Rice University

Hyperion Smart View
Budget Development Manual

January 2018
Table of Contents

3  Budget Calendar
3  Contacts
4  Budget Office Areas of Responsibility
5  Budget Overview
   Unrestricted funds and restricted endowment distributions
   Designated and gift funds
   Research grants
6  Connecting to Smart View
9  Budgeting Supplies and Expenses and Equipment
   Step-by-step update process
   Special cases
   F&A, tuition remission, and training grant returns
12 Budgeting Revenues
   Step-by-step update process
   Special cases
14 Budgeting Salaries
   Step-by-step update process
   Modifying employees
   Change Position, Fund, Org, Account, and Move employee to TBN
   Unfilled positions and salary reserves
   TBN employees
   Move TBN to Employee, Add TBN, Delete TBN
   Graduate assistant and student assistant reserves
22 Budgeting Salaries – Special Cases
   Split-funded positions
   Split-org positions
   Hourly staff
   Reallocation between S&E and salary
   Calculating fringe benefit budgets
25 Tracking Changes – Audit trail
26 Finalizing the budget process
   Checklist
   Completing Budgets
   Reviewing Budget Totals
   Additional Reports
   What to expect next
29 Field definitions – Salary web forms
## FY 2019 Budget Preparation Calendar

<table>
<thead>
<tr>
<th>Early January</th>
<th>Budget Office trains new users in Hyperion Smart View</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Budget Office does kickoff session and issues budget guidelines</td>
</tr>
<tr>
<td>January and February</td>
<td>Schools and divisions update budget records in Hyperion Smart View - Budget updates and all attachments due by February 28</td>
</tr>
<tr>
<td>March and early April</td>
<td>Budget review meetings</td>
</tr>
<tr>
<td>April</td>
<td>Budget Office reopens Hyperion for salary sign off</td>
</tr>
<tr>
<td>June</td>
<td>Budget Office submits new fiscal year data to Banner and Payroll and final budget letters are issued</td>
</tr>
</tbody>
</table>

### Introduction

Welcome to the Hyperion Smart View budget development process. This process allows schools and divisions to log into Smart View for updating budget records for the new fiscal year.

This manual provides step-by-step instructions for connecting to the system and logging into the Smart View Excel add-in for updating salary, supplies & expenses and revenue records.

### Contacts

**Budget Office**

Sanel Burkic, Budget Analyst I, Ext. 5986 [Sanel.Burkic@rice.edu](mailto:Sanel.Burkic@rice.edu)

Mia Culton, Sr Budget Analyst, Ext. 5987 [mculton@rice.edu](mailto:mculton@rice.edu)

Donna Gilberg, Sr Budget Analyst, Ext. 5134 [dgilberg@rice.edu](mailto:dgilberg@rice.edu)

**Office of Vice President for Finance**

Kathy Collins, VP for Finance, Ext. 5147 [kcollins@rice.edu](mailto:kcollins@rice.edu)

Gerilyn Gordon, Assistant to VP for Finance, Ext. 4193 [ggordon@rice.edu](mailto:ggordon@rice.edu)
Budget Office Areas of Responsibility

Sanel Burkic
Continuing Studies
Dean of Undergraduates
The Doerr Institute for New Leaders
Fondren Library
Humanities
Kinder Institute
Shepherd School of Music
VP Development & Alumni Relations
VP Public Affairs
VP Strategic Initiatives

Mia Culton
Baker Institute
Boniuk Institute
Dean of Graduate & Postdoctoral Studies
Engineering
Entrepreneurship
FE&P
Financial Aid
Jones School
Natural Sciences
Provost
Rice Alliance
VP Administration
VP Enrollment
VP Finance
VP Information Technology & CIO
VP Investments

Donna Gilberg
Architecture
Athletics
General Counsel
Housing & Dining
Moody Center for the Arts
Office of Transportation & Parking
Recreation Center
Social Sciences
Vice Provost Academic Affairs
Vice Provost Research
Overview

Schools and divisions are responsible for updating budget records for the new fiscal year. In order to produce a balanced budget, the updated expense records must tie to projected revenues and to amounts given in budget guidelines.

Budget updates include:

1. Updating salary records for pay raises, promotions, title changes (only if already approved by HR via RiceWorks), org and fund changes and any other salary administration.

