

**University of New Mexico
Health Sciences Center
Guidelines for Completion of
FY 2015-2016 Operating Budget Plans**

I. GENERAL INFORMATION

Outlined herein are the guidelines, including salary adjustment policies, to be followed for the completion of the FY 2015-2016 Operating Budget Plans for all units of the UNM Health Sciences Center.

Deadline for Submission of Operating Budget Plans

All Instruction & General and non-Instruction & General (research, public service, independent operations, internal service, etc.) final budget plans must be submitted to the Health Sciences Center Budget Office *by the date specified in the UNM Budget Development Calendar FY 15/16* found at the following link: <http://hsc.unm.edu/about/budget/information.html> This includes a projection of FY 2016 revenues for programs that budget patient care revenue or fee revenue (CPH, CTH, CRTC, Locum Tenens, NBICU, ARF, OMI, and Housestaff).

Format for Operating Budget Plans

Submission of Budgets for FY 2015-2016 must be completed through Banner Budget Planner.

Budget Planner is comprised of two modules. The first module is Salary Planner, which allows you to budget employees' salaries and complete the Mass Salary Update (MSU) process for employee compensation. The second module is Budget Development, which allows you to build your fiscal year budget in all categories (account codes) other than compensation.

Operating budgets are required for **all Unrestricted Indices**. **If there is not an operating budget, expenditures for salaries and other expenses for 2015-16 will not be processed.**

Allocations to SOM, CON, COP, HSLIC, VC Community Health, VC Diversity, VC Research, and HSC Administrative Offices will be emailed to the appropriate Vice Chancellor's/Dean's/Director's Offices.

Preliminary appropriation notification memos for research and public service projects (RPSPs) have been emailed to the corresponding Deans' Offices, Department Administrators, and Program Directors. Funding notifications for Center for Life and Locum Tenens were emailed to the UNM Medical Group.

Security Clearance

Security roles may be requested at any time, but please remember you must complete the **Budget Planner Online Course** and the **Budget Planner Proficiency Exam** in order for your request to be approved. The online course and the exam are located under the "Banner Budget Planner" section of Learning Central. The URL for Learning Central is:

<https://learningcentral.health.unm.edu/plateau/user/login.jsp>

Banner security clearance is based upon the UNM Organization Hierarchy. Clearance to the highest level organization required should be requested for access to Salary Planner and/or Budget Planner. While most budget builders require access to both modules, some may only need access to one or the other depending on their job requirements.

Security clearances may be obtained through the Banner Authorization Request (BAR) located on the myUNM portal. From myUNM, click on the Employee Life Tab and then click on Banner Authorization Requests. Select the role(s) you need: “Department Salary Planner”, “Department Budget Developer”, or both and submit to your regular supervisor for approval.

Other Available Sources of Information

In addition to the online course, there are several other areas where you can find information on Budgeting and Budget Planner.

- 1) Budget Planner Overview - Gives detailed information on the budget process and an overview of the system. The overview is available on the HSC website at: <http://hsc.unm.edu/about/budget/information.html>
- 2) Standard Operating Procedures (SOPs) - SOPs give detailed step-by-step instruction on functions associated with budget building in Salary Planner and Budget Development. The SOPs can be found on the Office of Planning, Budget and Analysis website: <http://www.unm.edu/~budget/sop/>

II. SALARY ADJUSTMENT POLICIES

A. Health Sciences Center I&G: The Board of Regents has approved an across the board increase for Regular, Non-Bargaining Unit Staff of **0%** and a **1%** increase for Faculty for FY 2016 as determined by each Dean. The Mass Salary Update (MSU) shall be processed through Salary Planner with an effective date of July 1, 2015 for both monthly and biweekly employees. Refer to Human Resources Guidelines for the 2016 Budget/Salary Planner Process for details.

- ☐ All exceptions to the 2016 MSU guidelines must be requested through and approved by Ava Lovell, Senior Executive Officer for Finance and Administration in the HSC Chancellor’s office.

1. **Faculty Compensation:** An adjustment to HSC faculty compensation of 1% as determined by each Dean.
2. **Staff Compensation:** No increase for regular, non-bargaining unit staff employees has been approved by the Regents.
3. **Teaching Assistant and Graduate Assistant Adjustments:** No funds are allocated for Teaching and Graduate Assistant pay increases.

4. **Student Employees and Temporary Employees:** No funds are allocated for student and temporary employee pay increases.
5. **Housestaff:** Increases for Housestaff will take into consideration the same criteria and funding limits as noted above for non-bargaining unit staff.

Housestaff are listed in Salary Planner as pooled positions. Departments should budget only the amount that will be paid out and charged to departmental indices. Any increases will be applied to individual jobs through the normal process in the GME office.

- B. I&G Units with (a) Extended University Tuition, (b) Approved Course Fees, (c) Program Application Fees, (d) Tuition Differentials, (e) Curriculum Fees, and other similar education related fees:** I&G organizational units funded via non-allocated revenues, such as Extended University Tuition, Program Tuition Differentials, Program Curriculum Fees, Program Application Fees, and Course Fees must be budgeted in a *self supporting I&G index*. Units can allocate funds within HSC I&G; however the allocations *must* be to another self supporting index. For example, a unit with a program code of 102 may allocate only to indices with program codes of 102, 112, 122, 132, and 142.

