To start the budget process, first verify the correct people are displaying in your departments. Start by running a Workday Planning (WP) **'C35 Regular and Pooled Positions by Chartfield NY'** report for your department.

Regular benefit-eligible positions were seeded with data from the Job Earnings Distribution (JED) compensation details for employees from PeopleSoft HR on 1/28/21. No additional earnings were seeded. Pool positions were seeded based on the pools used for the FY22 Budget, but no amounts were seeded.

The positioning budget process in Workday uses two data entry sheets:

- •Budget - Regular Positions Update
- •Budget - Pool Positions Update

If any DPE (Department-Position-Employee) needs to be removed, use the Delete Row buttons on the top tool bar.

*Note that there is no undo option, and data cannot be reseeded.

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

Position number	SALPLN Budget Pools	Description	PS Account	PS Account Description	Mapping Description
P98000001	Other Academic Non Faculty	Non-Benefit Eligible (NBE) Non Faculty less than full-time	703800	Non-Ben Elg Acad (Non-Faculty)	Occupational Groups 21; 23; 25 (except 8391, 5800, 8390, 4680, 6669, 7761-8.)
P98000002	Adjunct and Temp Faculty	Non-Benefit Eligible Faculty less than full time; could also be used for summer pay for NBE Faculty	703500	Non-Ben Elg Faculty excl TNR	Occupational Groups 26; 27 (except job code 1700); 28 (except 0930); 29 (except 7160, 3503, 3148, 3481) and include job codes 8391, 5800, 8390 (these job codes are from Occupational group 25) and R/T flag T
P98000003	Call Pay	Benefit Eligible pay using Call Pay Earn Codes	705000	Benefit Eligible Staff	Call Pay Earn codes
P98000004	Event Staff	Non-Benefit Eligible pay using Event Pay Earn Codes	705500	Non-Benefit Eligible Staff	Job code 3765 and R/T flag T
P98000005	GTA/GRA	Non-Benefit Eligible, Non-FICA Grad Student Pay	704000	Student Faculty (Grads)	Occupational Group 22; includes job code 4680 from Occupational Group 23.
P98000006	Overtime	Pay from overtime earn codes and should use unique PeopleSoft Overtime Account 708050	708050	S&W - Overtime	Overtime Earn codes
P98000007	Part Time	Non-Benefit Eligible less than full time sta	705500	Non-Benefit Eligible Staff	Occupational Groups not equal to 2.x and 8.x with R/T flag T and exclude event staff job 3765
P98000008	Salary Reserve	Use for salary reserve increases or decreases that you do not want to budget by individual position. Budget only pool.	will vary		Budget only pool, actuals will not map to the pool
P98000009	Shift Differential	Benefit Eligible Pay using Shift Differential Earn codes	705000	Benefit Eligible Staff	Shift Differential Earn Codes
P98000010	Student Employees	Non-Benefit Eligible, Non-FICA Student Pay	707100	Non-Academic Student Employees	Occupational Group 81 an job code 6669 from Occupational Group 21.
P98000011	Summer Pay Benefit Eligible	Use for Summary Pay for Benefit Eligible Tenure Track and other Full-Time Faculty	701000 or 701500	Tenure/Tenure-Track Faculty, Ben Eligible Faculty excl TNR	Occupational Groups 26; 27 (except job code 1700); 28 (except 0930); 29 (except 7160, 3503, 3148, 3481) and include job codes 8391, 5800, 8390 (these job codes are from Occupational group 25) and R/T flag R and Summer Pay Earn codes
P98000012	Resident Physician YR 1-8	UMKC Medical School use	702500	Ben Elg Academic (Non-Faculty)	Job codes 7761-7768
P98000020	Faculty Grant	Requested by UMKC to help in grant fund compensation budgeting in Hyperion. Budget only pool.	will vary		Budget only pool, actuals will not map to the pool
P98000021	Physician Teaching	UMKC Medical School use	708350	Purchased Faculty Time	Budget only pool, actuals will not map to the pool
P98000022	Merit Pay Reserve	Use for anticipated merit increases that you do not want to budget by individual position. Budget only pool.	will vary		Budget only pool, actuals will not map to the pool
P98000023	MPP Incentive	MU School of Medicine Use	708400	MPP Incentive Pay	MPP Earn Code and PS Account 708400
P98000024	SOM Incentive Pay	MU School of Medicine Use	708425	Incentive Pay Other	INC Earn Code, PS Account 708425, and CMED
P98000025	Attrition	Use for planned budget reductions that cannot be identified to a particular position	will vary		Budget only pool, actuals will not map to the pool

If any position is missing (e.g. positions created after 1/28/21 or vacant positions as of 1/28/21), you have the option to budget that position using a pool, or you can budget the individual position as follows:
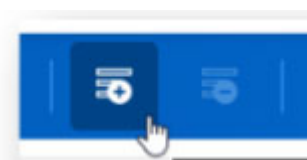
Use the 'Add Row' button on the top tool bar *or* to save time, copy an existing row (right-click 'Copy Row') then make changes instead of rekeying every field.

