



UCCS Budget & Planning Office April 2019

THE BUDGET OFFICE IS NOW LOCATED ON THE 2ND 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)

Updates from April's Board of Regents Meeting



back row: Linda Shoemaker, Lesley Smith, Chance Hill, John Carson, Glen Gallegos

front row: Heidi Ganahl, Sue Sharkey, Jack Kroll, Irene Griego

As many of you have likely heard, last week the Board of Regents approved for the 2019-20 fiscal and academic year a 0% increase to tuition and mandatory (campus-wide) fees for UCCS. Housing increases will be less than 3%, and all proposed changes or increases to academic fees were approved as well. This flat tuition rate applies to resident undergraduate students only and coincides with a state budget proposal to provide a 13% increase in state funding to CU's four campuses. The state funding proposal is still advancing at the state capital and is currently not yet official.

Also approved at this Board of Regents meeting was a 3% merit-based compensation pool for faculty and university staff, equal to last year's rate. The Budget & Planning office is now busy analyzing the impacts of these developments as we prep our FY 19-20 base budget model. Please stay tuned for further updates in future newsletters and on our website.

For additional information on this Board of Regents meeting, please visit several recent articles posted on CU Connections and the UCCS Communique.

<https://connections.cu.edu/stories/2019-20-budget-includes-3-compensation-pool-flat-tuition>

<http://communique.uccs.edu/?p=89583>

Updates: Salary Increase Report

Now that the Board of Regents have approved the 3% compensation rate, this month we will begin the merit allocation portion of the Salary Increase Report (SIR).

Our office will send the latest updated SIR's to the colleges and VC departments by April 22nd or earlier. Units will then need to work with their dean or VC to distribute merit increase amounts to all eligible faculty and staff. This budget can only be used on Fund 10 speedtypes.

As always, please visit the SIR page of our website for more info. A couple additional notes regarding the distribution of these reports during this phase:

- *There will be one compensation pool for each VC area. Pools will not be split between individual departments within a VC area. There will be one pool each for Student Success, Advancement, Academic Affairs, and Admin & Finance. OIT and the Chancellor's office will each have their own separate pools, as will each of the colleges.*
- *The deans and VC's will have the final decision on how much merit to award each eligible staff or faculty member. However, the Budget Office will then review these completed reports to ensure that they meet the CU-System-mandated rules and restrictions for merit distribution, which are posted on our website.*

Our office thanks you in advance for your assistance as we approach the busiest period of this SIR process!

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

**** Important Reminder ****

All Continuing Budget Ledgers are now closed to departments for Fiscal Year 2019. Before submitting a budget journal for approval, please double check that your ledger code is "B_CUR_TEMP". Our office will not approve entries with other ledger codes. Please continue to review your financial reports and clean up expense line deficits as well as zeroing all revenue and transfer balances to fund 10's.

Monthly Tips: Spreadsheet Journal Entries

Do your required job duties include entering journal entries into the finance system? Are you always entering them manually, and finding the process tedious and prone to errors, especially when needing to enter longer entries? Did you know the CU System office has developed a tool that allows you to upload a Microsoft Excel spreadsheet directly into the PeopleSoft Finance system?

More information on setting up a journal entry spreadsheet can be visited at the CU System University Office Controller website: <https://www.cu.edu/controller/fin-journal-entry-spreadsheet-template>

These spreadsheets can be used for all "Actuals" entries, cash transfers, or budget entries. After completing and uploading the spreadsheet file to PeopleSoft, you will need to navigate to the Journal Entry search page to validate and submit your JE for approval, as these steps are not done automatically. You will also be prompted to enter your PeopleSoft user ID and password, which differ from the credentials you normally use to navigate to the Finance System through the My.UCCS.edu portal. Your User ID is assigned when you receive access to enter JE's.

Business Unit	=	▼	UCOLO	🔍
Journal ID	begins with	▼		
Journal Date	=	▼		📅
Document Sequence Number	begins with	▼		
Line Business Unit	=	▼		🔍
Journal Header Status	=	▼	No Status - Needs to be Edited	▼
Budget Checking Header Status	=	▼		▼
Source	=	▼	CFF	🔍
Entered By	begins with	▼	REAR000021	🔍

If you forgot your PeopleSoft password you can reset it at the following link: https://oid.prod.cu.edu/self_service/authenticate

Save this date!

Fiscal Year End Meeting- Monday May 6 in UC116, 10:30-12:30

This meeting will cover year end topics from the Controller's Office, Budget Office, HR, Student Financial Services, and the PSC. If you are interested in attending and did not receive a calendar invite, please rsvp to acctfinc@uccs.edu. Food will be included!

Budget & Planning Office Contact Information

Looking for a previous newsletter? Visit our website for an archive of all of FY 2019 newsletters: <https://www.uccs.edu/rmd/budget-and-planning-office/publications>

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

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