



BUDGET CONSTRUCTION

FY19 Frequently Asked Questions

Q: When will the HR snapshot be taken?

A: The HR snapshot to prepopulate salaries with open ended assignments will be taken on Tuesday, June 12. However, please be sure to back into this date and have all HR changes in place by Friday June 8.

Q: When is the last day to submit new Account create documents?

A: The last day to submit account changes in KFS is June 1.

Q: Will the 3% State Classified Across the Board (ATB) raise apply to all State Classified employees, regardless of yearly evaluation results?

A: Yes. Evaluation results do not impact the 3% Across the Board (ATB) raise requirement for State Classified employees. For more information, please contact Human Resources.

Q: Will the State Classified Across the Board (ATB) increase apply to employees hired near the end of the fiscal year (e.g. June 29)?

A: Yes. In the past, and Diana Prieto in HR is assuming the same is true this year, every State Classified employee who is employed on June 30 will receive the ATB (Across the Board) increase on July 1. For more information, please contact Human Resources.

Q: Will State Classified maximums change July 1?

A: Yes. The range maximum for all pay ranges will be increased by 2%. For more information, please contact Human Resources.

Q: Why aren't all of my department/division's accounts displayed when I use the My Organization button?

A: Only budgeted accounts can be viewed using the My Organization button. Accounts that (a) are not budgeted this year and (b) were not budgeted last year will not be listed when navigating with the My Organization button. To access an account that is missing from the My organization section, key the account number to the Budget Construction Selection screen and click load document from this view.

Q: Will Budget Construction be available to use on weekends?

A: As a general rule of thumb, the system works best / is most reliable during regular business hours. Like Quali and other portals, IT reserves system maintenance for "off hours." In addition, updates that are usually run behind the scenes, won't always run on weekends. We are not saying you cannot be in Budget Construction over the weekend, but suggest you plan to do the bulk of your work during regular business hours.

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FY19 Frequently Asked Questions (continued)

Q: Are you hosting an open house this year?

A: The Office of Budgets will be hosting our annual Budget Construction Open House Session on June 27 from 1:00-3:00 pm in Morgan Library, room 174. Come for some dedicated uninterrupted time away from your office or for some one-on-one assistance.

Q: If I have an AP employee who I expect to hire mid-year, how should I handle their Budget and FTE?

A: In order to be sure that you get the full merit increase for the following fiscal year (i.e. 2.5% for FY19), it would be best to budget the full year salary in BC. Whatever isn't needed can be used as salary savings for operating expenses, etc.

Q: When should I use the vacate button vs. create a TBA?

A: Use the vacate button if an individual exists in Budget Construction and will be replaced at the same FTE and salary. Use a TBA to create a salary budget for a position you know will be created in the future.

Q: Will the RARSP Blue Sky / Salary Clearing accounts be exempt from Budget Construction?

A: No. All RARSP budget entries in BC will be required to tie to the RARSP control numbers you receive from the Office of Budgets at the college / VP levels. A separate email was sent to all BC Coordinators addressing this topic and is posted on the Office of Budgets website under RARSP - Salary Clearing Accounts email.

For additional questions, please contact your College / Divisions' Business Officer or email the Budget Construction Team at vpf_budget_office_bc_helpdesk@mail.colostate.edu.