

Session Objectives

- Overview
- Budget Development Process Phase II
- Important Phase II Information and Dates
- ❖ Planning and Creating the FY2025 Budget
- Workday Training and Overview
- ❖ Budget Reallocation Using Workday Adaptive Insights
- Salary Adjustment Process
- Questions and Answers



Teams Presenting

UFS&T will provide information on the Budget Development Phase II Process

AND

The Office of Human Resources will provide information on the Annual Salary Adjustment Process







Budget Development Process Phase II

- Collaboratively Analyze FY 2024 Budget and Historical Spending Trends
- Leverage Workday to Reallocate FY25 Operating and Capital Expenses
- Collaboratively Prepare and Balance FY 2025 Budget



Important Phase II Information and Dates

- ☐ 3% Annual Salary Adjustment
- ☐ 33.2% Fringe Benefit Rate (Full-Time)
- ☐ 18% Fringe Benefit Rate (Part-Time)
- ☐ Complete Workday Financial Coordinator Authorization Form
- Reallocate Budget Using FY25 Phase II Version, in Workday Adaptive Insights
- ☐ Ensure "Budget Reallocation (FY25)" Process Task is Completed in Workday
- ☐ Budget Development Phase II Deadline: May 20, 2024

Planning and Creating the FY 2025 Budget

- Identify historical spending patterns and anticipated expenditures affecting your budget.
 - Workday Report:

 4. Yearly Trend (FY17-FY23 Actuals)
- Review current and prior year's budget vs. actual variance analysis to identify variances between
 7 series expense accounts.
- Review and make note of expense accounts with budget overages/surpluses for budget reallocation (adjustments).
- Review your strategic business plan and potential impact on your budget.

Using Workday For FY25 Budget Reallocation

- Provides easy to use ad hoc reporting for analysis.
- Simplifies the FY25 budget reallocation process by providing insights on historical spending patterns in one place.
- Provides the ability to view reallocated FY25 budget at a department and rollup level to simplify the balancing process.



Reallocating the Budget

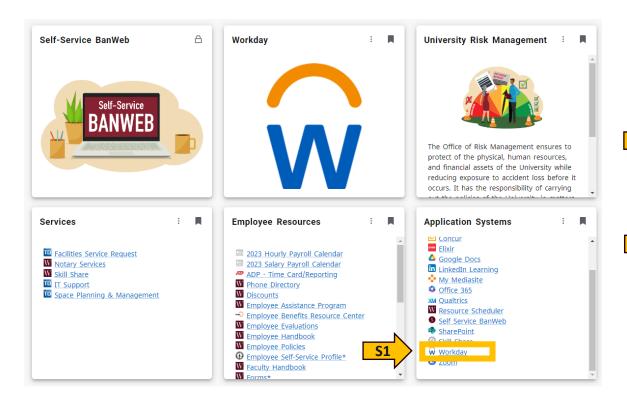
This is the time to make permanent across the board budget adjustments for FY25.



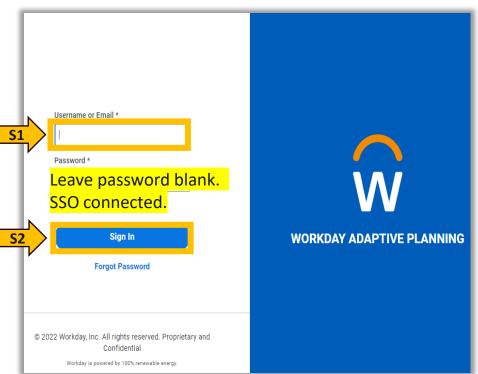
All accounts need to be adjusted based on historical spending patterns and anticipated expenditures.

