What

Use this guide to complete the Tidemark compensation planning process. You can budget on a person-by-person basis, by salary reserves at a PTAE level, or both.

Who

This role may be performed by Budget Officers, Budget Analysts, Unit Managers, or Unit Financial Analysts. Please coordinate with your Budget Officer to confirm your responsibilities.

Why

Recording compensation expenses allows you to project how much funding is needed. This module is required as part of the Booked Budget submission.

When

PeopleSoft data will be interfaced nightly, Oracle actuals will be updated after each month end close, Oracle Labor Distribution will be updated as a one-time load as of May 15. Final submission of the Booked Budget is due in August. Your budget unit may have earlier deadlines to support internal review. Please coordinate with your Budget Officer.

Prerequisites:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You must have authority (granted through Authority Manager by org, project/task, or award) to complete this process. You must have one of the following roles assigned to complete this process:</td>
</tr>
<tr>
<td></td>
<td>• Budget Officer / Formula School Budget Officer</td>
</tr>
<tr>
<td></td>
<td>• Budget Analyst</td>
</tr>
<tr>
<td></td>
<td>• Unit Manager</td>
</tr>
<tr>
<td></td>
<td>• Unit Financial Analyst / SoM Unit Analyst</td>
</tr>
<tr>
<td></td>
<td>• SoM DFA</td>
</tr>
<tr>
<td></td>
<td>If you are an Analyst without salary view, you will not have access to any panels that show individual employee salaries. You will still be able to complete this process by budgeting salary reserves at a PTAE level.</td>
</tr>
<tr>
<td>2</td>
<td>Before starting this process, the Budget Setup process must be completed so that relevant PTAs, Expense Codes, and departmental assumptions are available.</td>
</tr>
</tbody>
</table>
Accessing the Compensation Planning Process

You must have authority to access the system. Authority is granted through Authority Manager by org, project/task, or award.

**Browser Requirements:**
- Google Chrome
- Internet Explorer 11+
- Safari Mobile on IOS-4+

**To access Tidemark:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Tidemark application from the following website: <a href="https://stanford.tidemark.net">https://stanford.tidemark.net</a></td>
</tr>
<tr>
<td>2</td>
<td>Log into the application through WebAuth using your SUNet ID and password.</td>
</tr>
<tr>
<td>3</td>
<td>Click the Financial Planning icon.</td>
</tr>
<tr>
<td>4</td>
<td>Click the Compensation Planning icon to bring up the process.</td>
</tr>
</tbody>
</table>

**Result:** Tidemark will list all financial planning processes available to you.

**Result:** The associated process map appears.
The Booked Budget process for Compensation Planning contains three paths: Position Planning, Salary Reserves, and Budget Unit / UBO adjustments.

**Position Planning:**

- **Annual Salary:** The first 3 panels in the top path allow you to set salaries position by position, plan for vacant positions, and account for seasonal adjustments.

- **Labor Distribution:** The next 3 panels in the top path allow you to set labor distribution percentages by position, and to review, approve, and audit labor distributions. Labor distribution represents the percentage of effort of a person assigned to a PTA over a specified time period.

  You must populate the annual salary and labor distribution percentage in order for the expense to be added to your Booked Budget. Tidemark will calculate salary expense per PTA using this formula:

  \[
  \text{Annual Salary (position \$)} \times \text{Labor Distribution (PTA \%)} = \text{Salary Expense (\$ per PTA)}
  \]

**Salary Reserves:**

The middle path is comprised of panels used to set salary reserves at a PTAE level. You can enter a Year End Reforecast, seed a baseline budget, then adjust at an annual and monthly level. Salary reserves may be used for budgeting at a pooled level for casual, temp or contingent employees or to make entries or adjustments that are not for specific positions.

**Budget Unit / UBO Adjustments:**

The bottom path is for high-level adjustments from the Budget Officer and UBO. Only Budget officers and Budget Analysts have access to edit these panels. Other users will see them as greyed-out and will have view-only access.