2. Updating non-salary records for changes in account codes and reallocation between orgs. There are several special cases where the amounts shown in the S&E records must be updated for the new fiscal year amount. (See page 9)

3. Updating revenue records for new fiscal year projections and to match expenses budgeted in fund groups other than A1.

Updated budget records are due to the Budget Office by February 28, 2018.

Unrestricted (A1 or A2) and Restricted Endowment (H) Funds

Budgeting of unrestricted (A1 or A2) and restricted endowment (H) funds is required. Budget preparations begin with guidelines issued by the Budget Office for all schools and divisions. The guideline tables reflect total available A1, A2 and H funds for the new fiscal year by department in categories of faculty salaries, staff salaries, graduate research and teaching assistants, student assistants including graduate stipends, fringe benefits, S&E, equipment, restricted endowment distributions and departmental revenues. The guidelines incorporate base transfers and adjustments that occurred during the current year.

The new fiscal year budget records supported by unrestricted funds must reconcile to the guideline totals provided by the Budget Office.

The endowment expenses must match the new fiscal year distribution. The Treasurer's Office will release the new fiscal year endowment distribution amounts in March. The amount budgeted includes a percentage increase or decrease from the prior year and activation of new gifts to endowment. The Budget Office will incorporate the endowment updates and issue budget reports to each school and division to review.

Designated (D) and Gift (G) Funds

As a general principle, schools and divisions are expected to incorporate designated and gift funds into their budget plans, consistent with fund restrictions. Rice requires budgeting of designated and gift funds when payroll costs are supported (in full or in part) by the funds and in those units and programs where designated or gift funds constitute the full or major resources of the organization.

When budgeting designated or gift funds, there must be a companion record for new revenues or use of fund balance to cover the expenses budgeted from these funds.

Research (R) Grants

Budgets for research grants are not part of this process (unless an employee paid from an R fund is split funded with another non-R fund). Research Accounting handles them separately.
Connecting to Smart View

Connect to **newseattle.rice.edu** via Remote Desktop Connection (see Attachment A). Connect to Smart View Excel Add-In.

A. Once you’re logged into **newseattle.rice.edu**, open Microsoft Office Excel 2013
B. Click on the Smart View tab
C. Click **Panel**
D. Click Shared Connections in the pane on the right of the Excel sheet

E. In the **Connect to Data Source** box, make sure the URL says:

   ![Image of Connect to Data Source dialog box](https://edgarbi.rice.edu/workspace/SmartViewProviders)

   If not, then Cancel the box and go to Options under the Smart View tab at the top of the page. Click Advanced. Under Shared Connections URL, change or add the URL shown above. Click OK.
Click the Shared Connections link again. Confirm the URL. Enter your Banner username and Banner password. Click Connect.

Under Shared Connections, select the drop-down arrow and go to **Oracle Hyperion Planning, Fusion Edition**.

Expand edgarbi by clicking the “+” sign. Expand RICEBUD. Expand Forms. Expand Departmental Use.

### Setting User Preferences

In order to get commas to show in the web form, and to set the number of decimal places for the display, do the following:

Under the Smart View tab at the top of the workbook, click Options. A box will open. Select Formatting (see below). Click the Use Thousands Separator box, and then type in the number of decimal places.

To be able to resize column width (and have it remain during refresh and submit), deselect the box for “Adjust Column width”.

Once you have unchecked the box, and made the other selections stated above, go to the bottom where the OK button is located. Instead of selecting OK, use the drop-down arrow located on the OK button to select the box, “Save as Default Options” (see below). To complete the changes, EXIT out of EXCEL and go back in.

Data suppression may be enabled by default. This needs to be changed in order to ensure all available columns in the data forms are shown. To do this, select Options under the Smart View tab. Select Data Options in the menu on the left, and uncheck the "No Data / Missing" box shown below. Select the drop-down located on the OK button to Save as Default Options (refer to image above). Be sure to Exit completely out of Excel for changes to update.
Budgeting Supplies & Expenses and Equipment

Each department determines the account level detail used to budget supplies & expenses and equipment. Some departments choose to budget a lump sum under the generic 70100 S&E account code. Others itemize the S&E budget by specific account codes in anticipation of how funds will be used.

Prior year actuals (for 2 prior fiscal years) and current year actual (YTD – through period 6) columns are provided in Hyperion as reference for budgeting revenue and expenses.

The “PrYrBaseWithBudYrAdj” column is the prior budget year (FY18) budget submitted on July 1, plus base transfers. A list of current year base transfers is provided separately with the budget guideline tables.

