FY 2009-10 Budget Supervisor Workshop

Question and Answer

ACCESS TO FOLDERS

1. How do I get to the Budget Supervisor's folder?

This is the link \\fsapp03.spcollege.edu\psoft8file\Bsreports\.Budget

2. I am a Budget Supervisor and understand I am responsible for what is saved to my Cabinet Member's folder, but how do I make my department Excel sheet available to those assisting me?

There are two options to let others access and work on your department worksheet. E-mail the specific Excel department worksheet to your assistant. They can work on it/save and e-mail back to you. The other option is to save the entire folder in a share drive that your assistants have access. Once they complete the sheets, you can retrieve the folder and save each department worksheet to your Cabinet Member folder. **Your assistant will be denied access to the link. You must have a folder with your name to access the link.**

3. There are multiple folders with my name listed differently. Do I access all, and some are empty?

PeopleSoft pulled from a number of lists. The correct listing for your name is according to HR's records – SPC number, last name, first name. Please check the folder page for all your folders and departments. If you are denied access, please let Jim Nosewicz know. AIS will need to reset the department with the correct name.

4. I am having trouble accessing my folder?

This will be a problem until we can work through the sea of names listed in PeopleSoft. Please let Jim Nosewicz know. AIS will reset the security.

5. Can I access the worksheets if I am using the updated Microsoft 2007?

The work sheet was created in Excel 2003, but you can open both 2003 and 2007. If you are using 2003, I sent in my directions e-mail a program you can run that will allow you to read both 2003 and 2007.

Please remember to enable macros so you will have the "Save Budget Files" on the menu bar.

CURRENT OPERATING EXPENSE

6. Do I include SPD on these worksheets?

No, the SPD department budgets will be determined at the Budget Committee level. Please coordinate with your Provost if you have any questions on what SPD covers.

7. The 2007-08 history or actual listed expense on my summary sheet doesn't seem to be correct?

Please run a MOBUDA (Monthly Organization Budget & Actual Status) report dated 6/30/2008. This will give you the actual expense by GL Code for the previous year. The worksheets were built to match what you would see in the MOBUDA for that time period.

8. I am also responsible for Fund 25. Do I use these worksheets?

No, these worksheets are for Fund 10 and Fund 12 only. Jamelle and Jim will be meeting with the Cabinet members and others responsible for the other funds. Fund 16 will be handled the same as last year.

9. There are a few exceptions that will involve the Expense worksheet, what are they?

Word Processing – If you are a campus that currently has a coordination person that charges all copier charges back to departments, continue this process and budget accordingly. If you are a campus that now sends print jobs to District Impressions, please budget for those expenses within each department where those expenses are expected to occur.

Charge Backs – If you currently make charge backs to other departments, include your estimate of next year's charge backs under the appropriate account number within your worksheet (i.e. Print/Duplicating Charge Back).

10. What do I do if I am missing a department sheet or have one that is not mine?

Please send Jim Nosewicz an e-mail with the department you are questioning. Jim will need to correct the department in PeopleSoft, and then place the worksheet in the correct folder.

The department has the incorrect Budget Supervisor or the Cabinet Member, what do I need to do?

Please e-mail Jim Nosewicz with the department, and if you know, the corrected names. Jim will need to make the changes in PeopleSoft. The Cabinet Member will need to be responsible for their departments in keeping Business Services up-to-date on correct budget supervisors.

PERSONNEL HOURS REQUEST

I utilize OPS each year; do I still need to complete this form?

Yes, this sheet is used for any requested hours for (non-instructional, non-adjunct) work that cannot be accomplished by the regular personnel staff. All OPS, even if you currently have these positions, must be requested in this worksheet.

Are there any exceptions when I do not use this sheet for requested hours?

Yes, please remember the Personnel worksheets are for Fund 10 and Fund 12 only. There are also the following:

Federal Work Study – You do not need to budget for Federal Work Study Students.

14. What if I currently have a student assistant doing work and if I am unable to have a student assistant next year, I'll need to request OPS?

The overall student assistant budget is being handled at the Budget Committee level. If you have the situation noted above, explain the work that is being performed on the Personnel Hours Request Worksheet and also state that the work is currently being performed by a student assistant. Under work type, choose "OPS". This will enable the Budget Committee to be aware and understand that if we do not include the request as part of the student assistant budget, but believe the work still needs to be performed, then we need to include OPS budget in your department.

11. I usually don't know how much OPS I need, so I load the Current Expense 600000, is this still OK?

No, the practice of moving monies from Current Expense to Personnel will not be an acceptable practice going forward. Please estimate the requested hours and include them on the sheet.

12. Is the Personnel Sheet used for OPS only?

No, any requested hours, with the exception of instructional adjunct, must be listed on these sheets. A drop down menu will give you 4 work type options – Temporary/OPS; Overtime; New Budgeted FTE; Consultant.

13. Where should consultants utilized in instruction be requested (i.e. Allstate)? These are consultants but may show up as a contractor expense in my Fund 10 or 12 Current Expense 600000.

These types of consultants must be requested on the Personnel Hours Request worksheet.

14. Should Supplemental Adjunct budget be requested on the Personnel Hours Request worksheet?

No, the Supplemental Adjunct budget will be developed as part of the Adjunct budget. The Adjunct budget will be handled at the Budget Committee level.

15. Should Librarian Adjuncts be requested using the Personnel Hours Request worksheet?

Yes, Librarian Adjuncts should be requested on the Personnel Hours Request worksheet. The work type is OPS. The Librarian Adjuncts will not be included in the Adjunct budget, which is handled by the Budget Committee.

16. How do I request a new Faculty position?

Please use the Personnel Hours Request worksheet for a new Faculty position.

17. Do I need to list the Personnel GL code on the Personnel Hours Requested worksheet?

No, you do not need to list the GL Code. The Budget Committee will make the final decision on the type of work and GL Code.

Why contingent Personnel Hours Request?

You are requesting these hours, but there is no guarantee. The Cabinet Member, President's Direct Report and Budget Committee will need to approve all requests.

CAPITAL PROJECT MONIES

18. Is this the old "yellow Sheet", equipment request form?

Yes, please use the link in the Capital directions and complete the form per previous year.

19. I have expenses that may be covered under the new Technology Fee. I am not sure; who do I contact to determine if I should budget for them in my Fund 10 or 12 budget?

Please send an e-mail to Jim Nosewicz and Jamelle Conner providing the details of the expense. They will let you know where the expense should be budgeted

Please send an e-mail providing details to Jim Nosewicz if there are any further questions. March 26 is the deadline for the Budget Supervisors to have their departments completed and saved to the Cabinet Member's folder.