

University of Wisconsin System

2018-19 Annual Budget Guidelines

Timeline

A summary of the 2018-19 budget building steps and timetable for a June Board of Regents meeting is attached. As in prior years, the timeline for institutional budget submissions will remain staggered. Budgets for the Comprehensive institutions should be submitted by April 2nd, 2018 to the System Budget Office. Budget submissions for UW-Madison, UW-Milwaukee, UW Colleges, UW-Extension, System Administration and Systemwide should be submitted two weeks later, by April 16th, 2018. We ask that you have a staff member available at least three full weeks after the budget submission to assist with budget checkout.

Pay Plan

The proposed pay plan calls for a 4.04% increase in 2018-19. Final approval of pay plan rests with the Joint Committee on Employee Relations (JCOER), at this time JCOER has not met to take action on pay plan. Due to time constraints, we are moving ahead with planning for the increase and including it in the 2018-19 annual budget. Detailed information about the Pay Plan allocation will be included in the 2018-19 Initial Allocation Memo.

- The 2018-19 GPR/Fee pay plan and fringe amounts will be provided to the institutions through the annual budget allocation process.
- The fee share of the pay plan will be deallocated based on the 2017-18 traditional adjusted GPR/Fee base due to tuition being frozen.
- Any and all compensation adjustments must be based on performance; across-the-board compensation adjustments not based on merit are prohibited.
- Each institution's total merit awarded (including Chancellors' Discretionary increases) must equal 4.04% of that institution's continuing staff base.
- Please refer to the UPS OPERATIONAL POLICY: TC 4 (2017-19 UW System Pay Plan Distribution Guidelines for University Workforce) for additional guidance.

Tuition Authority Changes

In January UW Institutions will receive a template for requesting changes in tuition authority. This information should be submitted to UW-System Administration Office of Budget and Planning by February 16th, 2018 in order to ensure timely allocation creation. Tuition authority change requests should only be for anticipated increases or decreases in ongoing tuition expenditures. They should not include anticipated expenditure of tuition fund balances – those should be budgeted as fund 231. Pay plan and fringe benefit costs associated with budgeted 131 are the responsibility of the institution and will not be included in the State's supplement process.

Budgeting on 131 vs. 231

The 2018-19 annual budget should reflect all anticipated tuition expenditures, including those that are one-time and coming from fund balances. Fund 231 (Academic Student Fees – Carryforward Contribution) should be used in the budget for anticipated expenditures beyond an institution's

allocated fund 131 budget authority. This will allow the budget to reflect all anticipated expenditures (including non-recurring one-time expenditures) while also allowing easy identification of one-time expenditures vs. on-going base budgets. All expenditures in the financial system will continue on Fund 131 or 1(a) – there will not be actual expenditures on Fund 231.

Budget and Balance Summaries

Each institution is asked to submit a Program Revenue Budget and Balance Summary spreadsheet by Friday, April 30th, 2018. The Budget and Balance Summary template will be sent to the Chief Business Officer and Budget Director of each institution by the end of January, 2018. The information on this spreadsheet will be used to report estimated cash flow and fund balances through 2018-19 in the Annual Budget Document presented to the Board of Regents, as well as anticipated balance commitments beyond 2018-19.

GPR Budget Shifts

While building your 2018-19 budget, keep in mind that there should be no shifts onto the GPR salary line beyond what has been allocated. Increases on the salary line may result in a corresponding increase to the fringe benefit line which will be de-allocated from your supplies and services budget.

Compensation Administration Tool (CAT)

With the implementation of HR Design and UPS, UWSA HR, UWSA budget, and the Service Center have worked together to create a new solution within PeopleSoft HRS called the Compensation Administration Tool (CAT). The CAT allows for the distribution of pay plan and merit-based compensation adjustments along with corresponding funding changes. Beginning with the 2016-17 Budget, the CAT replaced the 3270 Mainframe salary planning transactions (BDGT, BADJR, and BRATE). Detailed information about the CAT can be found at: <https://www.wisconsin.edu/compensation-administration-tool/>.

Estimated Segregated Fee, Room and Board Increases

By February 9th, 2018 institutions should submit their estimated Segregated Fee and Room and Board rates and percent increases to the System Administration budget office.