The online Rice Books Budget Status reflects the adjusted budget amounts. The encumbrance rolls from the previous year and one-time and base budget transfers are separately reported in the budget adjustments column. From these adjustments only the base transfers should be included in the budget for the new fiscal year.
**Special Cases**

Budget updates are required for:
A. F&A return amount (account code: 73900)
B. Tuition remission return amount (account code: 71240)
C. Training grant return amount (account code: 73910)

*The budget office will update the return amounts in the Hyperion web forms.*

D. Tuition waivers for graduate students based on the new fiscal year tuition rates. (RA’s account code: 72550, TA’s account code: 72560)
E. Graduate fellowships (account code: 72450)
F. Interest expense (account code: 73710)
G. Distributive charge amount to be paid (account code: 70050)

**Returns to Schools – Review in Smart View**

F&A, Tuition Remission, and Training Grant returns will be budgeted centrally by the Budget Office, based on the PI Credit Report provided by Research Accounting.

This data can be reviewed within Smart View by expanding:

*Forms – Departmental Use – Returns for Departments*

The webworms for review are:
- Summary of F&A byOrg_Div
- Summary of Training Grants byOrg_Div
- Summary of Tuition Remission byOrg_Div

The return amounts will also appear in the S&E web form under the appropriate account codes (73900, 73910, 71240).

**Updating Supplies & Expenses and Equipment - Smart View**

To budget S&E and equipment, click on the plus sign next to Departmental Use, then the plus next to Expenses.

There are two types of forms (composite and Ad Hoc). The composite forms show all orgs and accounts. Update any of the yellow fields for base or one-time funds. For changes to be retained, you must use “Submit Data” in either the Planning or Smart View menu located at the top of the Excel sheet.

**Ad Hoc Forms**

The Ad Hoc forms show the same information, but allow filtering on the org, fund or S&E account that cannot be performed on the composite data forms. This is beneficial for large schools and divisions so that the user can look at a smaller data set or department-specific budget. *The new version of Smart View allows data to be submitted while the form is filtered – this was problematic in past versions.*

To open an ad hoc form, click the “+” button to expand the list of forms. Right-click the form you want to open, and select “Ad hoc analysis”.
To filter the data, click on the org or fund that you want to focus on. Right-click on that cell and select “Filter”, and then “Filter by Selected Cell’s Value”.

Enter new budget year data in the **Base** column. Any one-time funds will be entered in the **One-Time Funds** column.

**Supporting Details**
Supporting Details may be used in order to have more than one description per fund/org/account. For example: You want to budget airfare, hotel, per diem under a given travel account. You would click on that account row in the **FY19/Draft1 Budget** column, and then select **Supporting Details**. A box opens. Enter **Add Child**, type a description (airfare), and then enter the amount for the annual budget. Next, select **Add Sibling**; enter the next description (hotel), then the amount, and finally, **Add Sibling** again for the per diem, description, and amount. Click
Submit (see below). The total of all three lines is shown in the SmartView form, but the individual line item descriptions will print in the budget letters. Supporting detail fields will be green in SmartView.

Totals at the bottom of the data are updated upon submit and refresh. **Note: If you refresh your data prior to submitting it, all changes will be lost. You must submit your changes prior to refreshing.**

These forms allow for entry of accounts and/or funds not already listed. **Prior to adding a new account, be sure to submit any changes you have made thus far, or you will lose them upon new account entry.**

To enter a new account, do the following:
Right-click and navigate to Smart View in the menu.
Select Add SE Account
Complete the information in the Run Time Prompts fields (be sure to scroll down).
Select OK (a business rule launches and the account should appear)

Equipment is budgeted in the second tab of the Excel workbook. When adding a new account, follow steps above, but select “Add Equipment Account”.

**Budgeting Revenues**

The update process for revenue is the same as the S&E update process. This applies to departments that budget revenue from internal sales or external sources.

*The Budget Office will update the revenue records for amounts received through distributive charges. Updates will be shown in the revenue form under account 58050.*

**Expenses budgeted in A2, D, G, H and R funds must have revenue records to support the expenses.**

- Use account code 85100 to budget fund balances.
- Match totals against guideline amount.
- Any reduction from the guideline revenues (from A1 or A2 sources) must be offset by a reduction in expenses.

In those areas where A1 revenues are expected to be higher than the guideline amount, there needs to be a discussion with the Budget Office before adjustments are made. In most cases, the expense budget will increase by the amount of the revenue increase.