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

To add a new position that has not been created through HR, use the populated dummy positions. Enter "new" or "P97" in the search bar and select the appropriate dummy position from the list.

*If the position number has been created in HR, but does not appear in the list, use the request form: https://finance.missouri.edu/wp-content/uploads/WP-Manual-Add-Items.xlsx Send to budgetoffice@missouri.edu The requests will be processed every Tuesday and Thursday.

To obtain a dummy emplid run the **'C90 New Employee Placeholders Currently Available'** report in WP. Choose 'COLUM' in the prompt box.

Once you find an emplid on this report, immediately enter it in the 'Regular positions update' sheet and click save immediately, so it no longer appears available on the report.

JED data is updated nightly and can be reviewed throughout the budget season to identify changes to salary or staffing. See Unit 6: Review JED Nightly Updates on Sheet and Report for information on how to incorporate those nightly changes into the budgeting process.

Next review the seeded salary.

If the employee's salary is not correct, update the 'pay rate' column. If individual merit increases will be budgeted, use the 'rate change' column to apply the correct percentage as indicated below:

Rate Change 1 = *No change*

Rate Change 2 = *2% increase starting in September*

Rate Change 3 = *3% increase starting in September*

Rate Change 4 = *4% increase starting in September*

Rate Change 5 = *5% increase starting in September*

Rate Change 6 = *6% increase starting in September*

Verify if any **Additional Earnings** need to be added. To add additional earnings, see <mark>Unit 4 – Page 10.</mark>

| Compensation Type Item	Default Financial Account	Account Description	Per Person Benefits	Pay Based Benefits	Taxable Item
Base Pay	N/A	Various	Yes	Yes	Yes
Additional Pay - Auto	705500	S&W-Non-Benefit Eligible Staff	No	No	Yes
Additional Pay - Incentive Academic	708245	S&W-Incentive Pay Other	No	No	Yes
Additional Pay - Incentive MPIP	708400	&W-MPP Incentive Pay	No	No	Yes
Additional Pay - Incentive Staff	708425	S&W-Incentive Pay Other	No	No	Yes
Additional Pay - Moving Expense	715000	SB-Moving Expense	No	No	No
Additional Pay - Summer 9 mo	701000	S&W-Tenure/Tenure-Track Faculty	No	Yes	Yes
Additional Pay - Summer Academic	703500	S&W-Non-Ben Elg Faculty excl TNR	No	Yes	Yes
Additional Pay - SOM Call Pay	705500	S&W-Non-Benefit Eligible Staff	No	No	Yes
Additional Pay - SOM Other Clinical Comp	703800	Other Clinical Comp	No	No	Yes
Additional Pay - Other Academic	703800	S&W-Non-Ben Elg Acad (Non-Faculty)	No	No	Yes
Additional Pay - Other Staff	705500	S&W-Non-Benefit Eligible Staff	No	No	Yes
Additional Pay - Other	N/A	Various	No	No	Yes
Additional Pay - Pay Savings	N/A	Various	No	No	Yes

Review the '**Department and UM System FTE**'. FTE can be adjusted and changed throughout the year by adding additional rows & adjusting the start and end date if necessary.

Review **'Benefits and Taxes'.** The computing of benefits and taxes for budgeting are controlled by the Yes/No on the 'PPB', 'PBB' and 'Taxes' columns.
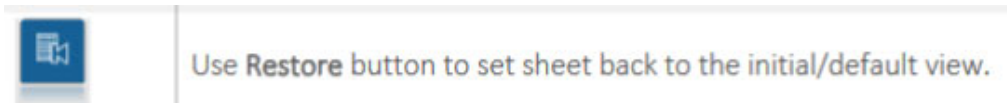
Next review the chartfield allocations.

If any of the allocations need to be updated, adjust the 'level', 'fund', 'program', 'chartfield type' and 'chartfield value' columns.

*Best practice is to filter to the individual employee before making any changes:
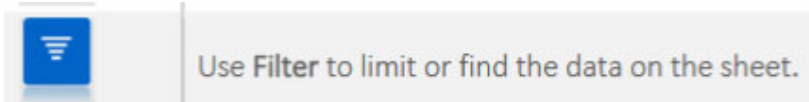
To cancel the filter, use the 'Restore' button

*Only budget funds controlled by your Department.

All compensation appears on Budget – Fin Plan Update sheet & in the Workday reports immediately after the save button has been used.

Calculations

•**Hourly Salary:** Hourly Pay Rate * # of weekly hours * 2 weeks in pay period * # of payments *(based on start and end dates and hourly pay dates)* * Chartfield % *(Defaults to 100% if amount is selected)* * Rate change value *(Rate change 1 is 1.00)*.

•**Monthly Salary:** Monthly Pay Rate * # of payments *(based on start and end dates)* * Chartfield % *(Defaults to 100% if amount is selected)* * FTE Rate *(Dept/System DPE)* * Rate change value *(Rate change 1 is 1.00)*.

 •**Annual Salary:** Annual pay rate * Chartfield % *(Defaults to 100% if amount is selected)* * Rate change value *(Rate change 1 is 1.00)*. Total annual salary will be split across begin and end dates.