Auxiliary Transfer Requests

The System Budget Office should be informed of any requests for one-time auxiliary transfers that will accompany the auxiliary budget submission by February 12th, 2018. Auxiliary transfer requests should:

- Clearly identify the source and application of the funds.
- Demonstrate that the transfer is a priority in strategic and other campus plans.
- Provide a three-year plan projecting the effects of the transfer, including the effects on rates and reserve levels. The plan should demonstrate that the transfer would not adversely affect rates.
- Provide an explanation of the process for consulting with students for student fee funded operations, and resulting comments. If students remain concerned about the final campus decision, they may make a formal request (following standard procedures) to address the Board

of Regents and provide testimony as part of the Board's consideration of the relevant annual budget action item.

Non-GPR Positions

For all non-GPR funding sources, the System Budget Office will be comparing the number of positions in the budget submission to the number of filled positions in the January position control reports. Budgeted positions that are significantly higher than the January filled position control levels will require a justification.

3270 Availability

The budget system will be available from 7:00 AM to 7:00 PM Monday through Friday, excluding holidays. The budget system will also be available on Saturdays from 8:00 a.m. to 6:00 p.m., and Sundays from 10:00 a.m. to 6:00 p.m. for all weekends beginning Saturday, February 3rd, 2018 and ending Sunday, April 15th, 2018. Any other requests for weekend availability should be made at least five working days before the date needs to be confirmed. Please contact me to request other dates for weekend access.

Report Requests

To assure all budget development issues have been resolved please run the budget development reports, Allocated vs Budgeted reports, and the CAT reports during budget development and prior to submitting your budget.

The budget development reports can be found at:

<https://www.wisconsin.edu/budget-planning/annual-operating-budget/budget-reports/budget-development-reports/>

The Allocated vs Budgeted reports are found in the Planning Allocation System located at:

<https://ofr01.doit.wisc.edu/forms/frmservlet?config=pa>

Information regarding the CAT reports can be found at:

<https://www.wisconsin.edu/compensation-administration-tool/>

At the time of submission, the following reports should be free from unexplained errors:

- Under Min, Over Max Report (CAT)
- Record Errors Report (CAT)

Thank you, and please feel free to contact me at 608-262-6715 or gbuehler@uwsa.edu, or Aimee Arnold at 608-262-1544 or aarnold@uwsa.edu, if you have any questions.

CAT specific questions should be directed to catquestions@uwsa.edu.

2018-19 ANNUAL BUDGET TIMELINE
 REFLECTS A **JUNE** BOARD OF REGENTS MEETING
TENTATIVE

ADMINISTRATIVE BUDGET BUILDING STEPS	<u>DATES</u>
Initial Auxiliary Cost Factors Distributed	November, 2017
Budget Initialization Survey Completed	December, 2017
CAT Initialized	January, 2018
Budget System (non-salary) initialized	January, 2018
Inter-institutional Agreement changes due to EXT	January 20, 2018
PR Balance Report Templates sent to institutions	January, 2018
Auxiliary Instructions and Templates Posted	January, 2018
Institutional Estimates for Seg. Fee and Room/Board Increases to be submitted to System Budget Office Staff	February 9, 2018
One-Time Auxiliary Transfer requests submitted to System Budget Office Staff	February 12, 2018
Tuition Budget Authority Increase Requests due to System Budget Office	February 16, 2018
Initial Allocations Entered	February, 2018
EXT Inter-institutional allocations sent to Institutions	March, 2018
Annual Budget Due Dates:	
Comprehensives	April 2, 2018
Doctoral, COL, EXT, SA & SYS	April 16, 2018
Auxiliary Budgets and Worksheets to be submitted to System Budget Office Staff:	
Comprehensives	April 2, 2018
Doctoral, COL, EXT, SA & SYS	April 16, 2018
PR Balance Reports to be submitted to System Budget Office	April 30, 2018
System Budget Office sends auxiliary budget tables, which will go to the Board of Regents, out for institutional review.	May, 2018
Board of Regents Meeting at UW-Milwaukee	June 7-8, 2018