

CHAPTER 1

Introduction and Timetable

I. ORGANIZATION OF THE ANNUAL BUDGET INSTRUCTIONS

The nature of the budget cycle makes it impossible to issue a complete set of instructions at the start of the process. Because there are too many uncertainties at the outset to make this possible, memos and chapters are issued as information becomes available. However, there is much about the budget process that does not change from year to year, so the instructions have been designed to be updated rather than completely replaced. Since 2016-17, the salary budget data that was previously entered in 3270 is now being entered into the Compensation Administration Tool (CAT). The Madison Budget Office issued a complete instruction manual and training materials for CAT early in 2016 and will provide updated instructions and a revised DPS template in early 2017.

There are no plans for formal CAT training sessions for 2017-18, but please feel free to contact your primary MBO budget analyst to seek out one-on-one new user or refresher training.

General. Each year during the budget preparation cycle, the Budget Office will issue updated, revised chapters when necessary.

A. Distribution of Instructions. Budget instructions are distributed by e-mail to the Budget Officer of each division (or each Department in A-01 and A-02). If you would like to include additional individuals on the distribution list, please send a message to the Budget Office mailbox (mbo@vc.wisc.edu) with the changes. The current version of the distribution list is on the Budget Office website. The updated CAT instruction manual and training materials will be posted on the MBO website in early January 2017.

B. MBO Web Site. Instructions are also published to the Budget Office web site. It has all of the annual budget instructions (CAT instruction manual and training materials, memos, chapters, appendices and forms). **All of the budget instructions are in Adobe Acrobat format or, in some cases, in text or as Microsoft Word or Excel documents.** (<http://www.mbo.wisc.edu/214.htm>) Historical instructions back to 1996-97 are also available, sorted by fiscal year. (<http://www.mbo.wisc.edu/instructions-archive.htm>)

The web site also provides access to several reports. These include Annual Budget Summary Reports, Planning Allocation Reports, Position Control Reports, Budget Control Reports and Budget Transfer Reports. Most reports can be generated by using variable selection criteria <http://www.mbo.wisc.edu/budget-reports.htm>. The salary detail budget development reports that previously existed on the MBO website will continue to pull historical data but we no longer populate for 2016-17 going forward. The CAT reports will replace much of the functionality of the previous budget development reports but can only be accessed through the CAT system. The CAT instruction manual contains descriptions and instructions for using each of the CAT reports.

II. WHERE TO GET HELP

The budget instructions are prepared to answer as many questions as possible, but the budget process is exceedingly complex and invariably there will be situations that are not covered or not clear.

A. Departments Should Contact the Dean's Office. Individual schools and colleges frequently have their own policies and procedures covering many budgetary subjects. The staff members in the Dean's office are familiar with these situations and with the

individual departments. Therefore, it is recommended that departments call their Dean's Office when questions arise.

B. The UW-Madison Budget Office. The goal of the Budget Office is to help you prepare an accurate financial plan that will make the best use of limited resources. We want to help you comply with the many State, Regent and campus policies which govern our financial and personnel decisions, and we want to help you do this with as few complications as possible. If you are having problems, contact us.

Tim Norris	(mailto:tim.norris@wisc.edu)	263-4707
Ann Bourque.....	(mailto:ann.bourque@wisc.edu)	890-0481
Phillip Braithwaite	(mailto:phillip.braithwaite@wisc.edu)	263-0562
Andrew Johnson	(mailto:andrew.johnson@wisc.edu)	263-1542
Jennifer Klippel	(mailto:jennifer.klippel@wisc.edu)	890-1842
MBO Email.....	(mailto:mbo@vc.wisc.edu)	
MBO URL.....	http://www.mbo.wisc.edu	

C. Extension/Outreach Questions. The Division of Continuing Studies/Office of the Associate Vice Provost for Life Long Learning should be contacted concerning questions relating to extension/outreach programming.

Hope Simon	(mailto:hope.simon@wisc.edu)	262-2394
Stephen Elmer.....	(mailto:stephen.elmer@wisc.edu)	265-4919

D. Auxiliary Operations Questions. The Office of Auxiliary Operations Analysis should be contacted concerning questions relating to the development of the Auxiliary Annual Budget Request and forecasts.

Ron Amerson.....	(mailto:ronald.amerson@wisc.edu)	263-2612
Donna Halleran....	(mailto:donna.halleran@wisc.edu)	265-3443
Suzanne Schlecht.	(mailto:suzanne.schlecht@wisc.edu)	263-9807

III. 2017-18 BUDGET DEVELOPMENT TIMETABLE

- A. Extension Budget Requests Due** **December 19**
Divisions involved in extension/outreach programming submit 2017-18 budget changes to the Division of Continuing Studies/Office of the Provost for Life Long Learning.
- B. Summer Session Budget Worksheets Due to DCS** **January 6**
All summer session budget units should complete their updates by this date. This includes the update of the university staff and unclassified provisional amounts and the updating of supply and expense and capital entries.
- C. Non-Salary Budgets Loaded** **Early January**
The budget summary (S&E, Capital, etc.) will be updated in the BDNS transaction

within the legacy 3270 system with data from the 2016-17 Red Book Budget. Budget summary reports will be available on the MBO web site.

