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 not 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.
1. Select Human Resources tab
2. Select Payroll & Compensation to expand options
3. Select View W-2 Forms
Important Notice to All Employees at UNT System and Member Institutions:

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.
Enter your information one more time......
Me when I got my W-2 today
Benefit Replacement Pay
Benefit Replacement Pay (BRP)

• Very few individuals at UNT are eligible for BRP

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

<table>
<thead>
<tr>
<th>Fund Cat</th>
<th>Fund</th>
<th>Description</th>
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<tbody>
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<td>105</td>
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<td>State</td>
</tr>
<tr>
<td>200</td>
<td>830001</td>
<td>Designated Tuition</td>
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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 and AVP for Budget & Analytics.

  – All “Budget Check Error” statuses on requisitions must be cleared via the normal ABA process:
    1. 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 Budget.Office@unt.edu 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
### Budget Training Bundle

#### ABA Process (UNT:ABA)

ABA training is the 4th of 6 courses in the Budget Training Bundle. Users will learn which transactions should be corrected via an ABA and users will walk through entering an ABA from start to finish. The approval workflow will be reviewed.  View Details

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Type</th>
<th>Duration</th>
<th>Start Date</th>
<th>Location</th>
<th>Price</th>
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#### Budget Basics (UNT:BBT)

The Budget Basics training is the 1st of 6 courses in the Budget Training Bundle. Users will learn the mechanics of the Chart of Accounts along with practical concepts related to their types of chartfields.  View Details

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Type</th>
<th>Duration</th>
<th>Start Date</th>
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<td><a href="#">Enroll</a></td>
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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**

<table>
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<th>Tue</th>
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<td>Budget Basics 9:30am - 11:00am BLB-015</td>
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<td>Cash Handling Training 3:00pm - 4:00pm WH 321</td>
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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.