

Aligning the Position Budget in HR and the Salary Budget in Financials

(Position Control Clean-Up)

What Needs to Be Addressed:

- Accounts 51110 (EHRA Non-teaching) and 51210 (SHRA)
- Account 51310 (EHRA teaching) as much as possible (see Notes at bottom)
- Funds 16030, 16031, and 16032
- State Appropriated and Appropriated Receipts
- Both negative and positive reserves in both FTE and Amounts need to be cleaned up as best you can.

Suggestions To Identify Differences:

- Run Position Control High Level Summary-Future Year report at 4-Digit Org level to identify which departments have issues. (Org is the department ID setup on the project to indicate owner of project/funding.)
- Run Position Control High Level Summary-Future Year report at 6-Digit Org level to identify which 6-digit departments have issues.
 - Note the 6-Digit Org level report has project to identify which project(s) under each department and account
 - Note there is also a 6-Digit Org With Position report which lists positions for each project and vacant designation of the positions.
- Run Pos Ctl Summary-Future Year report by ORG for the 6-Digit department to get more detail.
 - Be sure to click “Show All Columns” to see all tabs/columns on one line. To show all columns under the Summary there will be 3 tabs (FIN Budget - 10, HR Position – 7 and HR Assign – 9) then there is a button that when scrolled over will say “Show all Columns”, click that to open all the columns on the screen.
 - Once all the columns are shown, note buttons to click beside Fin Budg Details, HR Posn Details, and HR Assgn Details to display the detail that make up the totals for that project and account line.
 - HR Posn totals may not equal HR Assign totals due to vacant positions, employees working against position with different salary and/or distribution, or employees (such as grads) assigned to project that are not in a position.

- If you want to see both HR Position and HR Assignment detail together on one line for a project and account, run Position Control Report by Project:
 - Note you will need to change the date from end of month to the first day of the next fiscal year (7/1/XXXX).
 - Be sure to click “Show All Columns” to see all tabs/columns on one line.
 - Position Budget Amount should match Assign Amount if work against = “N”.
 - Position Budget Amount should be reasonable for those that are work against = “Y”.
 - Are there employees that are on release time that should be work against? (Reference Best Practices for Using Work Against)
 - Note this report does not include Financial budget data except for Total Financial Budget in the Totals section, but this is total “current year”, not future year.
- If you want to download all the HR position details, or HR assignment details, or FIN budget details for an Org to Excel, use the HR Position Detail Extract, HR Assignment Detail Extract or FIN Budget Detail Extract options from the Position Control Work Center. Note you will need to change the date from end of month to the first day of the next fiscal year (7/1/XXXX).

Clean-up options in HR:

- Process HR distribution changes
- Correct HR position FTE if appropriate
- Abolish vacant positions if not going to fill
- Move vacant positions to F&A or other non-state funding sources
- Use “work against” on Distribution Setup if the employee’s distribution is to be different than the position for a certain period of time and the position is to retain its “base” funding (Reference Best Practices for Using Work Against)
- Consider creation of “pooled-reserve” positions for graduate teaching assistants or per course faculty in 51310.
 - The intent is to have positions in HR to correspond to the 51310 budget & FTE in Fin that is being used to fund the TA’s (or per course faculty). This would reduce the positive 51310 reserves.
 - If you already have vacant EHRA positions that are being used to fund TA’s, you may not need new pooled positions. However, you may need to review/update budget or FTE on these vacant positions in HR.
 - If pooled grad positions are going to be used and have been created by HR, they will not be reflected in Position Control until position budget is loaded in HR. Shared FTE also needs to be updated using Add/Update Position data. (Reference process on Creation of Pooled Reserve Positions)
 - Be careful negative reserves could result if more position budget and FTE is loaded on pooled positions in HR than you have 51310 budget in Financials.

Clean-up options in Financials:

- Process continuing budget revisions in Financials to fully fund positions if possible; i.e., to transfer salary budget from one project to another project or from one department to another department.
- If there is more salary budget dollar and FTE in Financials than needed for 51110 or 51210, consider moving salary budget to operating budget. (See Notes (1) below about 1310)
- If the salary budget dollars and FTE are not aligned within Financials, then look at what is a reasonable FTE for the salary budget dollars and create a budget journal in Financials to increase or decrease the FTE for 51110 or 51210 (See Notes (1) below about 1310).
 - FTE Reserve difference and Amount Reserve difference should both be negative or positive. Examples of issues:
 - 51210 FTE Diff: 1.00 Amt Diff: -75,000 Positive FTE but negative Amt
 - 51110 FTE Diff: -1.00 Amt Diff: 125,000 Negative FTE but positive Amt
 - FTE Reserve difference makes sense when compared to Amount Reserve difference. When you divide the amount by the FTE, does the average make sense? Examples of issues:
 - 51210 FTE Diff: 1.00 Amt Diff: 250,000 Average: 250,000 high
 - 51310 FTE Diff: 15.00 Amt Diff: 775,000 Average: 51,667 low

NOTES:

- (1) For 51310 (EHRA Teaching): We cannot change the permanent salary budget dollars and FTE for 51310 in Financials at the university level; however, if colleges or units need FTE or dollars, the Provost office may be able to exchange FTE or dollars. Contact Vicki Pennington.
- (2) If reserves cannot be completely cleaned up, explanations/comments need to be provided by the college/division level UBO to their budget analyst. This could be due to a positive reserve in 51310 that is being used to fund other salary lines (51110 or 51210) or being flexed to cover operating on a one-time basis, or positions are being funded by one-time funds.