The final four panels offer different views to review your data and ensure that your entry is complete.
## Panel Descriptions

<table>
<thead>
<tr>
<th>Panel Name</th>
<th>Description</th>
<th>For detailed instructions, see page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year End Reforecast</td>
<td>Review history and choose a starting point for your Year End Reforecast (seeding). Make further adjustments on a line-by-line basis to complete your YER. This optional step lets you forecast where you will be at the end of the current year through seeding and/or manual entry.</td>
<td>7</td>
</tr>
<tr>
<td>Set Salary by Position</td>
<td>Review current and proposed salaries and mid-year increase information from PeopleSoft. Choose a starting point (seeding) for your compensation expenses.</td>
<td>9</td>
</tr>
<tr>
<td>Plan Vacant Positions</td>
<td>Manually enter records for planned new-hires using existing vacant positions from PeopleSoft.</td>
<td>12</td>
</tr>
<tr>
<td>Seasonal Adjustment by Position</td>
<td>See how the work you have completed in the two prior steps is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using itemizations.</td>
<td>13</td>
</tr>
<tr>
<td>Labor Distribution</td>
<td>Review labor distribution based on the 5/15 payroll for your employees. Add distribution for new employees, make changes to existing employees to determine where salaries should be charged for the Booked Budget.</td>
<td>15</td>
</tr>
<tr>
<td>Approve Labor Distribution charges from Other Orgs</td>
<td>Review positions in other units’ orgs that have been budgeted to PTAs in your org. Approve rows that you would like to include in your budget.</td>
<td>18</td>
</tr>
<tr>
<td>Audit by Position</td>
<td>Review your budgeted positions to make sure you have distributed their full salary. Adjust Labor Distribution for positions that are not fully allocated.</td>
<td>20</td>
</tr>
<tr>
<td>Annual Reserve Adjustment</td>
<td>Review history including your YER, and choose a starting point (seeding) for your compensation expenses. Make further adjustments on a line-by-line basis as a percent and/or amount.</td>
<td>21</td>
</tr>
<tr>
<td>Monthly Reserve Adjustment</td>
<td>See how the work you have completed at the yearly level is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using an itemization to support unit*rate calculations.</td>
<td>24</td>
</tr>
<tr>
<td>Burdening Summary</td>
<td>Review the amount budgeted by position and salary reserves. Calculate and review the additional charge for benefits based on employee type.</td>
<td>27</td>
</tr>
<tr>
<td>Review by PTA</td>
<td>Review entries by individual PTAs in columns.</td>
<td>29</td>
</tr>
<tr>
<td><strong>Detailed Review</strong></td>
<td>Review your history aggregated by department, with a column showing each step where changes could be made, and the final Booked Budget amount.</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Summary Review</strong></td>
<td>Review your history aggregated by department, to determine if your budget is reasonable and in line with recent trends.</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Unit Adjustment</strong></td>
<td>Allows Budget Officers and Budget Analysts to view compensation expenses and manually enter adjustments.</td>
<td></td>
</tr>
<tr>
<td><strong>UBO Adjustment</strong></td>
<td>Allows the University Budget Office to view compensation expenses and manually enter adjustments.</td>
<td></td>
</tr>
</tbody>
</table>
Panel: Year End Reforecast

Review history and choose a starting point for your Year End Reforecast (seeding). Make further adjustments on a line-by-line basis to complete your YER. This optional step lets you forecast where you will be at the end of the current year through seeding and/or manual entry.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On the Booked Budget Process map, click the Year End Reforecast panel.</td>
</tr>
<tr>
<td>2</td>
<td>Review the data displayed.</td>
</tr>
<tr>
<td>a</td>
<td>Review the page slice.</td>
</tr>
<tr>
<td>b</td>
<td>Review the page edges.</td>
</tr>
</tbody>
</table>

The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).

The page edges let you filter the data displayed.
c) Review the rows on the grid.

- The PTAs listed represent those selected as favorites in the Budget Setup process. They may be filtered further by the page slice and organization page edge.
- The expense codes listed represent all leaf level codes that have been selected as favorites in the Budget Setup process. They may be filtered further by the object code page edge.

![Grid Image]

- The YER header has several columns used to calculate the baseline values and adjustments. The last column shows your adjusted YER amount that will be used on future panels to inform your Booked Budget.
- The Explanation column is a freeform field you can use for line-item notations. Entries made in this column will be available throughout this process tied to the PTA and object code.

3) Determine the starting point for building your YER. Review the scenarios displayed in the columns, and determine which one will help you most reliably plan your YER.

