



# UCCS Budget & Planning Office Jan 2019

THE BUDGET OFFICE IS NOW LOCATED ON THE 2<sup>ND</sup> FLOOR OF 1831 AUSTIN BLUFFS PKWY, UPSTAIRS OF THE HR OFFICE, JUST SOUTH OF MAIN CAMPUS.

[HTTPS://WWW.UCCS.EDU/RMD/BUDGET-AND-PLANNING-OFFICE.HTML](https://www.uccs.edu/rmd/budget-and-planning-office.html)



On Monday, January 14<sup>th</sup> our office will be relocating to the second floor of 1831 Austin Bluffs Parkway in University Office Park (UOP). Our new location is the first building on the west side of the main entranceway to UOP. Our office will be directly above the current HR office location.

It may take a couple days for the dust to settle, but all are welcome to visit our new layouts anytime! The entrance is at the southwest corner of the building, facing the parking lot.

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### *Updates: Annual Budget Reviews*

Annual Budget Reviews (ABRs) are scheduled for Tues-Wed Jan 29-30, in UC 116. This event is open for any faculty, staff, or students who wish to attend. There is also an additional review day scheduled for Friday, Feb 15<sup>th</sup>, in Dwire 204, which will focus on auxiliary units.

This event is an opportunity for colleges and VC departments to share fiscal year 2018 budget and financial data to the Chancellor's Cabinet and submit new budget requests. Please visit our website for more info, as well as this year's schedule.

<https://www.uccs.edu/rmd/budget-and-planning-office/budget-reviews>

### *Remember this Date!*

*Annual Budget Reviews - FY2018*  
*8:30-4:00 Tues & Wed Jan 29-30, 2019*  
*UC 116*

### *Updates: FY19 Carryforward*

The carryforward of FY18 year-end available budget balances will return as one-time funding to their respective speedtypes this fiscal year. This year's carryforward has now been approved by the System Office and Chancellor's Cabinet and will post to department ledgers this month. We thank you all for your patience during this lengthy process.

*Note: Carryforward applies to general fund (fund 10) speedtypes only.*

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### *Updates: Salary Increase Report*

### *Remember this Date!*

*Salary Increase Report Meeting*  
*2:00-3:00 PM, Monday Feb 4<sup>th</sup>*  
*UC 124*

The Salary Increase Report (SIR) is an annual process beginning in March and extending to the end of the fiscal year in July. The Budget & Planning Office works closely with the HR office to process annual salary increases for faculty, university staff, and classified staff. The budget

office then applies the base budget for these increases on all position lines.

The increase amounts that employees receive are ultimately decided by the college's dean or department VC. They are usually contingent on this year's merit score for that employee if they're university staff, or a weighted three-year-average merit score if they're faculty.

In April, each department will receive a separate compensation pool. This pool represents the amount of campus funding the department can use to allocate budget for salary increases.

There are several varying restrictions and rules regarding allocation of merit increases and merit increase budgets, some of which have changed since last year. We encourage all to attend the upcoming meeting if able, and to also check the SIR page on our website regularly for updates, even if you've worked with the SIR in previous years.

<https://www.uccs.edu/rmd/budget-and-planning-office/salary-increase-report-information>

*Note: the compensation pool percentage for FY2019-20 salary increases has not yet been finalized. In previous years it has ranged between 2.0% to 3.0%.*

Please consider reviewing your position budgets this month and adjusting where necessary to ensure all position numbers are properly base funded. If you have extra base funding in an unallocated salary line, enter a continuing budget entry to move this funding into any position lines that are not fully funded.

After February's month end close, our office will no longer accept continuing budget journals that adjust positions. All position budgets must be finalized by then, so that our office can run our compensation pool in March. Please contact us if you have any campus commitments still pending for a new university staff or faculty position.



**\*\* Friendly Reminder \*\***

If you are backdating a budget journal during month end close, please submit these journals for approval by the end of the first day of close (the first business day of every month). We cannot guarantee approval of budget journals submitted later than that. All entries not approved will need to be copied to the next month's date and resubmitted.

*Please contact your department's budget analyst rep if you have any questions.*

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**Monthly Tips: Cost Shares Additional Information**

It came to our attention that there was some confusion surrounding a brief cost share section included in a previous newsletter. If your department has worked with cost shares or plans to in the future, please read this more detailed summary, and reach out to the Sponsored Projects Accounting team with any questions:

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*Cost Share* only pertains to sponsored projects and is the portion of a sponsored project's costs borne by the University and not the sponsor. The cost share speedtype is created by Sponsored Projects Accounting when a sponsored project contains a cost share requirement. The department provides Sponsored Projects Accounting with a speedtype to fund the cost share speedtype. A cost share speedtype is a unique speedtype that exists in both the auxiliary and gift range of CU's chart of accounts. A fund 22 is created when department funds originate from a fund 10/20/72. A fund 32 is created when department funds originate from a fund 34. These speedtypes do not have a program code like other speedtypes in these ranges, but rather a project code.

SPEEDTYPE: 42200001 -- COST SHARE 4540821 GLUSHCHENKO (INACTIVE)  
FUND: 22 -- COST SHARE AUX ENTERPRISES  
ORG: 40066 -- LAS-PHYSICS  
PROJECT: 4540821 -- MICROWAVE MOTION SENSORS HARMO  
ACTIVITY: 1 -- MICROWAVE MOTION SENSORS HARMO  
SUBCLASS: NO SUBCLASS

Sponsored Projects Accounting establishes the cost share speedtype's budget via the PeopleSoft grant module. This

generates a BJE that is then reviewed by the Budget and Planning Office. Once approved the BJE feeds to the general ledger and posts as continuing budget. Sponsored Projects Accounting then processes a cash transfer from the fund 10/20/34/72 to the fund 22/32. After the cash transfer is complete, a BJE is created to decrease the budget where the funds originated (10/20); this does not apply to fund 34/72, as there is not base budget in these funds. The funding in the cost share speedtypes will be visible on CU-Data reports and the funding will roll forward across fiscal years for multi-year projects.

Once the department is provided with the new cost share speedtype the department will need to ensure that the correct expenditures are charged to the speedtype. If salary is to be paid from the cost share speedtype, then the department is responsible for updating the funding distributions to that speedtype. The department needs to monitor the speedtype as they would any sponsored

project speedtype for allowability, accuracy and that spending is on track to fulfill the commitment. No department user will enter, adjust or transfer budget associated with a fund 22/32.

By establishing these cost share funds, the University now has the tools necessary to pull data on cost share funding through CU-Data. These cost share speedtypes also assist the campus with more accurately managing cost share funding and ensuring that we are meeting our sponsor's requirements.

**\*Additional Note-** *we are in the process of phasing out all fund 12 cost shares. Please do not submit a fund 12 chart field request. After all active projects linked to old fund 12 speedtypes reach the end of their life cycle, we will be deactivating every fund 12.*

## Budget & Planning Office Contact Information

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