

# **University of Wisconsin System** **2021-22 Annual Budget Guidelines**

## **GENERAL INFORMATION**

### **Timeline**

A summary of the 2021-22 budget building timetable for a July Board of Regents meeting is included on the last page of this document. As in prior years, the timeline for institutional budget submissions is staggered.

### **Auxiliary Rate Submission Dates:**

Comprehensive institutions: April 15

Doctoral institutions and System Administration: April 30

### **Budget Submission Dates:**

Comprehensive institutions: April 15

Doctoral institutions and System Administration: April 30

### **Tuition Authority Changes**

In January, UW institutions will receive a template for requesting changes in tuition authority. This information should be submitted to the System Budget Office by February 26, 2021, 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. Salary 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 Fund 231**

The 2021-22 annual budget should reflect all anticipated tuition expenditures and revenues. Expenditures should include 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 to be on fund 131 or 1(a) – there will not be actual expenditures on fund 231.

### **Fund 109**

Please ensure that there is nothing budgeted on fund 109. Effective with FY21, fund 109 utilities were allocated out as fund 101-106 and should be budgeted on the fund allocated.

### **Budgeting on Funds 133 and 233**

Institutions are no longer required to zero out fund 233 entries in the budget system. Budget submissions can include both fund 133 and 233.

### **GPR Budget Shifts**

While building your 2021-22 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. If your campus intends to make this type of shift, please reach out to Chrissy Klappa ([cklappa@uwsa.edu](mailto:cklappa@uwsa.edu)).

### **Pay Plan – General Information**

At this time there is uncertainty regarding pay plan for the 2021-2023 biennium. At the December 2020 meeting, the Board of Regents recommended a 2% pay plan for FY22. While pay plan has been proposed by the Board, at this time we are not able to ascertain what a final pay plan might look like. Any FY22 pay plan will be budgeted in a Phase II budget process, taking place after a final pay plan is approved by JCOER.

### **Planning for Non-GPR Funds Pay Plan**

Pay Plan should be built in as a lump sum amount either in a campus clearing account or in individual departments, and not attributed to individuals.

The 2019-21 Biennial Budget included funding for a 2% pay plan implemented on January 1, 2020 and an additional 2% pay plan implemented on January 1, 2021. Budgets for 2021-22 will need to include the second half of the 2% pay plan implemented on January 1, 2021.

Institutions could budget for a 2% pay plan using the assumption that pay plan would be effective 7/1/21. In this scenario, if pay plan is not approved with this effective date, funds should not be expended as they would be needed to cover any increases effective in FY23.

Institutions could budget for a 1% pay plan using the assumption that pay plan would be effective 1/1/22. In this scenario, if pay plan is approved with an earlier effective date, cash balances would need to be used to fully fund costs in FY22.

### **Plan UW**

Plan UW is used for budgeting non-salary expenses as well as revenue and fringe benefit budgeting. Budgets are developed utilizing more detailed account codes rather than just the major class. The account code documentation can be found here:

<https://www.wisconsin.edu/budget-planning/system-project/training/>

The System Budget Office will budget GPR revenue for institutions at the end of the budget development process. Campuses should not budget revenue on GPR funds. All other revenue (including 131 tuition revenue) should be budgeted based on the amount of revenue the institution expects to generate, rather than balancing to expenditures.

Plan UW integrates with the Shared Financial System (SFS) and the Compensation Administration Tool (CAT). More information and resources related to Plan UW can be found at:

<https://www.wisconsin.edu/budget-planning/system-project/>

## **Plan UW Integrations**

Integrations with Plan UW during FY22 budget development will happen on the following cadence:

Combo Edit Checks	Nightly
CAT to Plan UW (3x per day)	3:00am, 10:00am, and 2:00pm
Department Metadata Refresh	Weekly
Account Metadata Refresh	Weekly

We are now using each institution's FY22 Department Tree for building the FY22 budget, a combo edit report will be emailed to campus contacts nightly.

## **Planning Allocation System**

Effective with the development of the FY22 budget, the Planning Allocations are being brought into Plan UW. The new system will go live in mid-January. Training on Planning Allocation is being provided in January.

## **SmartView**

It is recommended that users update their SmartView version at least once per year. Procedures for installing SmartView can be found here (ensure "run as administrator" is selected):

<https://www.wisconsin.edu/budget-planning/system-project/help-topics/>

Step-by-step documentation for creating reports in SmartView ad hoc has been added to the Budget Office website and can be found here: <https://www.wisconsin.edu/budget-planning/system-project/training/>

## **Compensation Administration Tool (CAT)**

Salary data will continue to be budgeted in the CAT. Detailed information and CAT resources can be found at: <https://www.wisconsin.edu/compensation-administration-tool/>.

