



# UCCS Budget & Planning Office Feb 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)



Our office is now located at 1831 Austin Bluffs Parkway Suite 200 in the University Office Park (UOP). If you're in the area, we invite you to come up and survey our new digs!

## Updates: Annual Budget Reviews

We want to thank everyone for attending, and for your assistance in coordinating this year's budget reviews and helping us ensure they ran smoothly. This is a very important event for UCCS that requires a lot of harmonization between many different departments.

Our office is now compiling all the new budget requests and will create a summary that we'll submit to the Chancellor's Cabinet for review.

*Please visit the below link to complete a short survey on this year's budget reviews. We appreciate your feedback and any suggestions to better streamline this process.*

<https://www.surveymonkey.com/r/CBXP3ZK>

## **\*\* Important Reminder \*\***

*The deadline for submitting any continuing Budget Journals that adjust salary codes is February 28<sup>th</sup>, 2019.*

## Updates: FY19 Carryforward

The carryforward of FY18 year-end available budget balances has now posted and will show on your period 7 (January) reports. All carryforward is returned as one-time funding to the same (fund 10 only) speedtype that finished the previous fiscal year with a non-zero balance. Like the last several years, there will be no carryforward tax. Carryforward amounts will be equal to the previous year's available balance.

As you run your January reports, please be aware that many of your speedtypes will now look different from the previous period because carryforward has posted. All carryforward budgets are applied to operating code 460000, except for carryforward of student aid and books & periodicals expense.

*Note: Benefits are not included in carryforward returned to colleges and departments. For this reason, we suggest that you always move larger year-end salary savings to a fund 72 Salary R&R account via cash transfer. Please submit a chartfield request to the Controller's Office at [acctfinc@uccs.edu](mailto:acctfinc@uccs.edu) to request a new R&R speedtype.*

## Upcoming Deadline

*All FY 2019 Continuing Budget Journals must be submitted to the Budget Office by no later than Friday March 29<sup>th</sup>, 2019. Again, budget journals for salary lines have an earlier deadline. Only the Budget Office can enter continuing BJE's after that time. This cutoff is necessary for our office to prepare our new base budget model for the Board of Regents.*

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## Updates: Salary Increase Report

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Thank you to all who attended the Salary Increase Report (SIR) informational meeting last week that kicks off this long process. We will be sending out the first draft of this report later this month for review. We will send a copy to the financial administrators for all the colleges and academic affairs programs, and to department heads for Admin & Finance and Student Success auxiliary departments.

As this month winds down, please continue to review your position budget reports. For any faculty, classified or university staff position that is intended to be base-funded, please check that the position's continuing budget matches its current HR salary.

Once you receive your SIR draft, please review for accuracy and use the accompanied comments section to notify us if you are aware of any upcoming salary changes, vacancies, or retirements. During this phase of the report, we strive to make this report as accurate as possible before merit increases are assigned.

Please continue to stay tuned to our website for additional updates:

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

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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>

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## Budget & Planning Office Contact Information

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## Monthly Tips: Requests to Fill (RTF) submissions

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An RTF is a new process implemented by Human Resources to fill a position on campus. It is also used to enter a promotion or pay increase through HR. The hiring department will initiate this request, which then feeds through a workflow approval list that can include the unit's VC or dean, as well as the HR and Budget Office.

The Budget Office will review the funding source for this position. As most new hires are permanent, fulltime positions, a base funding source will need to be provided before our office can approve the RTF. Approval of a permanent position without a clear base-funding source poses risks, such as structural deficits for the department down the road.

To expedite the approval process, it is important that you provide as much funding information as possible. Please provide us the speedtype, as well as the position number if funding is being moved from another position. Please specify whether funding is coming from salary savings or an unallocated line, or from another area on campus. Providing this critical information in the notes section of the RTF will avoid delays in processing the request. We appreciate your help!

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