**Special Cases**

Graduate tuition revenue records must be updated to reflect enrollment projections and new tuition rates.

**Updating Revenue and Internal Sales (and Transfers) - Smart View**

To budget revenue and internal sales, click on the plus sign next to Departmental Use, then the plus next to Revenue.

There are two types of forms (composite and Ad Hoc). The composite forms show all orgs and accounts. See pages 10-11 for detailed steps in using ad hoc forms.

Update any of the yellow fields for base or one-time funds. For changes to be retained, you must use “Submit Data” in either the Planning or Smart View menu located at the top of the Excel sheet.

Totals at the bottom of the data are updated upon submit and refresh. **Note: If you refresh your data prior to submitting it, all changes will be lost. You must submit your changes prior to refreshing.**

These forms allow for entry of accounts and/or funds not already listed. **Prior to adding a new account, be sure to submit any changes you have made thus far, or you will lose them upon new account entry.**

To enter a new account, do the following:

Right-click and navigate to Smart View in the menu.
Select Add Revenue Account
Complete the information in the Run Time Prompts (be sure to scroll down).
Select OK (a business rule launches and the account should appear).

Internal Sales is budgeted in the second tab of the Excel workbook. When adding a new account, follow steps above, but select “Add Internal Sales Account”.

**Transfers are budgeted in the same tab as Revenue.**
Budgeting Salaries

The salary administration process includes increasing salaries and updating position information (e.g., for proposed changes in title, grade, FTE status, or account (must still go through the HR approval process), and funding source – fund, org).

Key in updates:
- Fill in recommended **Base** salaries for salaried employees (Exempt).
- Fill in **New Pay Rate** for B2 (hourly) staff ONLY (if any) – *Please note this rate is required for non-exempt employees. The Base salary will be calculated on these employees.*
- Fill in New FTE for changes in FTE (if any)*
- Adjust Fund and/or Org (if necessary)*
- Adjust Account codes (if necessary)*
- Insert TBN lines for vacant positions and key in salary budgets (if any)
- Insert lines for faculty or staff salary reserves and pools (if any)
- Insert lines for Student Assistant salary reserves and pools (if any)
- Change account codes for positions paid on STD (if any) – these will be shown in departmental web forms on accounts 60930 (staff) and 60935 (faculty), and require that those accounts be changed back to the employee’s permanent account code.

*All changes in Home Org, FTE, Account Code, Grade, Title, Classification, or Position number require a PA form, to be effective in Banner Payroll.

The **New FTE** column should be changed if there is a change in current FTE.

**Base** column - This salary should be the salary amount supported by the stated org, fund, and account for all exempt employees.

**Please check account codes (see pg. 26, sections 1 and 5). Faculty on sabbatical or leave will have different account codes that need to be updated for the new fiscal year. The account codes drive the fringe calculations in Banner.**

**Note:** Faculty returning from sabbatical requires completion of a PAF. Faculty going on leave must complete a leave form.

**Combined Salary** column is a calculated field. It will be the sum of all records for a given position.

**New Pay Rate** column MUST be filled for non-exempt (hourly) positions with Employee Class of 9B, HF, HO, HP, H9, HS OR HT.

Confirm that amounts budgeted for salaries match the salary amounts on the guidelines.
- Amounts budgeted for faculty and staff salaries must tie in total to the guidelines.
- If necessary, shifts can be made between faculty and staff salaries and student salaries and stipends. Transfers out of the student category must accommodate the higher fringe rate on faculty and staff positions.

- **Note:** The federal minimum wage increased to $7.25 per hour effective 7/24/2009. *The new minimum hourly rate at Rice as of July 1, 2018 is $10.25. All staff, with the exception of non-benefits eligible temporary staff, must be paid at least at this rate of pay.*
Updating Salaries – Smart View
For salaries, click on the plus sign next to Departmental Use, then the plus next to Salary. You will see a list of data forms (below).

There are two types of forms (composite and Ad Hoc). The composite forms show all orgs and accounts.

The Ad Hoc forms show the same information, but allow filtering on the org, fund, employee, position, etc. that cannot be performed on the composite data forms. This is beneficial for large schools and divisions so that the user can look at a smaller data set or department-specific budget. See pages 10-11 for detailed steps in using ad hoc forms.