- Scroll down to Actions at the bottom of the panel, and select which scenario you would like to use. Click the Run button to process the seeding. You can also choose not to run an action to do zero-based budgeting.
- Reload the page to see the results.

**Result:** The Preliminary, Cost Rise, and Baseline Amount columns will be populated.

4) Review the resulting projection if an action was taken. Enter values in the Adjustment Amount column as necessary.

Click the Save button.

**Result:** The Year End Reforecast values will be available for use in subsequent panels.
Panel: Set Salary by Position

Review current and proposed salaries and mid-year increase information from PeopleSoft. Choose a starting point (seeding) for your compensation expenses.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Set Salary by Position**.  
  or  
  On the Booked Budget Process map, click the **Set Salary by Position** panel.  
  ![Diagram](image)
  **Result:** The corresponding panel opens. |
| 2    | Review the data displayed.  
  | a | Review the page slice.  
  ![Page Slice](image)  
  The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).  
  | b | Review the page edges.  
  ![Page Edges](image)  
  The page edges let you filter the data displayed. |
c Review the rows on the grid.
- The rows show information for the current employees in the org selected on the slice. All currently filled positions excluding students, temporary, and casual employees are shown.
- This data is from PeopleSoft, and updates nightly.
- This data may be further filtered by page edges.

d Review the columns on the grid.
- The first several columns describe the job and employee.
- Midyear Increase Month shows when an additional salary amount is applied for those employees with midyear increases. This information comes from Axess Salary Planning.
- The Approved Salary column is from Axess Salary Planning, and relates to the Proposed Annual Salary Amount column. If this amount is final, the column will show “Y.” If this amount is not final, or the position has not been entered into Salary Planning, it will show as blank.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Description</th>
<th>Assignment Number</th>
<th>Full Name</th>
<th>Pay Group</th>
<th>Midyear Month</th>
<th>Approved Salary</th>
</tr>
</thead>
</table>

- Current Salary Amount is the employee’s annual salary from PeopleSoft.
- Proposed Annual Salary Amount is from Axess Salary Planning.
- Preliminary 9/1 Salary Amount, Cost Rise Amount, and Cost Rise Percent are populated through seeding actions.
- Annual Salary Adjustment Percent and Amount columns are enterable to calculate the Adjusted 9/1 Salary Amount.
- The final three columns only relate for employees who have midyear increases. The Midyear Increase Amount is shown from Axess Salary Planning. The Midyear Increase Effective Amount shows the total amount to be added to an employee’s salary for the next fiscal year based on the salary increase. The final column shows the total amount that will be included in the Booked Budget based on the work done in this panel.
- All information from PeopleSoft and Axess Salary Planning is updated nightly so that you have the most current information to work with but will only impact your budget if and when you reseed the new data.

3 Determine which positions you want to budget to at a position-by-position level. All other compensation expenses can be budgeted using salary reserves.
### Booked Budget Compensation Planning Process

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 4 | Determine the starting point for building your position based compensation expenses. Review the scenarios displayed in the columns and determine which one will help you most reliably plan your Booked Budget.  
   - Scroll down to **Actions** at the bottom of the page, and select which scenario you would like to use. Click the **Run** button to process the seeding. You can also choose not to run an action to do zero-based budgeting.  
   - Refresh the page to see the results.  
   **Result:** Salary columns will be populated. |
| 5 | If needed, enter salary adjustments either through the **Annual Salary Adjustment Percent** or **Annual Salary Adjustment Amount** columns.  
   Click the **Save** button.  
   **Result:** Salary totals will be updated. |
Panel: Plan Vacant Positions

Manually enter records for planned new-hires using existing vacant positions from PeopleSoft.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Plan Vacant Positions**.  
On the Booked Budget Process map, click the **Plan Vacant Positions** panel. |
|      | **Result:** The corresponding panel opens. |
| 2    | Determine if you have additional positions that are currently vacant that you would like to budget.  
- Click the **+ NEW** button to budget a vacant position. |
|      | **Result:** The Create Initiative window appears. |
| 3    | Complete all fields and click **Save**.  
- **Position:** The positions available for budgeting are all vacant positions in your org from PeopleSoft. This data is updated nightly.  
- **Paygroup:** The paygroup of the position will be automatically assigned from the data in PeopleSoft. Selecting a paygroup here is used for sorting data only. |
|      | **Result:** The Create Initiative window closes and newly created position will be listed on the panel. |
| 4    | Repeat Steps 2-3 for all other positions you want to create. |
| 5    | Review the rows on the screen to ensure that your entry is done. You can click on any of the column headers to sort by that column.  
**Note:** Currently, you can only budget for positions which exist in PeopleSoft. If you have other positions that do not yet exist in PeopleSoft, you will need to budget them using the Salary Reserve panels. |
Panel: Seasonal Adjustment by Position

