****

***OPERATING BUDGET INSTRUCTIONS***

***AND TIMELINE***

***FISCAL YEAR 2025-26***

Table of Contents

[2025-26 Operating Budget Timeline for UW Green Bay 1](#_Toc189133684)

[2025-26 Operating Budget Overview & Assumptions 1](#_Toc189133685)

[Budget Processes: 1](#_Toc189133686)

[Funding Sources: 2](#_Toc189133687)

[Compensation Planning: 2](#_Toc189133688)

[Instructions for Completing Campus Budget in Plan UW 3](#_Toc189133689)

[Auxiliary and Program Operations Budget Request Assumptions 3](#_Toc189133690)

[Reporting Threshold 3](#_Toc189133691)

[Other Information 4](#_Toc189133692)

[Master Fee Schedule 4](#_Toc189133693)

[Instructions for Fee/Charges Proposals: 4](#_Toc189133694)

[Special Course Fees: 4](#_Toc189133695)

# 2025-26 Operating Budget Timeline for UW Green Bay

**October-November 2024**

* SUFAC review of student fee funded auxiliary budgets.

**December 2024**

* December 13 - Preliminary Auxiliary Rates due to UW System
* December 20 - Campus Multi-year forecast due to UW System – current fiscal year plus one

**January 2025**

* Week of January 27th – Plan UW refresher training
* January 31 - Tuition increase proposals due to System
* January 31 - Fee Change Request and Special Course Fee forms due

**February 2025 – Early March 2025**

* Early February – PlanUW Initialized and CAT opened
* Budget review meetings with divisions & departments (scheduled separately as needed)
* Feedback to budgetary units on approved/unapproved fee changes

**March 1, 2025**

* Plan UW closed for Campus updates

**April 15, 2025**

* Final UW Green Bay budget due to UW-System

# 2025-26 Operating Budget Overview & Assumptions

### Budget Processes:

* **Plan UW:** Plan UW is integrated with the Shared Financial System (SFS) and the CAT (see below). Budget amounts from the prior year will be loaded into the upcoming budget year. All salary updates will be made in the CAT and non-salary updates will be made directly in Plan UW. Training sessions will be held in late-January. If you would like additional training, please contact the budget office. A link to reference materials for Plan UW can be found on the Budget website.
* **Compensation Administration Tool (CAT):** The CAT allows users to make compensation and funding changes at the employee level which is then loaded into HRS and Plan UW. Only salary totals by department/fund/program are loaded into Plan UW and will be done hourly from 9-5 and at 3:30am. Access to the CAT will be limited to one representative per division. The following people will have access to the CAT:

* + Athletics – Steven Millard
  + CECE – Jaynie Binkowski
  + SAAS – Jaynie Binkowski
  + CSET – Amy Ibuaka
  + CAHSS – Amanda Wildenberg
  + CHESW – Brenda Beck
  + CSB – Holly Keener
  + All other Divisions – Andy Bleier, Lisa Jackovich
* **Revenue Budgets:** Please remember toenter revenue across all revenue generating fund codes as part of the budget process (all funds except GPR).

### Funding Sources:

* Budgeted amounts for state appropriations (Funds 102, 103, 187, 402) are limited to the total allocation received from the State.
* 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

### Compensation Planning:

* The CAT will refresh to Plan UW hourly from 9am-5pm and at 3:30am.
* **Fringe benefit expenses** will be pooled in FY26. Composite fringe rates are pre-populated in Plan UW by employee classification and fund code. All fringe rates will be based on the composite rates for each employment class, and will no longer vary by employee. The following composite fringe benefit rates for FY26 are:
  + Academic Staff/Faculty/Limited – 43.20%
  + University Staff – 54.70%
  + LTE/Projects – 12.00%
  + Student Help – 2.20%
  + Grad Assistants – 13.60%

**Grant Funds Only (fund 133 & 144)**

* Academic Staff/Faculty/Limited – 43.70%
* University Staff – 55.10%
* LTE/Projects – 12.00%
* Student Help – 2.20%
* Grad Assistants – 13.60%
* The 2025-27 Biennial Budget request includes funding for a 5% pay plan implemented on July 1, 2025.

