

First Fridays

with the

University Budget Office

February, 2019

EST. 1890

AGENDA

- Icebreaker
- W-2 Forms
- Benefit Replacement Pay (BRP) Update
- FY 2020 Budget Planning
- Requisition Override Requests
- Budget Training
- IDT or ABA?
- Cognos Reports Looking Ahead
- Announcements
- Open Forum Q&A



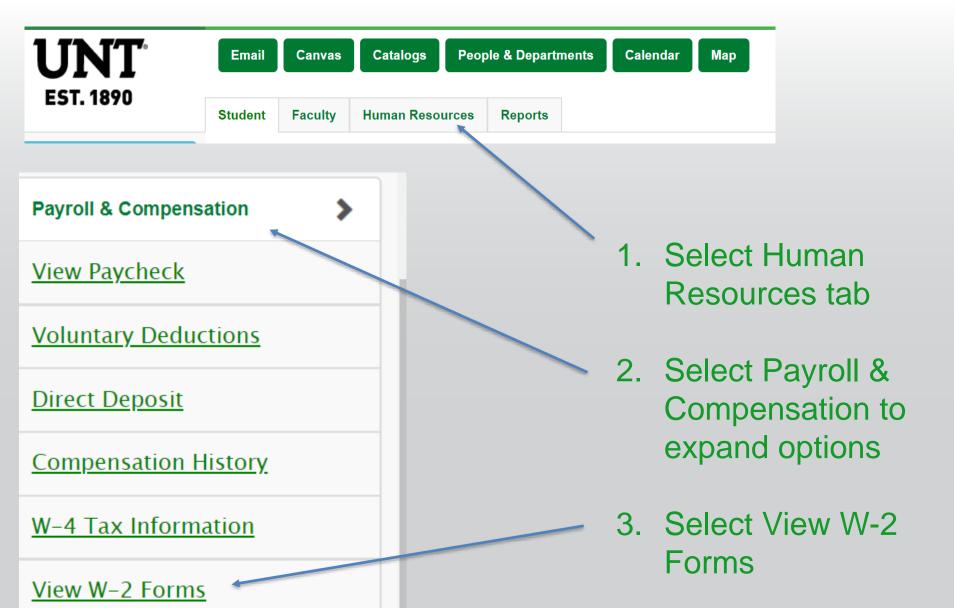
Icebreaker - SNOWBALL fight

- Write down your two biggest challenges at work on the piece of paper we gave you.
- Crumple into a ball.
- THROW as far away from you as you can.
- Pick up a ball thrown in your direction and read it to yourself.



W-2 Forms

- UNT Administrative Announcement sent on January 23rd
- If you consented to electronic distribution, your form can be accessed via MyUNT portal.
- For employees that did <u>not</u> consent to electronic distribution. ADP has printed and mailed your W-2 form, so rest assured your W-2 form is on its way if not already arrived.



Click Here.....



<u>Important Notice to All Employees at UNT System and Member</u> <u>Institutions:</u>

Payroll, Office of the UNT System Controller, would like to thank you for consenting to receive your IRS Form W-2 electronically. Please click "View W-2 for 2017 and Later" to login using EIS EUID and password and you will be directed to ADP website to view your online W-2.



UNT | SYSTEM

Login to Automated Data Processing (ADP)

EUID		
Password		
Don't Reme	mber Login	

> Forgot your password?







Provides access to employee W-2 forms.

Enter you information one more time.....



Benefit Replacement Pay



Benefit Replacement Pay (BRP)

- Very few individuals at UNT are eligible for BRP
 - https://fmx.cpa.texas.gov/fm/pubs/paypol/nonsalary_pr ovisions/index.php?section=brp&page=brp

 All centrally funded positions will receive a budget increase to cover BRP expense.

Fund Cat	<u>Fund</u>	<u>Description</u>
105	800001	State
105	805001	State
200	830001	Designated Tuition



Benefit Replacement Pay (BRP)

Challenges

 BRP is charged against the same account as the person's salary/base pay. This provides no visibility in your COGNOS reports.