In order to charge fees and tuition differentials, the fees and tuition differentials must *first be approved* in the manner specified by University Policy #8210, *Tuition and Related Fees*.

- C. HSC Non-I&G Organizational Units:** Organizational units indirectly funded by I&G appropriated funds, such as separately appropriated Research & Public Service organizations, Internal Services, and Independent Operations will follow the HSC I&G guidelines.
- D. Please reference the following URL for the UNM Non-Bargaining Unit Staff Salary Ranges** <http://hr.unm.edu/compensation/unm-staff-salary-range.php>

III. INFLATIONARY INCREASES FOR GENERAL SUPPORT

- A. HSC I&G Organizational Units:** No allocation is made for increases in general support expenses.
- B. HSC Non-I&G Organizational Units:** Units in this group may adjust for inflationary increases if funds are available.

IV. SUPPLEMENTAL INFORMATION FOR UNITS AND PROGRAMS THAT INCLUDE ADMINISTRATIVE OVERHEAD AND FRINGE BENEFITS IN THEIR BUDGETS

General Guidelines for Budgeting Fringe Benefits: Fringe benefits budgets for **I&G units** will be calculated by the HSC Budget Office. **Non-I&G units** may use a rate of 35% for staff and a rate of 29% for faculty. **PPD** may use a rate of 45% for staff.

V. STATE APPROPRIATION ADMINISTRATIVE OVERHEAD

Starting in FY 2012, HSC implemented an administrative overhead component on all General Fund, Research and Public Service Project (RPSP) state appropriations. The established rate is 5.0% of your total General Fund state appropriation. Your Appropriation Notification will reflect the Administrative Overhead amount.

Starting in FY 2015, main campus implemented an administrative overhead component on all Research and Public Service Project (RPSP) state appropriation new funding. The established rate is 1.0% of your total General Fund state appropriation. Your Appropriation Notification will reflect the Administrative Overhead amount.

VI. PROCEDURES RELATED TO BANNER

A. NSF Checking: NSF checking is utilized for all unrestricted indices and is calculated based on an Organization Level 5 and Fund combination.

B. Position Maintenance: To budget employees, each employee is assigned to either a discrete or pooled position. Working Retirees, Housestaff, On-call, Temp, Student, and Part-Time employees are budgeted in pooled positions. All other employees are budgeted in discrete positions. Anticipated salary expense for which there currently is not a position, will need to be budgeted in Budget Planner in account code '20SA'. **Budgets in account code 20SA must be moved to appropriate Salary and Fringe account codes after budgets are loaded and before the July month end close.**

C. Budgeting in Banner:

1. Budgets Required for All Unrestricted Indices:

All Unrestricted Indices must be budgeted in Banner Budget Planner, including Non Endowed indices.

In Banner, budgeted revenues must equal budgeted expenses within each index. Revenue categories that may be used to offset expenditures could consist of revenues, allocations, transfers, and/or use of balance.

If you are allocating revenue from one index to another (within the same fund level 2 and program level 2), make sure you budget the allocation on both the "from" index and the "to" index. Please use the account code look up function in Banner Budget Planner for the most appropriate allocation account code.

Your I&G allocation will be budgeted in account code "1640," pooled revenue allocation.

To Budget “Use of Balance”, use the “1901” account code. This should be the amount of the anticipated actual beginning balance you intend to use in FY 2016. If you do not anticipate a balance forward for FY 2016, do not budget anything in “1901”.

All revenue from external sources should be budgeted in a revenue account code. Account codes “061x”, Internal Service Internal Sales, are reserved for Internal Services units only.

2. Procurement/Payment Service Charge (Banner Tax):

A University-wide service charge will be assessed monthly to each Banner Index in the amount of 1% of non-salary expenses in order to fund the on-going cost of our Banner information systems upgrade. The charge will generally exclude non-procurement expenses such as Financial Aid, Cost of Goods Sold, Cost Share, and F&A overhead charges on restricted accounts. This amount should be budgeted in account 80K0, Banner Tax.

VII. OTHER BUDGET CONSIDERATIONS:

Automobile Insurance: The State of New Mexico provides insurance for automobiles which belong to the University. The State sets the rates and those rates result in the per-vehicle charge each year. The FY16 rate is \$33.00 per-vehicle per-month or \$396.00 per-vehicle per-year.

For FY16 the electric vehicle rate, which includes Gems and NEIs is \$16.50 per-vehicle per-month or \$198.00 per-vehicle per-year.

If you have a UNM vehicle the rate will automatically be deducted from your index utilizing account code 70J0, Auto Insurance. Safety and Risk Services will then use those funds to pay the State.

As you build your budget for FY16, include the appropriate vehicle rate for each vehicle in your unit.

Foundation Assessment: Be sure to include the Foundation assessment in your FY 16 budget. If you have any questions, please contact the HSC Budget office. Please note, the amount will remain the same for FY 2016. This amount should be budgeted in account code 80K2, Foundation Surcharge.