financial System (SFS) and the CAT (see below) and delivers very robust reporting capabilities. Training sessions will be held in January 2019. Reference materials will be available at that time and also on a UW-System website. That link will be provided at the training. Several Staff members have gone through additional training on the new system and will be available to answer questions as you prepare your FY20 budgets. **For questions about the Plan UW budget system please contact your division representative or the Budget Office:**
  - Student Affairs & Campus Climate - Lore Slattery
  - Provost Office, Enrollment Services, CECE – Jill Siegmund
  - CSET, CAHSS, CHESW, AECSB – Brenda Beck
  - Branch campuses – Jill Siegmund, Brenda Beck
  - All other Divisions – Tracy Van Erem, Dick Anderson
- **Compensation Administration Tool (CAT):** The UWSA HR office, the UWSA Budget office, and the Service Center have created a solution within HRS which will allow the distribution of pay plan and compensation adjustments along with funding distributions. The CAT allows users to make compensation and funding changes and then load the updated data back into HRS and Plan UW. Only salary totals by department/fund/program are loaded into Plan UW and will be done on a nightly basis. Access to the CAT will be limited to one representative per division. The following people will have access to the CAT. **Please direct all questions about salary amounts in Plan UW to:**
  - Athletics – Jodi Schleis
  - Student Affairs & Campus Climate - Lore Slattery
  - Provost Office, Enrollment Services, CECE – Jill Siegmund
  - CSET – Amy Ibuaka
  - CAHSS – Brenda Beck
  - CHESW – Anna Maier
  - AECSB – Kathleen Jurecki
  - Branch campuses – Jill Siegmund, Brenda Beck
  - All other Divisions – Tracy Van Erem, Dick Anderson
- **Revenue Budgets:** UW-System campuses will be budgeting revenue for the first time. Up to now, only expenses were budgeted and published in the UW-System Redbook. You will be entering revenue across all fund codes in this budget cycle.

**Funding Sources:**

- Budgeted amounts for state appropriations (Funds 102, 103, 402) are limited to the total allocation received from the State. The Plan UW systems shows the total allocation for each budget area.
- Budgets for the following funds should be based on the anticipated level of activity for the fiscal year:
  - Program revenue: Funds 128, 132 and 136
  - Academic Student Fees: Funds 131 and 189
  - Non-Federal Grants: Fund 133
  - Federal Grants: Fund 144
  - Federal Overhead: Fund 150
  - Gifts: Fund 233

**Program Revenue Balance Projections:**

- Six-year budget projection spreadsheets must be completed for all departments with FY18 year-end cash balances in Funds 128, 131, 132, 136, 150, 189.
- It is anticipated that we will use the SmartView capability of Plan UW to complete the six year fund balance projections. The Budget Director will provide more information during the Plan UW training sessions.

**Compensation Planning:**

- Fringe benefit expenses are pre-populated in Plan UW by employee classification and fund code. The following fringe benefit rates were applied:
  - Academic Staff/Faculty/Limited – 45% (for all Funds)
  - University Staff – 58% (66% for Funds 133/144)
  - LTE/Projects – 14% (10% for Funds 133/144)
  - Student Help – 2.5% (3% for Funds 133/144)
- If you would like to adjust the fringe rates for your area, please use 20% of salaries plus the cost of health insurance to calculate the fringe benefit amount. We have provided a **fringe benefit calculator** on the Budgsub\$ share drive to be used to calculate fringe benefits for program revenue operations. Health insurance rates will not increase in calendar year 2019.
- All requests for career progressions and title changes should be included in the budget including dollars for re-titling or promotions. The procedures established by Human Resources must be followed and all changes must be approved at the appropriate administrative level. Please visit the Human Resources website for the appropriate policies, procedures, timeframes and documents. These salary increases should be budgeted as provisional salary lines if the new rates are effective after the budget system closes (see the budget Timeline).
- Policies and procedures for other compensation adjustments can be found on the HR website.
- UW-System will announce their requested pay plan in December 2018. All pay plans are subject to approval by the Joint Committee on Employee Relations (JCOER). This document will be updated with that information. All pay plan amounts are managed in

the CAT. Please see your area contact identified at the beginning of this document for information regarding pay plan.

- Promotion to Full Professor or Associate Professor requires a base increase which is tied to the UW-System pay plan. UW-System will announce any requested pay plan increases in December 2018. This document will be updated with the amount when we are notified and email notices will be sent to the appropriate staff members.
- Units are required to budget the full amount for the promotion.
- Sabbaticals. Individuals on one-semester sabbaticals should be coded 50% to Program 2 and 50% to Program 6. Individuals on full-year sabbaticals should be coded 35% to Program 2 and 65% to Program 6.

