

CHAPTER 1

Introduction and Timetable

(Updated March 20th for COVID-19 extension deadlines)

L ORGANIZATION OF THE ANNUAL BUDGET INSTRUCTIONS

The purpose of this document is to provide guidance for the FY2020-21 budget process, including key dates, planning assumptions, contextual information, and links to useful tools and resources.

For the FY 2020-21 budget development process, salary budget data gets entered into the Compensation Administration Tool (CAT) and fringes, non-compensation, and revenue get entered into the PlanUW tool. Currently, there are no formal training sessions scheduled for CAT or PlanUW for budgeting for FY21. However, if you would like to receive a training session on CAT, PlanUW, or other related budgeting topics please reach out to your designated Madison Budget Officer and they can provide you with an individualized training for your division.

All training material, job aides, FAQs, contact information and other project related material will be posted (as available) to the Madison Budget Office website. The website also provides access to several reports. These include the Planning Allocation Reports, Position Control Reports, Budget Control Reports and Budget Transfer Reports. PlanUW reporting can be accessed through the tool, if you have reporting needs that are not met by PlanUW please work with the Madison Budget Office so we can better understand your business needs and associated requirements.

A. 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.

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Plan UW Email: PlanUW-MSN-MBO@vc.wisc.edu

B. 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

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

Katharine Widlak (katharine.widlak@wisc.edu) 263-0758

II. 2020-21 BUDGET DEVELOPMENT TIMETABLE

- A. Extension Budget Requests DueJanuary 11**
 Divisions involved in CEOEL and DEB programming submit 2020-21 budget changes to the Division of Continuing Studies/Office of the Provost for Life Long Learning.

- B. Initialization of CAT Data.....January 31**
 The Compensation Administration Tool 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.

- C. Summer Session Budget Worksheets Due to DCSFebruary 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.

- D. Review of UDDS CodesMarch 2**
 All UDDS codes should be reviewed and any new codes established by this date. Extensive organizational changes should be completed as soon as possible.

- E. PlanUW is Live for Non-Salary Budget Entry.....March 2**
 Upon individual completion of end user training access to the production system will be provided.

- F. Initial GPR Budget Planning Allocation IssuedMarch 9**
 The initial GPR budget planning allocation is based on decisions made to date.

- G. Summer Session Targets Set.....March 16**
 MBO will email divisional summer session targets for 2020-21 to school/college budget officers and post those targets on the MBO website under the annual budget instruction chapters.

- H. Continuing Education Extension Budget Level IssuedMarch 16**
 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.

- I. Fund 128, 131 and 136 Position RequestsApril 1**
 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).

- J. Estimated Fund 136 (101) Revenue Report DueApril 1**
 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. Inactivate Automatic Rate Change Feed from HRS to CAT.....April 8**
 All rate changes entered in HRS with effective dates up to and including 7/1/20 for 12 month A-basis employees and up to and including 8/17/20 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.
- L. Completed 2020-21 Annual Budget.....April 27**
 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 15
 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-46, A-47, 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
 *Seg Fee Funded Auxiliaries – submit the document students reviewed to approve your budget to the Madison Budget Office
 - **Large Schools & Colleges**April 20
 A-17, A-19, A-40, A-87
 - **Large DPS Schools & Colleges**.....April 27
- M. 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.
- N. 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).
- O. Budget Submitted for Regent ApprovalEarly July**
 All faculty promotions, changes in status, and other personnel actions are scheduled for approval. Additional items scheduled for approval include academic fees, annual operating budget and rate schedules.
- P. Budget Summary Data Loaded to the Shared Financial System.....July/August**
 Budget summary data will be loaded directly to the Shared Financial System.