**Action needed:** The 5% pay plan will need to be added as a pay plan provisional (AAP salary adjustment) amount for all **Non GPR funds**.

* Please use the description “PAY PLAN”
* Pay plan should be built in as a lump sum in individual departments and not attributed to individuals
* Do not budget pay plan for GPR funds
* **Terminal Leave Rates:** The terminal leave rates are recalculated annually based on prior year activity. The rates in FY26 will decrease from the prior year rate.

**FY26 FY25**

Academic & Limited Staff 0.52% 0.64%

University Staff 0.38% 0.72%

* **Promotion:** All areas are required to budget the full amount for the promotion. Please include the base increase amount as a separate line item in the AAP salary adjustments with a description of “CAREER PROGRESSION – EMPLOYEE LAST NAME”. The promotion amounts for 2025-26 rates are listed below:
  + Professor: **$5,998**
  + Associate Professor: **$3,748**
  + Teaching Professor: **$5,098**
  + Associate Teaching Professor: **$3,186**
* **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

* A link to Plan UW instructions can be found on the Budget website. If you have any questions, please reach out to Lisa Jackovich or Andy Bleier.

# Auxiliary and Program Operations Budget Request Assumptions

### Reporting Threshold

* For 2025-26, there will not be a reporting threshold for increases on Housing rates, Parking, and Segregated Fees. When submitting the auxiliary budget to UW System, campuses are required to provide an explanation for all rate changes. Any departments with rate changes will need to submit a written narrative explaining the changes including the planned use. Increases in rates should be limited to the following reasons:
  + Pay plan and associated fringe benefit increases for 2025-26
  + Previous pay plan and associated fringe benefit increases
  + Market factor salary adjustments and fringe
  + Other salary and fringe benefits (including changes for using the composite fringe benefit rate)
  + Documented contractual increases
  + Debt Service
  + Enumerated capital projects
  + Proposed student-initiated programming
  + Student safety
  + Capital Improvement/Maintenance Fund

### Other Information

* 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 adjusted as needed.
* The interest rate for the State Investment Fund is estimated at 4.0% for the next year. This rate should be used when estimating your interest earnings.
* Auxiliaries that receive SUFAC funding should ensure that the approved SUFAC action agrees with the information contained in the area budget submission. With the earlier SUFAC timeline for 2025-26, all rates were approved with a “not to exceed” provision.
* UW-System will provide the 2025-26 debt service (Fund 123) allocations.

# Master Fee Schedule

### Instructions for Fee/Charges Proposals:

UW System Administrative policy requires regular review of all fees. Each division is responsible for reviewing fees within their respective area. The Budget Office will provide a comprehensive list of fees charged to divisions for review. This form will require acknowledgement of all current fees, amount charged and plan for the upcoming fiscal year.

If a fee is unchanged, no further action is required. If an increase or decrease to a fee is proposed or a new fee is requested, a fee change form must be completed and routed for approvals. The fee change requests should be sent to the Budget Office, requests will be routed to the CBO and Chancellor for approval as a single request. The Budget Office will notify all requestors of the fee status after final reviews and update the master fee schedule (budgsub$ share drive) as needed.

All approved fees will be effective July 1, 2025.

### Special Course Fees:

Each college is responsible for an annual review of fees that are listed on the Master Fee Schedule for courses within their college. The Budget Office will provide a Special Course Fee Review Form that lists all the courses with a Special Course Fee and the fee amount assessed to each college. The special course fees should be reviewed in conjunction with the provided dashboard. The dashboard will include a summary of financial information from the prior fiscal year.

Using the Special Course Fee Review Form, indicate the plan for the fee for the upcoming academic year by marking the appropriate check box for each course. If “Increase” or “Decrease” is selected, a [Special Course Fee Form](file:///\\fpsa\vicechancbus&fin$\Budget\2022-2023\Special%20Course%20Fee%20Form.docx) must be filled out. Upon completion of the form, the College Dean will review and approve/deny the fee. Approved forms are then submitted to the Budget Office and will be routed for review by the Provost and CBO.

Please review relevant guidelines for all fees, especially course fees. Keep in mind that [UW System Administrative Policy 825: Special Course Fees](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/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.”*