Accessing Workday

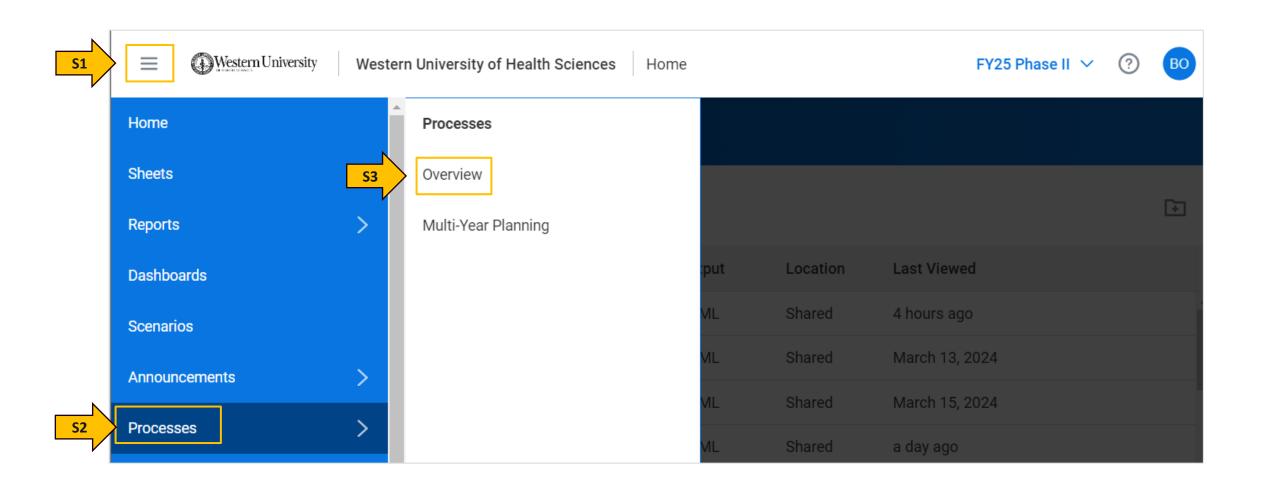
Via: https://my.westernu.edu/



Directly: https://login.adaptiveinsights.com/app



Workday Overview – Accessing Processes Tasks

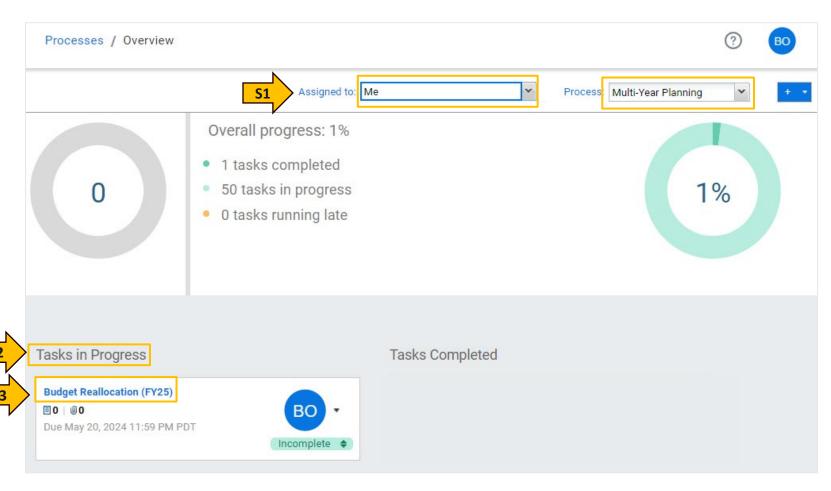


Workday Overview – Tasks Dashboard

\$1: Select "Me", so that you are only able to view your tasks. Confirm that the Process selected is "Multi-Year Planning".

S2: Complete the Budget Reallocation task listed under "Tasks in Progress" by due date specified.

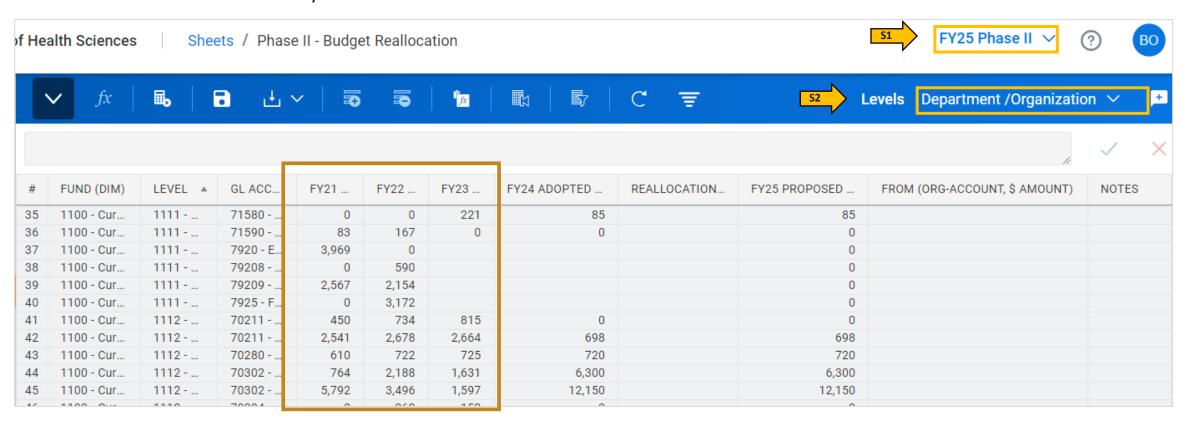
\$3: To access each task, you will have to click on the title link, and it will take you directly to the sheet required to be completed.