See how the work you have completed in the two prior steps is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using itemizations.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to Seasonal Adjustment by Position.  
     or  
     On the Booked Budget Process map, click the Seasonal Adjustment by Position panel.  
     ![Seasonal Adjustment by Position](image)  
     Result: The corresponding panel opens. |
| 2    | Review the data displayed.  
     a Review the page slice.  
     - The page slice controls which org is shown on the page.  
     - You can select any org you have access to (either as a child or parent member of the org hierarchy).  
     b Review the page edges.  
     - The page edges let you filter the data displayed.  
     c Review the rows on the grid.  
     Each row shows the filled and vacant positions that have been budgeted in the previous steps.  
     d Review the columns on the grid.  
     - The columns first show the total salary budgeted for the coming fiscal year, then breaks down the salary into months.  
     - Most salaries will be evenly spread across all 12 months. F09 and F10 will be spread based on 9 or 10 months, respectively. |
3 Review the monthly amounts for each position and determine if additional adjustments are needed.

<table>
<thead>
<tr>
<th>If . . .</th>
<th>Then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to enter monthly adjustment amounts</td>
<td>Go to Step 4</td>
</tr>
<tr>
<td>You want to itemize adjustments (add supporting details)</td>
<td>Go to Step 5</td>
</tr>
</tbody>
</table>

4 To enter a monthly adjustment, select the cell and enter dollar value, either positive or negative. Click Save to see the new totals.

5 To enter an Itemization:

   a Click the Itemizations icon on the left-side toolbar.

      ![Itemizations Icon](image)

      Result: The Itemizations panel appears on the bottom of the screen.

   b Click the + New button located at the bottom of the panel.

   c Double click each cell in the row to select the value from a drop down menu, or manually type in the value.

      ![Itemization Panel](image)

   d Click the Apply button.

      Result: The new itemization adjustment values will appear in the above grid. If more than one itemization exists for a position in a given month, the grid will display the total.
Panel: Labor Distribution

Review labor distribution based on the 5/15 payroll for your employees. Add distribution for new employees, make changes to existing employees to determine where salaries should be charged for the Booked Budget.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Labor Distribution**.  
     or  
     On the Booked Budget Process map, click the **Labor Distribution** panel. |
|      | **Result:** The corresponding panel opens. |
| 2    | Review the page slice.  
     • The page slice controls which org is shown on the page.  
     • You can select any org you have access to (either as a child or parent member of the org hierarchy).  
     • Positions will be shown on the page if they belong to the org in PeopleSoft. |
| 3    | Review the current labor distribution.  
     • By default, labor distribution is shown based on Oracle Labor Schedules for the May 15 payroll.  
     • If the labor schedule in Oracle contained sponsored or capital project PTAs, you will see your summarized members instead.  
     • Current employees (as of May 15) are shown based on the PeopleSoft owning org.  
     • Positions will have a separate row for each PTA distribution.  
     • You can also sort and filter LD lines by Consolidated Budget (CB) Award Type; it can also be used in conjunction with other filters. For example, if you want to change all faculty LD lines hitting Federal G&C PTAs to instead hit OB awards, you would filter by Pay Group to show only F09, F10, and F12. You would then filter by CB Award Type to show only Federal Grants & Contracts.  
     • PTAs shown on the page are based on Oracle Labor Schedules, and may not be the same as the position owning org from the slice.  
     • Click on any of the column headers to sort by that column. |
| 4    | Add labor distribution for any vacant positions budgeted on the Plan Vacant Positions panel.  
     Click the **+ NEW** button to create a new row.  
     **Result:** The Create Initiative window appears. |
Complete the **Create Initiative** window.