## Instructions for Completing Campus Budget in Plan UW

- For the FY20 budget, training sessions will be held in January 2019 to familiarize users with the Plan UW Budget System. Documentation and user guides will be provided at that time.

## Auxiliary and Program Operations Budget Request Assumptions

- Operations partially or fully funded by Fund 128 must prepare auxiliary budget submissions. Any department with a cash balance in Funds 128, 131, 132, 136, 150, 189 must prepare a Program Revenue budget submission. Following is a list of specific guidelines and notes to use in completing the auxiliary and program revenue budget submissions.

### Reporting Threshold

- There is no 2019-20 reporting threshold for rate increases for Apartment rates, Parking, and Segregated Fees. When submitting the auxiliary budget to UW System, the campus is required to provide an explanation for all rate changes. Any departments with Seg Fee rate changes will need to submit a written narrative explaining the changes.
- Any department with a program revenue cash balance must complete the six year budget projection spreadsheet detailing revenue, expenses, capital expenditures, balance transfers, and program notes. This information will be aggregated at the campus level by the Budget Office.

**We have not received the 2019-20 operating budget information from the UW System Budget office, but will update this as it becomes available. Use the following information to complete your budgets.**

- UW-System will announce their requested pay plan in December 2018. All pay plans are subject to approval by the Joint Committee on Employee Relations (JCOER). This document will be updated with that information.
- Estimated 4% increase for fringe benefits. Fringe benefit costs are 20% of salary plus the cost of health insurance. See the fringe rate calculator on the Budgsub\$ share drive for specific information regarding health insurance rate estimates.

- The auxiliary and program budget submissions, both in terms of dollars and positions should be as accurate as possible. Because these are continuing funds, spending authority and position count can be increased as needed.
- Estimated interest rates for 2019-20 will be published here when they are received from UW-System.
- Auxiliaries that receive SUFAC funding should ensure that the approved SUFAC action agrees with the information contained in the area budget submission.
- Reserve funds should be used to smooth the impact of rate increases so no one set of students pays a disproportionate share.
- UW-System will provide the 2019-20 debt service (Fund 123) allocations.
- Capital is defined as equipment with a unit price of \$5,000 or more and a useful life of greater than one year

Following is a summary of the Business & Finance Administrative Charges to the various auxiliary operations in 2019-20. For the 2019-20 budget process, the Vice Chancellor for Business and Finance has recommended no increase, so the amounts will remain unchanged, as follows:

**Business and Finance  
Administrative Charges  
For Fiscal Year 2019-20**

Department	Total Charge
Parking	\$ 8,309
Dean of Students	97
Bookstore	52,193
Golf Course	13,060
Program Support	81
University Union	54,475
Athletics	59,182
Intramurals	11,133
Residence Life	96,324
Health Services	1,023
Student Organizations	967
Fleet Vehicles	271
Student Life	1,117
Security	309
Bursar	289
	<b>\$ 298,830</b>

## Master Fee Schedule

### Instructions for Fee/Charges Proposals:

During the budget planning process, *all new fees and fee increases greater than 3%* must be identified and submitted to the area leader for approval. A copy of the 2019-20 Master Fee Schedule is included in the Budgsub\$ share drive.

The campus master fee schedule, as provided on the budgsub\$ share drive, has been separated by area. Authorized individuals will have access to area fee schedules for the purpose of updating **existing** fees with proposed changes.

For the 2019-20 budget process, any changes to existing fees within the 3.0% threshold require Area Leader approval. The Fee Change Request Form, available on the Budget Office website and in the budgsub\$ share drive, must be used for **(1) proposed fee changes that exceed the 3.0% threshold and (2) all proposed new fees** – both of which require the approval of the Area Leader and Chancellor. Once fees have been approved by the Area Leader, all forms should be submitted to the Chancellor, via the Budget Office, for approval. Save this form, along with any additional documentation, to the appropriate divisional folder on the budgsub\$ drive.

The area fee schedule sheets will be available on the budgsub\$ share drive. All approved fees will be effective July 1, 2019.

Please review relevant guidelines for all fees, especially course fees. Keep in mind that UW System Financial Policy Paper 825: Special Course Fees covers instances where course fees can and cannot be charged, and states:

*“Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained by students; and private lessons provided to non-music majors.*

*Special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.*

*Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget.”*