## Table of Contents

- Employees properly included and excluded.................................................................1
- Budgeting by Pools ........................................................................................................1
- Salaries and hourly rates ............................................................................................2
- Department and UM System FTE .............................................................................2
- Additional Earnings ....................................................................................................2
- Benefits and Taxes .......................................................................................................2
- Chartfield Allocations ...............................................................................................3
- Common Problems found on the Salary Review Forms ...........................................4
- Reconciling SAL and FIN ..........................................................................................5
- Cognos SALPLN Exception Reports .............................................................................5
- Report Processing Timelines .....................................................................................6
- Glossary of links referenced ......................................................................................9
Right People – Form SI01 or SI11 Manage Department Assignments

To start the budget process, first verify the correct people are displaying in your departments. Start by running a Cognos Budget Review 1 – By Employee for YearTotal report for your department.

https://reports.umsystem.edu

If any DPE (Department-Position-Employee) needs to be removed open the Manage Department Assignments form:

SALPLN training manual: see page 24

* Best practice is to budget part-time/temporary DPEs in a pool. Actuals based on mapping details (see Appendix B) will still roll to the pooled positions regardless if the pool was budgeted.

If any position is missing (positions created after 1/21/21 or positions that were open on 1/21/21), you could budget this position by a pool or create the individual position by:

SALPLN manual: see page 21 to add a DPE
see page 26 to add a pool

* It is important to review the full list of staff, students and faculty. Please verify you do not have any positions budgeted by employee and also included in a pool.

* In rare cases where both benefit components are needed on a pool position, the ‘Pool Rate Benefits’ can be populated with 14.07% which is the percentage equivalent of the $10,000 Per Person Benefit on form ‘SI01 or SI11’ see Page 28.
Right Pay – Form SI02 or SI12 Manage Salary Rate Assignments

1) Next review the seeded salary using the Cognos Budget Review 1 – By Employee for YearTotal report. (Same Cognos report as above)

If the employee’s salary is not correct, open the Manage Salary Rate Assignments form in SAL. You can change the ‘Salary Rate Amount’ lines to correct their FY22 starting amount and any September 1st increases.

There are four ways outlined in your training manual to adjust an employee’s pay.

SALPLN manual: see page 32

2) Verify if any Additional Earnings need to be added. To add additional earnings see Page 39.

<table>
<thead>
<tr>
<th>Types of Additional Earnings</th>
<th>Defaulted Salary Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Pay-Auto</td>
<td>705500 - S&amp;W-Non-Benefit Eligible Staff</td>
</tr>
<tr>
<td>Additional Pay-Incentive Academic</td>
<td>708425 - S&amp;W-Incentive Pay Other</td>
</tr>
<tr>
<td>Additional Pay-Incentive MPIP</td>
<td>708400 - S&amp;W-MPP Incentive Pay</td>
</tr>
<tr>
<td>Additional Pay-Incentive Staff</td>
<td>708425 - S&amp;W-Incentive Pay Other</td>
</tr>
<tr>
<td>Additional Pay-Moving Expense</td>
<td>715000 - SB-Moving Expense</td>
</tr>
<tr>
<td>Additional Pay-Summer 9mo</td>
<td>701000 - S&amp;W-Tenure/Tenure-Track Faculty</td>
</tr>
<tr>
<td>Additional Pay-Summer Academic</td>
<td>703500 - S&amp;W-Non-Ben Elg Faculty excl TNR</td>
</tr>
<tr>
<td>Additional Pay-SOM Call Pay</td>
<td>705500 - S&amp;W-Non-Benefit Eligible Staff</td>
</tr>
<tr>
<td>Additional Pay-SOM Other Clinical Comp</td>
<td>708415 - Other Clinical Comp</td>
</tr>
<tr>
<td>Additional Pay-Other Academic</td>
<td>703800 - S&amp;W-Non-Ben Elg Acad (Non-Faculty)</td>
</tr>
<tr>
<td>Additional Pay-Other Staff</td>
<td>705500 - S&amp;W-Non-Benefit Eligible Staff</td>
</tr>
<tr>
<td>Additional Pay-Other</td>
<td>700000 - Unspecified Financial Account</td>
</tr>
</tbody>
</table>

3) Review the ‘Department and UM System FTE’ in the Manage Salary Rate Assignments form.

FTE can be adjusted and changed throughout the year if necessary. Page 37

* Weekly hours are used in the compensation calculation for hourly employees and Department FTE is used for monthly employee compensation calculation.