- Select the vacant position that you used on the Plan Vacant Positions panel.
- The PTA selection drop-down allows you to choose any PTA in the university, even if that PTA is not associated with your org. This entry will route for approval to be included in the budget for it’s department. Be careful to pick the correct PTA.

- Complete all fields and click **Save**.

**Result:** The Create Initiative window closes and newly created row will be listed at the top of the panel.

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You may create multiple rows for each position.

- Repeat Steps 4-5 as needed to fully allocate each new position.
- Each person should have a total allocation of 100% for each month.
7 Update the labor distribution as needed to be used for your Booked Budget.

- Click on any row to bring up the initiative panel and make changes.
- To edit multiple rows at one time, put a check in the box next to all positions you wish to update, then click Edit. In the initiative panel, select only the fields you would like to update and adjust as needed.
- Be careful when updating multiple rows at one time. If you make a mistake that needs to be undone, contact the UBO to help reset the original Labor Distribution.
- Each position should have a total of 100% allocation for each month in which they are being paid.

You can also filter the list of available positions to quickly find which one(s) you need.

- Click the Filter button and then click the Add Filter button to narrow your results. The Filter button will change to the Clear Filters button when activated.
- Clear individual filters using the X on the right side.
- Clear all filters at once using the Clear Filters button.
## Panel: Approve Labor Distribution Charges from Other Orgs

Review positions belonging to other units’ orgs that have been budgeted to PTAs in your org. Approve rows that you would like to include in your budget.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Approve Labor Distribution Charges from Other Orgs**.  
Or  
On the Booked Budget Process map, click the **Approve Labor Distribution Charges from Other Orgs** panel. |
|      | **Result:** The corresponding panel opens. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2    | Review the data displayed.  
**a** Review the page slice.  
The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).  
**b** Review the page edges.  
The page edges let you filter the data displayed.  
**c** Review the rows on the grid.  
- Budgeted positions are shown as rows if there is a mismatch between the position owning org and the PTA task owning org.  
- Each PTA shown is owned by the org shown in the slice. |
**d. Review the columns on the grid.**

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QAUF</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- The first three columns show the position information with paygroup and position owning org.
- The next two columns show PTAs that don’t match the position owning org, and the departments that own the PTAs.
- The months are shown in the grid, along with the % salary that is charged to the PTA for each month.
- The Labor Distribution PTA Approved Indicator shows whether the PTA owning org has included the salary associated with this labor distribution in their Booked Budget.
- The Explanation column is a freeform text field. Comments entered in this field can be seen by the department which owns the PTAs. They can also enter comments here which will be viewable to you.

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**3. Review the allocations on this page.**

- To include the salary expense associated with a labor distribution in your budget, place a “1” in the Labor Distribution PTA Approved Indicator column.
- You will need to manually approve rows even though the position owning org and PTA task owning org are under a common parent that you have authority for.
- To exclude the salary expense associated with a labor distribution in your budget, leave this column blank, or enter “0”
- Use the Explanation column to enter notes.

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**4. Click the Save button.**

**Result:** The salary expense associated with approved labor distribution rows will be added to your booked budget.
Panel: Audit by Position

Review your budgeted positions to make sure you have distributed their full salary. Adjust Labor Distribution for positions that are not fully allocated.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the prior step, click the advance paddle to move to Audit by Position. or On the Booked Budget Process map, click the Audit by Position panel.</td>
</tr>
</tbody>
</table>

**Result:** The corresponding panel opens.

2 Review the data displayed.

   a Review the page slice. The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy). On this page you will see positions that are owned by the department selected in PeopleSoft, and where they are being charged across the university.

   b Review the page edges. The page edges let you filter the data displayed.

   c Review the rows on the grid. Each row shows the positions that have salary dollars budgeted to them for the Booked Budget.

   d Review the columns on the grid.
      - Planned Salary shows the dollars allocated to the position in the first 3 panels of the process.
      - Final amount shows the dollars on each PTA, and in total by position. If the person’s labor distribution is incomplete OR they have rows that need to be approved, this column may be lower than the planned salary.
      - The monthly columns show the labor distribution data entered that was entered on that panel.
      - Rows are highlighted in red if the allocation does not equal 100% for each month.
3. Review the salary information on this page.
   - If labor distribution does not equal 100% for each month, then the Planned Salary amount from the first three panels will not match the Final amount, which is calculated based on Labor Distribution information.
   - Review positions where the Final Amount is not as expected.
   - Go back to the Labor Distribution panel to make updates as needed. Each month that a position has salary should be 100% allocated.
   - Go back to Approve Labor Distribution charges from other orgs, and approve labor distribution rows as needed.

