



First Fridays
with the
**University
Budget Office**

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

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 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.

Payroll & Compensation >

[View Paycheck](#)

[Voluntary Deductions](#)

[Direct Deposit](#)

[Compensation History](#)

[W-4 Tax Information](#)

[View W-2 Forms](#)

1. Select Human Resources tab
2. Select Payroll & Compensation to expand options
3. Select View W-2 Forms

Click Here.....

Student

Faculty

Human Resources

Reports

View W-2/W-2c Forms

Barnes, April Leigh

[View W-2 for 2017 and Later](#)

[View W-2 for 2016 and Prior](#)

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.

UNT | SYSTEM™

Login to Automated Data
Processing (ADP)

EUID

Password

Don't Remember Login

Login



Provides access to employee W-2 forms.

> [Forgot your password?](#)

> [Need Help?](#)



Enter you
information
one more
time.....

Me when I got my W-2 today



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Benefit Replacement Pay

Benefit Replacement Pay (BRP)

- Very few individuals at UNT are eligible for BRP
 - https://fm.xcpa.texas.gov/fm/pubs/paypol/nonsalary_provisions/index.php?section=brp&page=brp
- All centrally funded positions will receive a budget increase to cover BRP expense.

<u>Fund Cat</u>	<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 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 (journalled) 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 journalled.
 - 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](#)


Learning Center



<p>Announcements</p> <p>No Current Announcements</p> 	<p>My Class Schedule</p> <p>There are no classes scheduled</p> 		
<p>Current Enrollments</p>  <p>4 Classes</p>	<p>Learning 360</p> 	<p>Find Learning</p> 	<p>Supplemental Learning</p> 


- Category : Budget Training Bundle



Filter by

- Location
 - United States (176)
 - No Country (32)
- Category
 - No Category (264)
 - Business Processes (96)
 - Leadership Development (73)
 - Individual Development (33)
 - Budget Training Bundle (27)**
 - More...
- Learning Type
 - No Learning Type (352)
 - Classroom (178)
 - Online Self-Paced (15)
 - Online Instructor Led (7)
 - Certification (1)
 - More...
- Upcoming Events
 - Next 90 Days (127)
 - Next 60 Days (107)
 - Next 30 Days (72)
 - 90+ Days (51)
 - Anytime (32)
 - More...
- Rating
 - 0 rating (554)


Search by keyword 

Search Results View All First  1 - 15 of 298  Last

 **There were 554 results found. Only the first 400 will be displayed.**

 Expand  Collapse


▼ 3 Step Coaching Process (HSC-3SCP16)

 Plan for Later

0 View Details

There are no classes currently scheduled for this course.


▼ A Contemporary Take on Qi Gong; Experiencing Movement (SA18QG)

 Plan for Later

With this contemporary take on Qi Gong you will learn how to calm the mind, focus on the moment, reduce stress, increase energy, and improve your range of motion through a mindful movement-based exercise. [View Details](#)

There are no classes currently scheduled for this course.

▼ API Technology & Data (APITD18)

 Plan for Later

Utilizing API technologies & data for faster, smarter, processes. API stands for Application Programming Interface, a program that is utilized by other applications for purpose of sharing data and information about each of the applications. [View Details](#)

There are no classes currently scheduled for this course.

Filter by

Location
 United States (21)
 No Country (3)

Category
 Budget Training Bundle (27)

Learning Type
 Classroom (21)
 No Learning Type (6)

Upcoming Events
 Next 90 Days (19)
 Next 60 Days (13)
 Next 30 Days (7)
 90+ Days (3)
 Anytime (3)

Rating
 0 rating (27)

Search by keyword

Budget Training Bundle | [Clear All Filters](#)

Search Results [View All](#) [First](#) [1 - 8 of 8](#) [Last](#)

Expand Collapse

Budget: ABA Process (UNT-ABA)



[Plan for Later](#)

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](#)

Class Code	Type	Duration	Start Date	Location	Price
UNT-ABA19-2	Classroom	1 Hrs, 30 Mins	02/07/2019	UNT Campus, TX, UNT General Academic Bldg, GAB-550A	Enroll
UNT-ABA19-3	Classroom	1 Hrs, 30 Mins	03/08/2019	UNT Campus, TX, UNT General Academic Bldg, GAB-550A	Enroll
UNT-ABA19-4	Classroom	1 Hrs, 30 Mins	04/04/2019	UNT Campus, TX, UNT General Academic Bldg, GAB-550A	Enroll
UNT-ABA19-5	Classroom	1 Hrs, 30 Mins	05/10/2019	UNT Campus, TX, UNT General Academic Bldg, GAB-550A	Enroll

Budget: Budget Basics (UNT-BBT)



[Plan for Later](#)

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 chartstrings. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
UNT-BBT19-3	Classroom	1 Hrs, 30 Mins	02/04/2019	UNT Campus, TX, UNT Business Leadership Building, BLB-015	Enroll
UNT-BBT19-4	Classroom	1 Hrs, 30 Mins	03/05/2019	UNT Campus, TX, UNT Business Leadership Building, BLB-065	Enroll
UNT-BBT19-5	Classroom	1 Hrs, 30 Mins	04/03/2019	UNT Campus, TX, UNT Business Leadership Building, BLB-080	Enroll

Budget: Cognos Department Reports (UNT-CRTD)

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 - 11:00am BLB-015	Cognos Departmental Reports 9:30am - 11:00am GAB 550A	Function Field 9:30am-10:30am MATT 112 Cognos Project Reports 2:30pm - 4:00pm GAB 550A	ABA Training 9:30am-11:00am GAB 550A	Payroll 9:30am-11:00am BLB 090
11	12	13	14	15
			IDT Training 10:00am-12:00pm Willis 136	Open Lab 9:00am-11:00am GAB 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.**

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