4) Review ‘Benefits and Taxes’ in the Manage Salary Rate Assignments form

The computing of benefits and taxes for budgeting are controlled by the Yes/No on the ‘Benefit Eligible’ and ‘Taxable Item’ columns. Page 34
Right Funding Source – Form SI03 or SI13 Manage Chartfield Assignments

Next review the chartfield allocations using the Cognos **Budget Review 1 – By Employee for YearTotal** report.

If any of the allocations need to be updated use the **Manage Chartfield Assignments** form.

*SALPLN manual: see page 44*

*Only budget funds controlled by your Department.*

** If the financial account/deptid is showing in red, expand the column to see the drop-down box to edit these fields. If the dummy account and deptid are not changed, this error will prevent the SAL information pushing to FIN. **Page 41**
Error Checks

After you have finished budgeting the compensation, you will want to run RV33 and RV35 review reports in SALPLN. This will ensure you have completed the budgeting process and the correct data is pushing to FIN. *Page 60

*Remember these reports will update anytime the save action is used in SALPLN forms (SI01-SI03 – SI11-SI13).

RV33 - Review Total ChartField Allocations will identify any chartfields that are still using dummy defaults. Please correct the errors in red to allow the information to push to FIN. *Note: Default job codes are shown in orange to highlight that it is a default but these do not stop transfer to FIN.

RV35 – Review Compensation vs ChartField Allocation will help highlight any conflicts between what compensation is budgeted and what is pushing to FIN. (Differences between amounts/dates in SI02- Manage Salary Rate Assignments vs SI03 – Manage Chartfield Assignments)

Common Problems found in RV35:

Problem:

There are amounts in both the ‘Annual Compensation’ and ‘Compensation Allocation’ fields, but they do not equal.

Cause:

1) The chartfield allocations do not equal 100% OR

1) The budgeted dates (either on the base salary or the additional earnings) do not match the dates attached to the chartfield allocation lines.
Solution:

1) Manage Chartfield Assignments > Correct the percentages to equal 100 in the ‘Chartfield Input Value’ column. If using the ‘amount’ option under ‘Chartfield Input Type’ all of the DPEs lines must equal the total ‘Annual Salary’ from form Manage Salary Rate Assignments

2) Check the Manage Salary Rate Assignments > ‘Salary Rates Start and End’ date range. Compare to Manage Chartfield Assignments > ‘Chartfield Start & End’ date range.

Problem:

‘Total Annual Compensation’ field is blank.

Cause:

An allocation was not entered for this amount budgeted.

<table>
<thead>
<tr>
<th>Annual Compensation</th>
<th>70 0000</th>
<th>70,000.00</th>
<th>BENEFIT EXPENSES</th>
<th>Compensation Allocation</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Solution:

Manage Salary Rate Assignments > edit ‘Salary Rate Amount’

Reconciling SAL & FIN

When you are satisfied with your budget, you will want to verify all of your SAL budget is pushing to FIN. [Lesson 8 on page 64](#) guides you through the reconciliation process.

Cognos SALPLN Exception Reports
Report Processing Timelines

Automatic processing in SALPLN and the transfer to FINPLN will run periodically during the day in TST and PRD. These processes will kick off at 6 AM, Noon, 6 PM, 9:30 and Midnight.

*You will not want to review any of your data in the SALPLN review reports during any of the yellow processing times, however you are still able to enter data during any of the yellow and green times.

After the above processes have completed, your SAL budget information will be updated in the FINPLN form ‘1.00 NY Budget Data Entry’ and the Cognos ‘SALPLN report’s.'
The Cognos ‘FIN Reports’ and ‘Ad-Hoc Reports’ are only updated through the overnight process.

The reports in Hyperion are also updated overnight, but if you wish to update them through the day, you will have to run a Budget Aggregation in FINPLN form ‘1.00 NY Budget Data Entry’ by using the right-click option.

https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/QRG_Running_Budget_Aggregation_for_an_Entity.pdf
The SALPLN Review forms will automatically update anytime the save action is used in any of the forms under Manage Salary Information (SI01-SI03 – SI11-SI13).
Hyperion Production:
https://hypprd.umsystem.edu:4443/workspace/index.jsp

Hyperion Test:
https://hyptst.umsystem.edu:4443/workspace/index.jsp

Cognos Reports:
https://reports.umsystem.edu/

**SALPLN Training materials:**
https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_SALPLN/
SALPLN_Training_Course_All_Lessons_2020_Budget.pdf

Running Budget Aggregation for an Entity:
https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/QRG_Running_Budget_Aggregation_for_an_Entity.pdf