4. This report focuses on positions in your org that could be charged across campus. To see a report that shows the positions across campus that are charged to your org, go to the compensation based reports in the Booked Budget Reporting process.
Panel: Annual Reserve Adjustment

Review history including your YER, and choose a starting point (seeding) for your compensation expenses. Make further adjustments on a line-by-line basis percent and/or amount.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Annual Reserve Adjustment**.  
      or
      On the Booked Budget Process map, click the **Annual Reserve Adjustment** panel.  
      **Result:** The corresponding panel opens. |
| 2    | Review the data displayed.  
      a) Review the page slice.  
      The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).  
      b) Review the page edges.  
      The page edges let you filter the data displayed.  
      c) Review the rows on the grid  
      - Same as Year End Reforecast. Please see page 8 for details. |
d. Review the columns on the grid.

- Columns are first divided by year. The first eight columns contain historical data including the newly created Year End Reforecast to help inform your decisions.
- Position Expense Amount shows the result of the work that has been done through position planning.
- The next columns are used for seeding, and adjustments. The final column shows the total of all work done on this panel and the dollars already budgeted to positions.
- The Explanation column is a free form field that you can use for line item notations. Entries made in this column will be available throughout this process tied to the PTA and expenditure code on the row.

3. Determine the starting point for building your salary reserve budget. Review the scenarios displayed in the columns and determine which one will help you most reliably plan your expenses.
   - Scroll down to Actions at the bottom of the page, and select which scenario you would like to use. Click the Run button to process the seeding. You can also choose not to run an action to do zero-based budgeting.

   ACTIONS

   - Seed Compensation Reserve Baseline with Pr... Seed Compensation Reserve Baseline with Prior Year Booked Budget; Less Budgeted Positions
   - Seed Compensation Reserve Baseline with Pr... Seed Compensation Reserve Baseline with Prior Year End Reforecast; Less Budgeted Positions
   - Clear Compensation Baseline Seeding Clear Compensation Baseline Seeding
   - Calculate All Indirect Costs for Booked Budget Calculate All Indirect Costs for Booked Budget

   - To avoid double counting, if you have already budgeted expenses position by position, the seeding actions will exclude the total budgeted to this track.
   - Reload your page to see the results.
   Result: The Booked Budget Seeded columns will be populated.

4. Determine if annual adjustments are needed for each line item.
- Enter values in the **Annual Adjustment Percent** and/or **Annual Adjustment Amount** column.

  If both a percent and dollar adjustment amount are entered, the percent amount is applied first, and the dollar amount will be added.

  If you are zero-based budgeting and not using seeding actions, you could enter your entire reserve for each PTAE in the **Annual Adjustment Amount** column.

| 5 | Click the **Save** button  
**Result:** The system will populate the Adjusted Amount column based on your adjustments. These values will be available in the next panel for monthly adjustment. |
Panel: Monthly Reserve Adjustment

See how the work you have completed at the yearly level is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using an itemization to support unit-rate calculations.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the prior step, click the advance paddle to move to <strong>Monthly Reserve Adjustment</strong>. &lt;br&gt;or &lt;br&gt;On the Booked Budget Process map, click the <strong>Monthly Reserve Adjustment</strong> panel.</td>
</tr>
</tbody>
</table>

**Result:** The corresponding panel opens.

2 Review the data displayed.

a Review the page slice. <br>The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).

b Review the page edges. <br>The page edges let you filter the data displayed.

c Review the rows on the grid.

As in previous screens, the rows are first broken out by PTA, and then by leaf level object code. These are informed by the favorites selection from the Budget Setup process, and the slice and page edge.