Note: To go back to your task dashboard to view all tasks, you will have to go back to Processes from menu bar, as shown on previous slide.

Budget Reallocation

S1: Confirm you have selected FY25 Phase II **S2**: Select ORG to view and reallocate funds

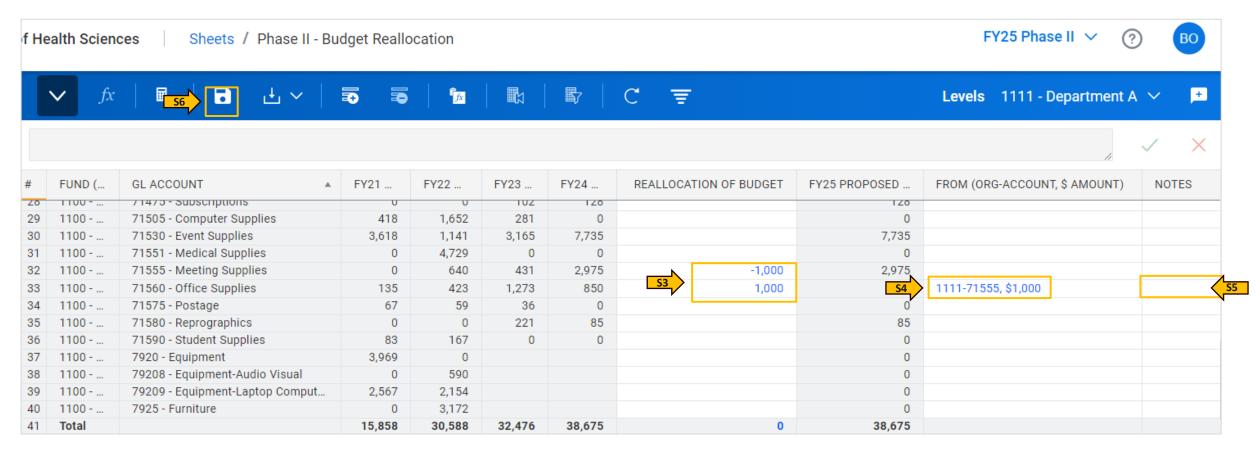


Additional Information:

- At the rollup level, you will see information for all your departments/Orgs.
- Information provided by Workday includes Fund, Level/Org, GL Account, Actuals for prior three years...etc.
- In Workday, you will have the ability to view three years of historical actuals data.

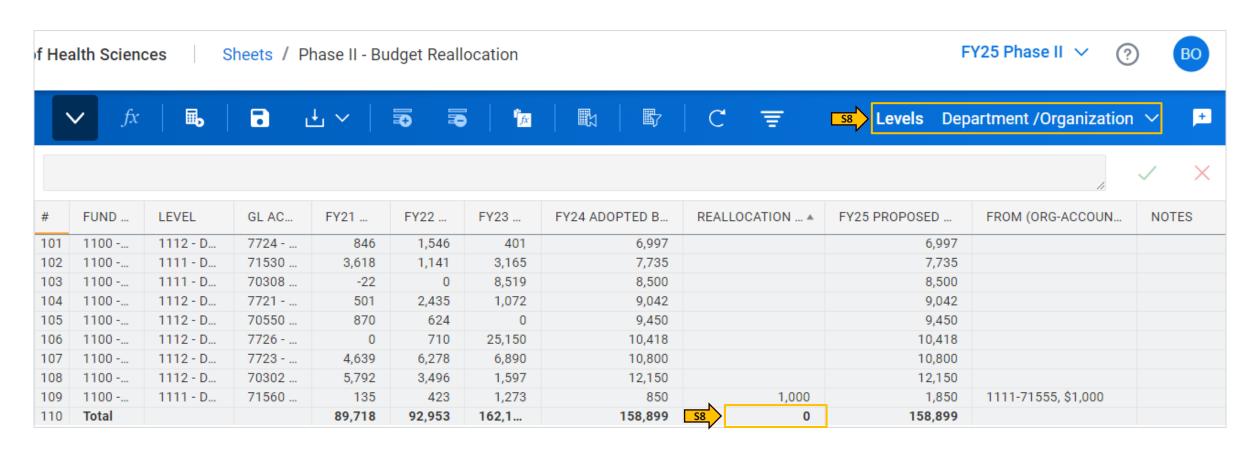
Budget Reallocation

- **S3**: Enter the increase/decrease (-) amount under the Reallocation of Budget column.
- **S4**: When increasing budget, enter where funds are moving from and the amount in the FROM (ORG-ACCOUNT, \$ Amount) column.
- **S5**: Additional information can be provided under the Notes column.
- **S6**: Click the Save icon to calculate the changes. The new amount will be reflected under Proposed Budget.
- S7: Repeat steps 1 through 6 for all Orgs you will be reallocating budget.