- D. Initialization of CAT Data**January 17
The Compensation Administration Tool replaced the legacy budget system function (BDGT) in 2016-17 for the entry of unclassified and university staff budget salary detail). CAT will be initially updated with current salary data from HRS Job Data and Commitment Accounting including updates that have been entered with effective dates up to and including 7/1 of the next fiscal year.
- E. Discretionary Compensation Fund and Faculty Block Grant Deadline**.....February 1
All Discretionary Compensation Fund and Faculty Block Grant changes must be **submitted through the online rate/title change system to the Dean's/Director's Office by February 1.** (This date may vary by school/college.) This will allow time for the requests to be submitted to the Office of Human Resources for review, approval and entry into the Human Resource System (HRS).
- F. Initial GPR Budget Planning Allocation Issued**February 20
The initial GPR budget planning allocation is based on decisions made to date. **Revised allocations will be issued on-line when additional information becomes available. Those changes will be based on the Governor's proposed 2017-19 Biennial Budget and modifications approved by the Legislature.**
- G. Auxiliary Annual Budget Requests Due**March 9
Major auxiliaries should submit the Annual Budget Request and five-year forecast to the Office of Auxiliary Operations Analysis, **167 Bascom Hall** using the same process as last year. Minor auxiliaries should provide fund 128 cash balance forecast information to Ron Amerson. See Chapter 2 for details.
- H. Fund 128 and 136 Position Requests**March 9
Auxiliaries/Fund 128 and 136 operations requiring additional FTE's should submit a position request, following established procedures. Submit a completed request form and a brief written justification to Phillip Braithwaite (phillip.braithwaite@wisc.edu) or call 263-0562 to discuss.
- I. Extension Budget Level Issued**Mid-March
On the basis of information provided by the Division of Continuing Studies/Office of the Associate Vice Provost for Life Long Learning, the Budget Office will issue planning allocations to reflect the approved budget levels for all Extension funds.
- J. Estimated Fund 136 (101) Revenue Report Due**March 31
Budget units that receive Form 22 should submit the required estimates to ensure that their budget level is adjusted for any projected revenue change.
- K. Justification for Base Salary Adjustments**March 31
All pending placeholder rate changes must be **submitted through the online rate/title change system to the Dean's/Director's Office by March 31.** (This date may vary by school/college.) This will allow time for the requests to be submitted to the Office of Human Resources for review, approval and entry into the Human Resource System (HRS). Any rates changes that have not been approved by the Office of Human Resources by the time of UW-Madison budget lock will need to be removed from the budget.
- L. Inactivate Automatic Rate Change Feed from HRS to CAT** March 31
All rate changes entered in HRS with effective dates up to and including 7/1/17 for 12 month A-basis employees and up to and including 8/21/17 for 9 month C-basis employees

will automatically update the compensation rate of the employee's CAT record while the data feed is on. These changes will need to be entered manually after the feed is turned off.

- M. Completed 2017-18 PHASE I Annual Budget**
 This consists of updating and verifying all staff and salary line changes. Supply and expense and capital entries are also due by this date.
 - Small Budget Units & AuxiliariesApril 10**
 A-01, A-02, A-03, A-04, A-05, A-06, A-10, A-12, A-18, A-27, A-37, A-42, A-45, A-49, A-52, A-54, A-56, A-57, A-63, A-71, A-77, A-80, A-85, A-88, A-93, A-96
 - Large Schools & CollegesApril 17**
 A-07, A-17, A-19, A-34, A-40, A-48, A-53, A-87

- N. Review of UDDS Codes**April 17
 All UDDS codes should be reviewed and any new codes established by this date. Extensive organizational changes should be completed as soon as possible.

- O. Program Reconciliation Report**April 17
 All Fund 101 program transfers must be entered on Form 20 and submitted by this date. Please be sure that sufficient information is supplied to clarify the reason for each transfer.

- P. Summer Session Budget Load to the Accounting System**Mid-May
 The summer session school/college budget summary data will be loaded directly to the Shared Financial System.

- Q. Budget Submitted for Regent Approval**
 All faculty promotions, changes in status, and other personnel actions are scheduled for approval.....**June 8-9**

 Additional items scheduled for approval include academic fees, annual operating budget and rate schedules.....**July 6-7**

- R. Budget Funding Load to HRS Commitment Accounting.....**Early June
 Budget funding will be used to generate the July payroll for annual employees and the September payroll for academic year employees for all filled positions in the budget system. However, budget funding will not overwrite any future dated rows in Commit Accounting. For filled positions missing in the budget system, concurrent funding will roll over for the July payroll. The funding will automatically generate staff salary encumbrances that are loaded to the Shared Financial System (WISDM).

- S. Budget Summary Data Loaded to the Shared Financial System**July/August
 Budget summary data will be loaded directly to the Shared Financial System.

- T. Informational Reports Presented to Regents.....**September
 An informational report on the annual budget unclassified salary adjustments will be presented to the Regents.

- U. Publication of the Annual "Red Book" Budget.....**Sept. / Oct.
 UW System Administration has implemented a new policy concerning the printing and distribution of bound Red Book Budgets. Only a "few" sets are available for the campus. However, the budget will be available on the UW System web site.