Process Enhancement

- University Budget Office has enhanced our procedures to review BRP expense monthly and create a budget transfer to the department.
 - Expenses from 9/1/18 1/31/19 will be on one journal
 - Monthly journals moving forward
 - Journal ID will have the mask: FB_BRP_monthyear



FY 2020 Budget Planning

- Budget Transfers: Adjustment or Permanent
 - Adjustment: transfer would be for the current fiscal year only.
 NO impact to your FY 20 budget.
 - Permanent: transfer would be for current fiscal year and future years. WILL impact your FY20 budget.
 - All permanent entries need to be approved through workflow (up to University Budget Office) by 3/1/2019 in order to impact your FY20 budget.
 - Otherwise, changes will need to be made in Hyperion.
 - More instructions/calendar to come in a smaller work group (Hyperion users) on Monday, 2/4/19.



Requisition Override Request



Requisition Override Request

- Overrides Are No Longer Processed
 - The University Budget Office no longer processes requisition overrides except in limited circumstances which require approval by the Budget Director <u>and</u> AVP for Budget & Analytics.
 - All "Budget Check Error" statuses on requisitions must be cleared via the normal ABA process:
 - Submit an ABA.
 ABAs should be submitted far enough in advance to allow time for the ABA to pass all workflow routing and to be processed (journaled) by the Budget Office.
 - 2. Re-budget check the requisition once the ABA has been processed.

 A "processed" ABA is one that has passed all approval levels and has been journaled.
 - If you have an extenuating circumstance...
 - Email <u>Budget.Office@unt.edu</u> with the ABA number and the business reason why an override is needed.



Requisition Override Request

Why are you making this change?

- Benefits to UNT
 - Improves financial reporting to the UNT System Board of Regents
 - Improves budget oversight and forecasting
- Benefits to Department
 - Reduces the number of budget errors received in future fiscal years.
 - Reduces the number of clean-up transfers needed at year-end.



Budget Training

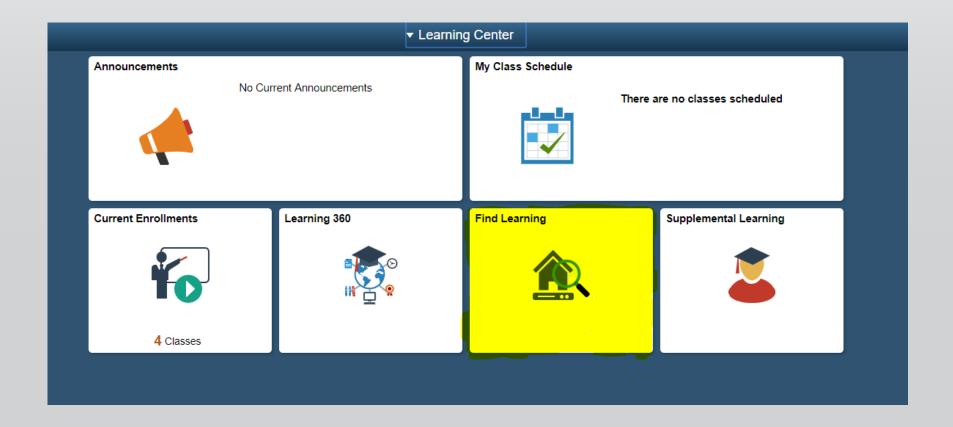
Training Enhancements

Over the fall, the University Budget Office assessed its training course offerings to better meet the needs of campus. (thank you to the Fall focus groups) The following changes were implemented:

- All training times revised to 1.5 hours or less
- Course descriptions updated to align with training materials
- Course objectives added
- 3 new trainings added: ABA Training, IDT Training (Offered by the UNT System Controller Office), and Payroll Training
- 1 training discontinued: Budget Reconciler Training

