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***OPERATING BUDGET INSTRUCTIONS***

***AND TIMELINE***

***PLAN UW***

***FISCAL YEAR 2021-22***

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# 2021-22 Operating Budget Timeline for the Green Bay, Marinette, Manitowoc and Sheboygan Campuses

**May through January 2021**

* Operating budget assumptions and directions set in accordance with the Campus Strategic Priorities and Operating 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
	+ Long term capital planning & information technology plans
	+ Organizational changes

**January 2021**

* Plan UW budget refresher training.
* Initiation of Compensation Administration Tool (CAT)
* Opening of Plan UW

**January 28, 2021 through February 25, 2021**

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

**January 29, 2021**

* 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 FY22 rates.

**February 2021 – Mid March 2021**

* 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.

**March 10, 2021 at 4:30 p.m.**

* Plan UW closed. No further updates.

**March 10, 2021 – April 1, 2021**

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

**April 1, 2021**

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

# 2021-22 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.\*\****

### Budget Processes:

* **Plan UW:** 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 2021. A link to reference materials will be provided at the training. **For questions about the Plan UW budget system please contact the Budget Office.**
* **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 Kazik
	+ University Inclusivity & Student Affairs - Lore Slattery
	+ Provost Office, Enrollment Services, CECE – Jill Siegmund
	+ CSET – Amy Ibuaka
	+ CAHSS – Amanda Wildenberg
	+ CHESW – Brenda Beck
	+ AECSB – Kathleen Jurecki
	+ Branch campuses – Jill Siegmund
	+ All other Divisions – Andy Bleier, Lisa Jackovich
* **Revenue Budgets:** UW-System campuses will be budgeting revenue, you will be entering revenue across all Non GPR fund codes as part of the budget process.

###  Funding Sources:

* Budgeted amounts for state appropriations (Funds 102, 103, 187, 402) are limited to the total allocation received from the State. The Plan UW systems shows the total allocation for each budget area.
* Fund 104 budgets must match IIA sent to UW Extended Campus.
* 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 FY20 year-end cash balances in Funds 128, 131, 132, 136, 150, 187, 189.

### 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 – 43% (for all Funds)
	+ University Staff – 57% (50% for Funds 133/144)
	+ LTE/Projects – 15% (7.65% for Funds 133/144)
	+ Student Help – 2% (4% 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.
* 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 recommend a 2% pay plan for FY22. All pay plans are subject to approval by the Joint Committee on Employee Relations (JCOER). At this time, we will assume the for budgeting purposes an approved pay plan will be effective January 2022. **This will have budget effective rate of 1% as the pay plan provisional amount** for all Non GPR funds. Do not budget a pay plan for GPR funds.
* Promotion to Full Professor requires a **$5,434** base increase and promotion to Associate Professor a **$3,396** base increase (Note: if a 2% pay plan is not approved as stated above, these amounts will remain at the FY21 rates of $5,327 and $3,329 respectively). 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 FY22 budget, virtual training sessions will be held in January 2021, please watch for future communications with dates and instructions for meeting link.

# 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, 187, 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 2021-22 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 (defined as equipment with a unit price of $5,000 or more and a useful life of greater than one year), balance transfers, and program notes. This information will be aggregated at the campus level by the Budget Office.

**We have not received the 2021-22 operating budget information from the UW System Budget office, updates will be made as it becomes available. Use the following information to complete your budgets.**

* **UW-System will recommend a 2% pay plan for FY22**. All pay plans are subject to approval by the Joint Committee on Employee Relations (JCOER). We will assume for budgeting purposes an approved pay plan will be effective January 2022. **This will have a budget effective rate of 1% pay plan provisional amount** for all Non GPR funds. Do not budget a pay plan for GPR funds.
* Estimated 3% 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.
* The interest rate for the State investment Fund continues to decline. The estimated interest rate for 2021-22 is 0.1%.
* 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 2021-22 debt service (Fund 123) allocations.

# Administrative Charges

The Business & Finance Administrative Charges to the various auxiliary operations is currently under review. Impacted departments will be contacted with the updated Administrative Charges for the 2021-22 budget process.

# Master Fee Schedule

### Instructions for Fee/Charges Proposals:

During the budget planning process, *all new fees and fee increases* must be identified and submitted to the area leader for approval. A copy of the 2021-22 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. The branch campus fees that fall within your respective area should also be updated.

For the 2021-22 budget process, any changes to existing fees 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 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 will 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 are available on the budgsub$ share drive. All approved fees will be effective July 1, 2021.

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.”*