For each PTAE combination, there are six rows:

- **Annual Adjusted Amount:** The total annual amount, which was the last column from the prior step
- **Monthly Adjustment Amount:** An additional row to increase or decrease monthly amounts
- **Monthly Itemization Adjustment Amount:** Total of all adjustments created via itemizations (discussed in Step 5)
Booked Budget Compensation Planning Process

- Total Amount by Month: The value for this PTAE for each month in the Booked Budget including all work done in the salary reserve steps so far
- Position Expense Amount: Total from the work completed in the Position budgeting steps for this PTAE by month
- Position and Reserve Expense Amount: Total for both position and salary reserve budgeting

Review the columns on the grid.
- The first column shows the result of the work done in this process so far, the adjusted annual booked budget amount from the previous panel.
- This number has been spread according to history into the 12 months of the fiscal year. If no history is available, it will spread evenly.

Review the Initial Adjusted Amount for each PTAE and determine if additional adjustments are needed.

<table>
<thead>
<tr>
<th>If . . .</th>
<th>Then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to enter monthly adjustment amounts</td>
<td>Go to Step 4</td>
</tr>
<tr>
<td>You want itemize adjustments (add supporting details)</td>
<td>Go to Step 5</td>
</tr>
</tbody>
</table>

To enter a monthly adjustment, select the cell and enter dollar value, either positive or negative. Click Save to see the adjusted total.

Enter an itemization.

a. Click the **Itemizations** icon on the left-side toolbar.

Result: The Itemizations panel appears on the bottom of the screen.

b. Click the + New button located at the bottom of the panel

c. Double-click each cell in the row to select the value from a drop down menu, or manually type in the value.
   - Itemizations support unit * rate calculations. If you prefer to enter in a single amount, select Units = 1, Rate = specified amount.

d. Click the Save button
<table>
<thead>
<tr>
<th></th>
<th>6</th>
<th>As a department analyst or unit manager, this screen is the last place you can make adjustments to your salary reserve numbers. Budget Officers and the UBO have additional panels if high-level adjustments are needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Result:</strong></td>
<td>The new itemization adjustment values will appear in the grid above. If more than one itemization exists for a position in a given month, the grid will display the total.</td>
<td></td>
</tr>
</tbody>
</table>
Panel: Burdening Summary

Review the amount budgeted by position and salary reserves. Calculate and review the additional charge for benefits based on employee type.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to Burdening Summary.  
      or  
      On the Booked Budget Process map, click the Burdening Summary panel. |
|      | Result: The corresponding panel opens. |
| 2    | Review the data displayed.  
      a Review the page slice.  
      • The page slice controls which org is shown on the page.  
      • You can select any org you have access to (either as a child or parent member of the org hierarchy).  
      b Review the page edges.  
      The page edges let you filter the data displayed. |
Review the rows on the grid.

- Rows group the different fringe categories used in Compensation Planning.
- Your totals are further divided into Position and Salary Reserves so you can see where employees were budgeted.

Review the columns on the grid.

- The Salaries column shows the amounts you budgeted – both by Position and Salary Reserves.
- The Benefits column shows the related fringe expense which is calculated by the system.

Run the Action to calculate benefits charges.

- Scroll down to Actions at the bottom of the page, and click Calculate All Indirect Costs
- Click the Run button.
- Refresh your page to see the results.

Result: The Benefits column will be populated. This global action will also calculate indirect costs associated with non-salary expenses, revenues, and transfers. Review reports, or these individual processes to see the results.
Panel: Review by PTA

Review entries by individual PTAs in columns.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to Review by PTA.  
or  
On the Booked Budget Process map, click the Review by PTA panel.  

**Result:** The corresponding panel opens. |
| 2    | Review the data displayed. |
|      | **a** Review the page slice.  
The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy. |
|      | **b** Review the page edges.  
The page edges allow you to filter the data displayed on the page. |
|      | **c** Review the rows on the grid.  
The rows show all object codes budgeted to, starting with the highest level parent: 500SE – TOTAL COMPENSATION EXPENSES. This tree view includes each parent level of aggregation (bolded) and the leaf level codes (un-bolded). |
|      | **d** Review the columns on the grid.  
The columns show each PTA that has been budgeted for this process side by side for easy comparison. The last column shows the total of these PTAs by org code. |
| 3    | Review the totals for the individual PTAs, and the total by org. If changes are necessary, go back to an earlier panel in the process to make an adjustment. |
Panel: Detailed Review

