

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 2018.

In addition, 2018-19 will be the first year implementing a pay plan in CAT. A joint HR Reps and Budget Officers informational session on pay plan implementation will be held on January 26, 2018. Further information regarding the timing and location of that meeting will be sent out in early January. The informational session will cover which staff are included in the pay plan, how pay plan data will be loaded into the CAT, and how to utilize reporting tools to ensure compliance. All the materials provided at that meeting will also be available on the MBO website or you may contact your primary MBO budget analyst to receive a copy. We hope to issue complete technical pay plan instructions before the end of January.

There are no plans for formal CAT training sessions for 2018-19, 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) as identified on the Divisional Budget Officer Contact List on the MBO website: (<https://mbo.wisc.edu/budgetcontacts/>). If you would like to include additional individuals on the email list, please send a message to the Budget Office mailbox (mbo@vc.wisc.edu) with the changes. The updated CAT instruction manual and training materials will be posted on the MBO website in early January 2018.

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.** (<https://mbo.wisc.edu/annual-budget-instructions/2018-19-budget-instructions/>) Historical instructions back to 2014-15 are available on the MBO website (<https://mbo.wisc.edu/annual-budget-instructions/>) or contact Jennifer Klippel for instructions for years between 1996-97 and 2013-14.

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: (<https://mbo.wisc.edu/budget-development-reports/>). 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 access 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	(tim.norris@wisc.edu)	263-4707
Ann Bourque	(ann.bourque@wisc.edu)	890-0481
Phillip Braithwaite	(phillip.braithwaite@wisc.edu)	263-0562
Ashley Folcik	(anfolicik@wisc.edu)	263-4708
Andrew Johnson	(andrew.johnson@wisc.edu)	263-1542
Jennifer Klippel	(jennifer.klippel@wisc.edu)	890-1842
Andy Taylor	(andy.taylor@wisc.edu)	262-8543
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	(hope.simon@wisc.edu)	262-2394
Stephen Elmer	(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.

Donna Halleran	(donna.halleran@wisc.edu)	265-3443
Suzanne Schlecht	(suzanne.schlecht@wisc.edu)	263-9807

III. 2018-19 BUDGET DEVELOPMENT TIMETABLE

- A. Extension Budget Requests Due.....December 19**
Divisions involved in extension/outreach programming submit 2018-19 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 15**
All summer session budget units should complete their updates by this date. This includes the update of the university staff and academic staff provisional amounts and the updating of supply and expense and capital entries.
- C. Non-Salary Budgets Loaded.....Mid- January**
The budget summary (S&E, Capital, etc.) will be updated in the BDNS transaction within the legacy 3270 system with data from the 2017-18 Red Book Budget. Budget summary reports will be available on the MBO web site.
- D. Initialization of CAT DataJanuary 16**
The Compensation Administration Tool replaced the legacy budget system function (BDGT) in 2016-17 for the entry of academic staff 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.
- All faculty, academic staff, limited staff, research associates, research interns, and university staff who are not represented by bargaining units and began employment in their current job prior to January 1, 2018 will have a 4.04% merit (reason code 019) added to their CAT record. This does not indicate that a decision has been made to implement the pay plan as a general wage adjustment. The 4.04% only serves as a starting point until a final determination has been made regarding specific guidelines for pay plan distribution.
- This row will recalculate the dollar amount based on 4.04% percent as additional rate changes flow into HRS up until the HRS feed to CAT is deactivated on April 1, 2018.
- E. Joint HR Representatives and Budget Officers Meeting.....January 26**
This informational session will cover which staff are included in pay plan, how pay plan allocations were calculated, how pay plan data will be loaded into CAT, how other rate changes interact with the merit row in CAT, and how to utilize reporting tools to ensure compliance with campus pay plan guidelines. Notification regarding time and location of this meeting will be sent to HR Reps and Budget Officers in early January.
- F. Issuance of Staff Compensation Plan Budget and HR Instructions [Chapter 3]...January 31 or TBD**
Joint OHR and Budget Office technical instructions will include guidance regarding who is eligible for merit, how allocations were calculated, policies regarding merit distribution and equity, as well as merit for joint appointments and visiting staff.
- G. Discretionary Compensation Fund and Faculty Block Grant Deadline.....February 1 (annual pay basis)
February 4 (hourly pay basis)
February 20 (academic pay basis)**

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 the deadline. (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).

PLEASE NOTE: All pending base salary adjustment rate changes, not just those approved through DCF and Block Grant, must be submitted through the online rate/title change system to the Dean's/Director's Office allowing enough time for the requests to be submitted to the Office of Human Resources for review, approval and entry into the Human Resource System (HRS). When possible, all approved faculty promotions with a FY 19 effective date need to be submitted prior to the budget lock. 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.

H. Initial GPR Budget Planning Allocation IssuedFebruary 19
 The initial GPR budget planning allocation is based on decisions made to date.

I. Auxiliary Annual Budget Requests DueMarch 8
 Major auxiliaries should submit the Annual Budget Request and five-year forecast to the Office of Auxiliary Operations Analysis) at aoa@vc.wisc.edu. See Chapter 2 for details. Minor auxiliaries should provide fund 128 cash balance forecast via templates provided by AOA, sent to aoa@vc.wisc.edu.

J. Fund 128 and 136 Position RequestsMarch 8
 Auxiliaries/Fund 128 and 136 operations requiring additional FTE's should submit a position request, following established procedures. The request form for New Positions Funded by Program/Segregated Revenue is available at: <https://mbo.wisc.edu/position-control-reports/>. Submit a completed request form and a brief written justification to Phillip Braithwaite (phillip.braithwaite@wisc.edu) or call 263-0562 to discuss.

K. Extension Budget Level IssuedMid-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.

L. Estimated Fund 136 (101) Revenue Report DueMarch 30
 Budget units that receive Form 22 should submit the required estimates to ensure that their budget level is adjusted for any projected revenue change.

M. Inactivate Automatic Rate Change Feed from HRS to CAT April 1
 All rate changes entered in HRS with effective dates up to and including 7/1/18 for 12 month A-basis employees and up to and including 8/20/18 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.

N. Completed 2018-19 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 & Auxiliaries**April 2
 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 & Colleges**April 9
 A-07, A-17, A-19, A-34, A-40, A-48, A-53, A-87

- O. Review of UDDS CodesApril 9**
 All UDDS codes should be reviewed and any new codes established by this date.
 Extensive organizational changes should be completed as soon as possible.
- P. Program Reconciliation ReportApril 9**
 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.
- Q. Summer Session Budget Load to the Accounting SystemMid-May**
 The summer session school/college budget summary data will be loaded directly to the Shared Financial System.
- R. Budget Submitted for Regent Approval**
 All faculty promotions, changes in status, and other personnel actions are scheduled for approval.....**June 7-8**
- Additional items scheduled for approval include academic fees, annual operating budget and rate schedules.....**June 7-8**
- S. 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).
- T. Budget Summary Data Loaded to the Shared Financial SystemJuly/August**
 Budget summary data will be loaded directly to the Shared Financial System.
- U. Informational Reports Presented to Regents.....September**
 An informational report on the annual budget unclassified salary adjustments will be presented to the Regents.
- V. 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.