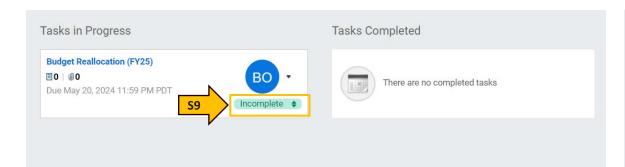
Budget Reallocation Balancing

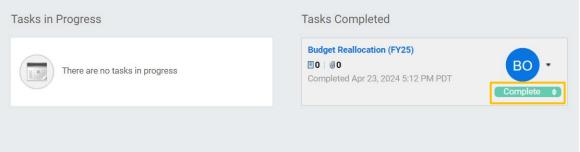
S8: For reallocation balancing, please make sure the highest rollup level is selected to ensure that the reallocation total is equal to Zero.



Budget Reallocation – Completing Task

S9: Once you have completed your task, go to Processes from the menu bar. Click Incomplete and the status will change to Complete.





Additional Training & Resources

Additional Training/Working Sessions Will be Available Through CETL

- May 1, 2024 at 2pm
- May 7, 2024 at 2pm
- May 15, 2024 at 11am



WWW Visit the Office of Budget Administration Site



For any additional questions, please email **Budget@westernu.edu**.

Budget Development Questions and Answers



Annual Salary Adjustment

What: Annual salary adjustment percentage amount is 3%. Salary Budget Worksheets are no longer required.

Who: All active employees of WesternU (full-time, part-time and temporary) paid from the general operating budget who were hired prior to April 1, 2024, and didn't receive another type of salary increase April 1, 2024, or after.

When: Effective July 1, 2024.

Additional Salary: Justification Form



Additional Annual Salary Adjustment Request Form

(Retention, performance, equity, other-please specify)

The window to begin requesting additional salary adjustments commences July 2, 2024. Please note that each submission will be reviewed. However, approval of submission is not guaranteed. This form should not be used for promotions.

Email approved forms and attachments to compensation@westernu.edu by August 30, 2024

Requestor Information			
Date of Request:		Requestor Email	
Requestor Name:		Requestor Title:	

Employee Information			
Employee Name:		Request for	4_
		(Add specifics to the	_
		Justification for Increase section):	
Employee PCN:		Employee ID#:	@
Employee Position Title:		Employee FLSA:	
Employee		E1 EEE	
Department/College		Employee FTE:	

Change Summary		
Current Base Salary:	§	
Percent Increase (Percent of Current Base Salary):	oz.	
(Percent of Current Base Salary):	70	
Amount of Increase (\$):	8	
Proposed New Base Salary:	\$	
Effective Date:	10/1/2024	

Justification for Increase (please attach additional sheet if more room is needed)

Proposed Funding Source and Budget Information (FOAPAL)					
PCN/Other Line	FUND	ORG	ACCT	PROG/ACT	AMOUNT
Director of Operatio	ns/Financial Coordi	nator (Print Name an	d Signature)	Date	2
·					
Dean/ Department I	lead (Print Name an	d Signature)		Date	•
Human Resources R	eview Signature	Date	Budget Review Signa	ature	Date

Use this form for:

Equity

Performance

Retention

Other – Please specify

Instructions and FAQ will be available

This form should not be used for promotions.

Important Dates

July 2024	August 2024	September 2024	October 2024
Jul 1: 3% Salary Increases Begin	Aug 30th: Due: Additional Annual Salary Adjustment Request Form	Class & Comp Review: Additional Annual Salary Adjustment	Oct 1: Effective: Additional Annual Salary Adjustment
Jul 2: Available: Additional Annual Salary Adjustment Request Form			
Email: compensation@westernu.edu			

PEOPLEADMIN Actions

Grants and Contracts Positions: Please remember to submit People Admin Action Forms for any grant/contract eligible positions by May 31, 2024.

Soft Funding Positions: Please remember to submit People Admin Action Forms for any soft funding, increase eligible, positions by May 31, 2024.

Faculty Promotion & Tenure: Please remember to submit People Admin Action Forms for faculty receiving Promotion and Tenure.



Promotions

- All promotions must be submitted through PEOPLEADMIN.
- Promotions will be effective July 2, 2024.
- All promotions effective July 2nd, are due no later than May 31, 2024.

❖ Promotions effective after July 2nd, can be submitted throughout the year.



Annual Salary Adjustment Questions and Answers