Review your history aggregated by department, with a column showing each step where changes could be made, and the final Booked Budget amount.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to the **Detailed Review** panel.  
|      | or  
|      | On the Booked Budget Process map, click the **Detailed Review** panel.  
|      | ![Diagram](image)  
|      | **Result:** The corresponding panel opens. |
| 2    | Review the data displayed.  
| a    | Review the page slice.  
|      | The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy. |
| b    | Review the page edges.  
|      | The page edges allow you to filter the data displayed on the page. |
| c    | Review the rows on the grid.  
|      | • The rows show all object codes budgeted to, starting with the highest level parent: 500SE – TOTAL COMPENSATION EXPENSES. This tree view includes each parent level of aggregation, bolded, and the leaf level codes, un-bolded.  
|      | • While previous panels showed each PTA separately on the row, this summary panel shows all PTAs in aggregate, based on the department selected in the page slice, and further filtered by page edges. |
| d    | Review the columns on the grid.  
|      | • The first several columns include reference data, then the year end reforecast is shown.  
|      | • The booked budget columns for the current year show each step where an entry or adjustment was made to arrive at the final Booked Budget amount, which is shown in the last column. |
| 3    | Review the totals displayed for your org. If changes are necessary, go back to an earlier step in the process to make an adjustment. |
Panel: Summary Review

Review your history aggregated by department, with history, to determine if your budget is reasonable and in line with recent trends.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the prior step, click the advance paddle to move to <strong>Summary Review</strong>. Or On the Booked Budget Process map, click the <strong>Summary Review</strong> panel.</td>
</tr>
<tr>
<td></td>
<td>Result: The corresponding panel opens.</td>
</tr>
<tr>
<td>2</td>
<td>Review the data displayed.</td>
</tr>
<tr>
<td></td>
<td>a Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy.</td>
</tr>
<tr>
<td></td>
<td>b Review the page edges. The page edges allow you to filter the data displayed on the page.</td>
</tr>
<tr>
<td></td>
<td>c Review the rows on the grid.</td>
</tr>
<tr>
<td></td>
<td>• The rows show all object codes budgeted to, starting with the highest level parent: 500SE – TOTAL COMPENSATION EXPENSES. This tree view includes each parent level of aggregation, bolded, and the leaf level codes, un-bolded.</td>
</tr>
<tr>
<td></td>
<td>• While previous panels showed each PTA separately on the row, this summary panel shows all PTAs in aggregate, based on the department selected in the page slice, and further filtered by page edges.</td>
</tr>
<tr>
<td></td>
<td>d Review the columns on the grid.</td>
</tr>
<tr>
<td></td>
<td>• Data is first divided into the previous and current fiscal year. The first two columns show reference data, and then the Year End Reforecast, which was created during this process.</td>
</tr>
<tr>
<td></td>
<td>• The Booked Budget is divided into Consolidated Operations (total) as well as each Award type used.</td>
</tr>
<tr>
<td>3</td>
<td>Review the totals displayed by each award type. If changes are necessary, go back to an earlier panel in the process to make an adjustment.</td>
</tr>
</tbody>
</table>
Panel: Budget Unit Adjustment

Allows Budget Officers and Budget Analysts to view compensation expenses and manually enter adjustments.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | From the prior step, click the advance paddle to move to **Budget Unit Adjustment**.  
Or  
On the Booked Budget Process map, click the **Budget Unit Adjustment** panel.  

**Result:** The corresponding panel opens.  

| 2    | Review the data displayed.  
| a    | Review the page slice.  
| b    | Review the page edges.  
| c    | Review the rows on the grid.  
| d    | Review the columns on the grid.  

- The page slice controls which org is shown on the page.  
- You can select any org you have access to (either as a child or parent member of the org hierarchy).  
- The page edges let you filter the data displayed. Make changes then click “APPLY”.  
- Same as Year End Reforecast. Please see page 8 for more details.  
- Same as Annual Reserve Adjustment but with an additional column for BU Adjustments. Please see page 22 for more details.  

5/1/2017
3. Enter values in the **BU Adjustment Amount** column as needed.

This field allows you to enter adjustments separately from work done in earlier panels. The final budget number will incorporate all work completed in these panels.

4. Click the **Save** button.

If making changes, be sure to re-review reports as needed to ensure that the new values are correct.