## **Auxiliary Submissions**

Please see the Auxiliary Cost Factors memo for information specific to the development and submission of auxiliary budgets.

## **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.

## **Budget Reports**

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

The Allocated vs Budgeted reports are found in the Planning Allocation System in the UWSA Planning Allocations card in Plan UW.

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)
- Combo Edits Error Report (Plan UW)

Thank you, and please feel free to contact Chrissy Klappa at 608-890-2881 or [cklappa@uwsa.edu](mailto:cklappa@uwsa.edu), or Aimee Arnold at 608-262-1544 or [aarnold@uwsa.edu](mailto:aarnold@uwsa.edu), if you have any questions.

CAT specific questions should be directed to [jgoytowski@uwsa.edu](mailto:jgoytowski@uwsa.edu).

Plan UW specific questions should be directed to [Plan UW@uwsa.edu](mailto:Plan UW@uwsa.edu).

### **Current Year Forecast Submission**

Campuses will submit their second FY21 current year forecast for inclusion as part of the 2021-22 Annual Budget Document. This forecast will be based on February data, and should be submitted to the System Budget Office no later than May 15, 2021.

## **HELPFUL HINTS AND INFORMATION FOR BUDGET RECONCILIATION**

The System Budget Office has prepared a list of some items to check for and verify before submitting the budget.

### **Planning Allocation System (in the UWSA Planning Allocation Card in Plan UW)**

Undistributed Funds – Review Allocation Reports for any undistributed funds and submit forms to the System Budget Office to distribute these funds. Once allocations have been entered, review the Allocated vs. Budgeted report to ensure undistributed lines have a zero variance.

Allocated vs. Budgeted Report – Review the Allocated vs. Budgeted report to check for the following items:

- For all funds that receive an allocation (GPR funds, 131, 132 and 189), there is zero variance for both dollars and FTE.
- Generally, we don't expect to see shifts onto or off-of the salary line. However, should your institution want to make such a shift, please reach out to us before doing so. If no shifts are being made onto or off-of salary, there should be a zero variance on 'Total S&W' and 'Total Non-S&W'.
- Any large shifts between programs, especially out of instruction and onto institutional support, may require an explanation during the check-out process.

### **CAT**

Position Report – You may want to run a position report to have a complete picture of all entries made in the CAT.

Under Min/Over Max – Run this report and review employees or vacant positions that may be under the min or over the max. Employees (or vacant positions) under the minimum should be corrected. Employees (or vacant positions) over the max should have an Extraordinary Salary Range (ESR) agreement with your institution.

Record Errors – This report should be free of errors, however there are a few exceptions. Contact Jennifer Goytowski [jgoytowski@uwsa.edu](mailto:jgoytowski@uwsa.edu) for questions about exceptions.

### **Plan UW**

Consolidated Trend Review – Under Budget Review, use the Consolidated Trend Review to view your budget at a high level as well as compare it to prior years.

Revenue and Expense Report – Under Budget Reports, use the Revenue and Expense Report to check for the following items:

- PR revenue is budgeted appropriately
- No revenue is budgeted on GPR funds
- Revenue budgeted on fund 131 is what your institution believes you will generate in total tuition

**2021-22 ANNUAL BUDGET TIMELINE**  
**REFLECTS A JULY BOARD OF REGENTS MEETING**  
**TENTATIVE**

ADMINISTRATIVE <u>BUDGET BUILDING STEPS</u>	<u>DATES</u>
Initial Auxiliary Cost Factors Distributed	November 2020
Plan UW Initialization	January 2021
CAT Initialized	January 2021
Auxiliary Instructions Posted and Templates Sent	January 2021
Tuition Authority Change Request Form Sent	January 2021
Planning Allocation in Plan UW Go-Live	January 2021
Initial Allocations Entered	February 2021
Auxiliary transfer requests for 2021-22 due to System Budget Office	February 10, 2021
Institutional Estimates for Seg Fee and Room/Board Rate Changes Due to System Budget Office Tuition Budget Authority Change Requests Due to System Budget Office	February 26, 2021
Inter-Institutional Allocations Sent to Institutions	TBD
Auxiliary Budgets and Worksheets submitted to System Budget Office:  Comprehensives (including branch campuses) Doctoral & SYS	April 15, 2021 April 30, 2021
Annual Budget Due Dates:  Comprehensives (including branch campuses) Doctoral & SYS	April 15, 2021 April 30, 2021
Current Year Forecast Due	May 15, 2021
System Budget Office Sends Out Auxiliary Budget Tables for Institutional Review Prior to Board of Regents Meeting	June 2021
Board of Regents Meeting	July 8-9, 2021

