C H A P T E R *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 provided updated instructions and a revised DPS template in early 2018.

Beginning with 2019-20 budget development process, the fringe benefit and non-compensation budget planning will move from 3270 to the new Planning and Budgeting Cloud Solution (PBCS) Tool. In addition, 2019-20 will be our first year budgeting Revenue which will also be completed inside the PBCS application. All Budget Officers received a briefing on the new tool in fall 2018 and will attend full scale training on the new system January and February 2019.

All training materials, job aides (including videos), FAQ's, contact information and other project related material will be posted (as available) to the Madison Budget Office website. If you have any questions related to new budget system please contact Andy Taylor (andy.taylor@wisc.edu or 262-8543).

There are no plans for formal training sessions specific to the CAT for 2019-20, 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 PBCS manual and training materials, as well as updated CAT instructions and training materials, will be posted on the MBO website in mid-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/2019-20-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 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. The Annual Budget Summary Reports will continue to pull historical data but no longer populate for 2019-20 going forward. The PBCS reporting will replace functionally of the previous budget summary reports but can only be accessed through the PBCS Tool. The PBCS job aides will contain descriptions and instructions for using the PBCS reports. In addition, if you have reporting needs that are not met by PBCS please work with the Madison Budget Office so we can better understand your business need and associated requirements.

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.

> Jennifer Klippel ....(jennifer.klippel@wisc.edu) 890-1842
> Phillip Braithwaite (phillip.braithwaite@wisc.edu).................... 263-0562
> Ashley Folcik.......(anfolcik@wisc.edu)....................................263-4708
> Andrew Johnson .(andrew.johnson@wisc.edu)......................263-1542
> Ravi Rajani..........(rrajani@wisc.edu) .... …..890-0481
> Andy Taylor………(andy.tayolor@wisc.edu) ………………… 262-8543
> Susan Yun...........(shyun9@wisc.edu)................................ 263-4707
>
> MBO Email……………(mailto:mbo@vc.wisc.edu)……………………
>
> New Budget System Support
> Email…………………..(mailto: PlanUW-MSN-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 Continuing Education, Outreach and E-Learning (CEOEL) and the Division of Business and Entrepreneurship (DEB).

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

Beginning in FY20, the Division of Extension will be moving to UW-Madison.

Questions regarding the Cooperative Extension budget process should be directed to:

Brian Diebling........(brian.diebling@wisc.edu)...................... 265-4539

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
Jessica Hawkey… (**jessica.hawkey@wisc.edu**)..................... 263-8136
Cheryl Koenig…… (cheryl.koenig@wisc.edu)........................ 263-8217
Suzanne Schlecht….. (suzanne.schlecht@wisc.edu)............. 263-9807

III.   2019-20 BUDGET DEVELOPMENT TIMETABLE

A. **Extension Budget Requests Due………………………………………………January 11**
Divisions involved in CEOEL and DEB programming submit 2019-20 budget changes to the Division of Continuing Studies/Office of the Provost for Life Long Learning.

B. **Cooperative Extension Memorandum of Understanding(MOUs) Issued**……….**January 31**
Divisions involved in Cooperative Extension participated in budget planning meetings in December of 2018. MOUs containing budget targets will be sent by the Division of Extension.

C. **PBCS is Live for Non-Salary Budget Entry………Access will be provided following End User Training**
Upon individual completion of end user training access to the production system will be provided.

D. **Initialization of CAT Data** ..… ....**January 22**
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.

E. **Summer Session Budget Worksheets Due to DCS** ....**February 1**
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.

F. **Discretionary Compensation Fund and**
Faculty Block Grant Deadline……………………………………February 1 (annual pay basis)
February 3 (hourly pay basis)
February 19 (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 FY20 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.

G. Initial GPR Budget Planning Allocation Issued ....**February 15**
The initial GPR budget planning allocation is based on decisions made to date.

H. Review of UDDS Codes ....**March 1**
All UDDS codes should be reviewed and any new codes established by this date.
Extensive organizational changes should be completed as soon as possible.

I. Summer Session Targets Set……………………………………………………………….**March 4**
MBO will email divisional summer session targets for 2019-20 to school/college budget officers
and post those targets on the MBO website under the annual budget instruction chapters

J. Auxiliary Annual Budget Requests Due. ....**March 7**
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.

K. Fund 128, 131 and 136 Position Requests ....**March 7**
Fund 128, Fund 131 and Fund 136 operations requiring additional FTE's should
submit a request for new positions through the new FTE Request Form located on
the MBO Website (https://mbo.wisc.edu/position-control-reports/). Questions should
be directed to Andrew Johnson (andrew.johnson@wisc.edu).

L. 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 Division of Cooperative
Extension, and the Budget Office will issue planning allocations to reflect the
approved budget levels for all Extension funds.

M. Estimated Fund 136 (101) Revenue Report Due ....**March 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.

N. Inactivate Automatic Rate Change Feed from HRS to CAT …………………………… **April 1**
All rate changes entered in HRS with effective dates up to and including 7/1/19 for 12
month A-basis employees and up to and including 8/19/19 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.

O. Completed 2019-20 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 8**
  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 15**
  A-07, A-17, A-19, A-34, A-40, A-48, A-53, A-87

P. **Program Reconciliation Report** ....**April 15**
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 System** ....**Mid-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**...July 11-12**

Additional items scheduled for approval include academic fees, annual operating budget and rate schedules**...July 11-12**

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 System** ....**July/August**
Budget summary data will be loaded directly to the Shared Financial System.