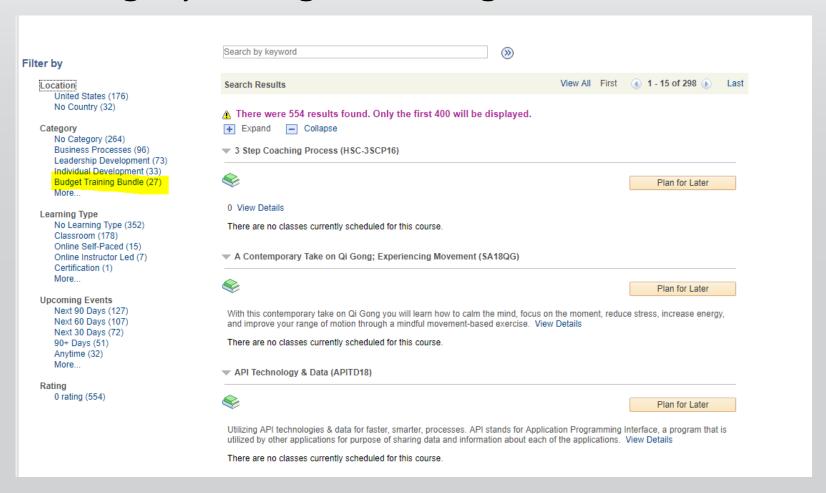


Accessing the Budget Bundle - MyLearning

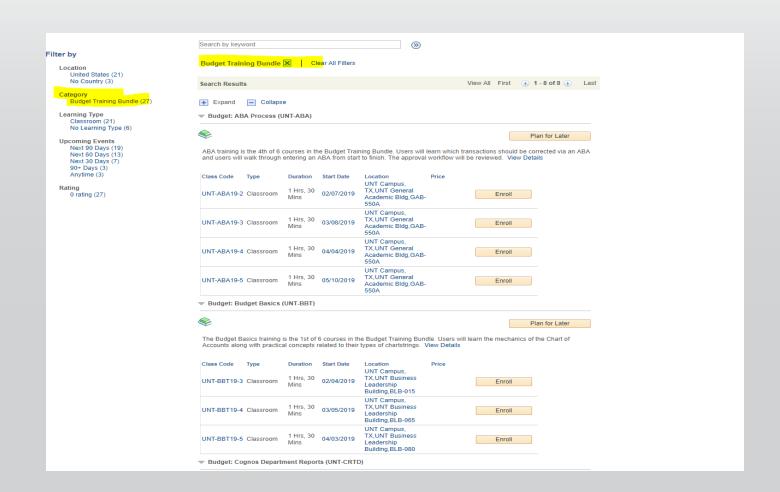




Category: Budget Training Bundle







IDT or ABA?



IDT or ABA?

Table/Event Sponsorships

- ABA:
 - You are "supporting" an event held by UNT
 - Helping another department at UNT, you're an internal partner
 - Be mindful of funding source, make sure it is appropriate

Conference Registrations

- IDT:
 - Interdepartmental Order (6s/8s)
 - you are an "attendee" of a conference held by UNT that is also open to the public
 - Interdepartmental Expense Reclass (Swap 5s)
 - Department is trying to recover a cost of a conference registration they paid for on your behalf



Cognos Reports



COGNOS Reports

Budget Reporting Advisory Board (BRAB)
 This board was established in 2016 and membership includes UNT, UNT System Administration, UNT Dallas, and UNT Health Science Center.

Purpose:

Improve financial reports for end-users

Tasks:

- Prioritize requests and allocate resources
- Provide testing and data validation
- Coordinate communication strategy and implementation



COGNOS Reports

BRAB has been refocused

- Membership under review (right people, right voice)
- Intake process and prioritization formalized

Year Ahead

- Numbering system in place (FINXXX)
- Budget Overview Report (enhancement work)
 - Numbers are correct but missing the details (need words/descriptions)
- Phase Out Older Reports
 - Department Budget Summary/Non-Sponsored Project Budget Summary
 - Department Transaction Detail/Project Transaction Detail



Announcements/Reminders



Announcement

February Trainings

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
Budget Basics 9:30am -	Cognos Departmental Reports	Function Field 9:30am-10:30am	ABA Training 9:30am-11:00am	Payroll 9:30am-11:00am BLB
11:00am BLB-015	9:30am - 11:00am GAB 550A	MATT 112	GAB 550A	090
		Cognos Project Reports 2:30pm		
		- 4:00pm GAB 550A		
11	12	13	14	15
			IDT Training 10:00am-12:00pm	Open Lab 9:00am-11:00am GAB
			Willis 136	550
18	19	20	21	22
			Cash Handling Training 3:00pm	
			- 4:00pm WH 321	

Don't see a course on the mylearning.unt.edu portal? Still Come! If it's on the Budget Calendar it will be offered!



Reminder

- Process Change Non-Sponsored Projects
 - You will no longer need to submit an ABA to budget revenue for non-sponsored projects
 - Includes PC Business Units NDISC and NINTP
 - University Budget Office will budget revenue once per week to match revenue received
 - Outcomes of process change
 - Reduce confusion
 - Eliminate extra steps to create efficiency



Upcoming First Fridays

Email us what you'd like to see presented.





Thank You.

EST. 1890