

FY2024 BUDGET MODULE PREPARATION CHECKLIST

1. BUDGET CONTACT RECIPIENTS

- If there is anyone you would like added or removed from the Budget Contacts distribution list (see attached - Budget Contacts FY2024), please email their names to [Cynthia Fetsch](#). The distribution list is used throughout the Annual Budget process to disperse information.

2. BUDGET MODULE ACCESS

- Sign-In to [HRMS](#) to check for Budget Module access
 - Use your IDM PeopleSoft sign-on and password
Some individuals may have a secondary UserID
 - NavBar > ND HE Applications > Budgeting
Will see **HR (Salary and DBT) Budgeting** and/or **FIN Budgeting** options
 - Recommended web browsers are Chrome and Mozilla Firefox
- Add or remove users to the Budget Module using the **Budget Module Access Request Form** attached to this email – (listing of access attached labeled Budget Module Access)
 - Return the request form to [Cynthia Fetsch](#) no later than Monday, January 30th.
 - Personnel budget access – check NDU_D_WBB_HR (HRMS Staff Roles - green)
 - Operating budget access – check NDU_D_WBB_Budget (Budget Staff Roles - purple)
 - Indicate the department number(s) on the spreadsheet

3. REVIEW THE “PREPARE FOR BUDGETS” REPORT TO VERIFY HR DATA

- Run the **HE PREPARE FOR BUDGETS Report** in [HRMS](#)
 - NavBar > ND HE Applications > Budgeting > HE (Salary & DBT) Budgeting > HE Prepare for Budget
 - Budget Unit is **230** (SMHS is 232)
Year is **2024**
 - Returns data that is currently in the Budget Module (Permanent changes only)
- Check the **Starting Budgeting Salary** for each position
 - This is the salary FY2024 increases will be calculated on
 - If incorrect, please contact HR to update salary
- Check the **Budget Status** for each position
 - Positions listed as “On Probation-Not Budgeable” are not eligible for any increase on July 1
 - If incorrect, please contact HR to verify probation date
- Combo Code** changes will be made within the Budget Module during Annual Budget

- **DBT Budget Amount**
This amount may differ from the Starting Budgeting Salary amount if there are multiple Combo Codes or a change was made during the year. The dollar amount should be manually updated during Annual Budget within the Budget Module.
- **Distrb %**
A percentage instead of a dollar amount may be listed if a Permanent change was made during the year. The percentage will need to be changed to a dollar amount during Annual Budget within the Budget Module.

4. INACTIVATE FUNDS THAT ARE NO LONGER USED

Before a fund can be inactivated:

- Verify the fund balance (asset account #'s (1XXXXXX) and liability account #'s (2XXXXXX) are zero by running a Trial Balance in [PeopleSoft Finance](#)
- Email [Sharon Loiland](#) the fund number(s) and fund name(s) to inactivate the fund(s)

5. VACATE A POSITION

- Follow the procedures in **Manager Self Service** to terminate the current employee
 - If applicable, follow the Reduction in Force policy/procedure
 - The change will be entered into HRMS and flow through into the Budget Module
 - Contact HR if you have questions

6. INACTIVATE POSITIONS THAT WILL NOT BE USED IN FY2024

- Submit a **Position Request/Change Form** to HR and list the reason for inactivation under "Additional Information"
 - The form will be entered into HRMS and flow through into the Budget Module
 - Contact HR if you have questions

7. TEMPORARY SALARY ADJUSTMENTS

In previous years, there has been an issue with employees that had a temporary salary adjustment and the salary increase calculated in the Budget Module. To prevent the situation from happening in FY2024, HR has provided instructions to make corrections.

- Review the **FY24 Employees with Temporary Salary Adjustment Instructions** document attached to this email for further details and an example from a previous year
- If applicable, submit the appropriate **Job Data Change** forms for the position(s)
 - If you have questions concerning temporary salary adjustments, please contact [Heidi Gerszewski](#) at 777-4988

8. POSITION CHANGES OCCURRING AS OF 7/1/2023 OR BEFORE

- Submit a **Position Request/Change Form** for any changes to HR
 - The changes need to be entered into HRMS to budget for these positions
 - Contact HR or [Cynthia Fetsch](#) to discuss any questions you may have

9. LOCAL FUND SUMMARY

- Run the **Local Fund Summary** in [PeopleSoft Finance](#) to assist with Annual Budget
 - NavBar: ND HE Applications > GL > HE Local Fund Summary
- Are the funds listed correct? Do any need to be added or deleted?
- Email [Cynthia Fetsch](#) with funds that need to be added/deleted

10. BIENNIAL BUDGET SUMMARY

- Run the **Biennial Budget Summary** in [PeopleSoft Finance](#) to assist with Annual Budget
 - NavBar: ND HE Applications > KK > HE Biennial Budget Summary

11. QUESTIONS?

Cynthia Fetsch at cynthia.fetsch@UND.edu or 777-4156