There are 4 composite forms that can be used to budget salaries. They are:

- Composite All Faculty Salary Details
- Composite All Staff Salary Details
- Composite All Staff Salary – Employee (Sort order for this form is by Employee, then Org – Useful for budgeting split funded salaries)
- Composite All Student Salary Details

If you double-click or right-click and select “Open Form”, the form will open in the Excel window.

You can update any of the fields in yellow or green for current year salary entry: Base, One-Time Funds, NewPayGrade, New FTE, and New Pay Rate. The yellow fields can also be updated to reflect changes in employee class, and/or split percent. Once changes are made, the data will
turn a dark yellow. These changes can be updated by selecting “Submit Data” in the Smart View or Planning tab at the top of the screen.

There are two columns for FTE. The FTE from the Banner download will be a read only field. If the FTE is to be updated for the new fiscal year, that change needs to be made in the New FTE column.

**Note:** If you accidentally click the refresh button prior to submitting your data, you will lose your updates! Running Business Rules before saving data will also result in loss of your unsaved data.

Salary updates can be made to the Base column for salaried employees and to the New Pay Rate column for hourly employees. Key the new rate into the appropriate column.

You may choose, initially, to allocate the pay raise pool by applying the new FY19 increase rate to the entire column, and then go back later to do some special cases. To accomplish this, do the following:

- Populate the Base column by copying the data from the Current Annual Salary column to the Base column (this column might already be populated). For hourly employees, be sure to do this in the New Pay Rate column.
- Click the first cell under the Base column, and then hold down the shift key while you arrow down. This will highlight (show a box around) the entire column.
- Once highlighted, go to the top of the page under the Planning menu, and select Adjust. A box will open as shown below.
- Select the button for Increase selected cell(s) by fixed percentage
- In the white box, key the whole number value for the percent
- Click Adjust Data
- Click Submit Data
- **Refresh** the page
Changes to Faculty or to salaried staff can be made in the **Base** column. *The Combined Salary and the Current % Incr columns will be calculated whenever the "Rounding Departmental Salary Calc" is run (see instructions below for running this calculation).*

Any updates to **New Pay Rate** for hourly paid staff will require a calculation for the **Base** salary column to be populated.

To update the **Base** rate for an hourly employee, a business rule will have to run. This process can take place prior to exiting the web form, and can be run on all hourly staff changes at once. To do this, go to the Planning tab at the top of the page, select Calculate, select Rules on Form (see below).

You will see the business rule called “Rounding Departmental Salary Calc”. Fill in the Run Time Prompts boxes. The fields should be set to "Div A / "FY19" (whatever your Div / DivSet / or Org is). Click Launch.

Once this is finished, close the window and select “Refresh” from the menu at the top. The **Base** column should be calculated for the hourly employee(s). Click the second tab in the workbook to see totals for A1/A2 and/or D funds. Click the third tab to see totals for G/H and/or R funds.
Modifying Employees – Smart View
You can perform any of the following within the faculty or staff data forms:

New Employee (use this menu option for adding split records)
Delete Employee
Modify Employee
  ▪ Change employee position – this cannot be done unless the appropriate RiceWorks action has already been completed and Banner updated.
  ▪ Change Org
  ▪ Change Fund
  ▪ Change Account
  ▪ Move employee to TBN
Add TBN
Delete TBN
Move TBN to Employee
Add Staff Pool
Delete Staff Pool

Caution: Any time you are changing a position, fund, org, or account; you must update the prompt field that says “New”. If you accidentally overwrite the current information, the whole line will be deleted and you will have to add it back in.

To get to these menu options, right-click on the last column of the blue section (column E). Clicking the last column of the blue section will allow the database dimensions to be filled in up to that point. Navigate to Smart View at the bottom of the window; select the menu option for the change you want to make (see below).
When the window opens for entry of the dimensions, make sure they are filled in: Org, Fund, Account, Empl ID, Pos Code, etc. Select OK. The rule should run, and the change should be there.

The data forms have tabs for the following totals: A1/A2/D, and G/H/R. As salaries are updated, the totals on the tabs will update, with the exception of hourly employees. If you have hourly employees, all totals will be updated only after you have run the business rule “Rounding Departmental Salary Calc” (see instructions for running the business rule on page 15). The calculated totals are run dynamically for salaried employees and update after submitting changes. **Be sure to Refresh so that the totals are updated. Once again, do not refresh unless you have submitted your data first.**

If you cannot see the tabs at the bottom of the window, it might be necessary to toggle between the POV (Point of View Window) – which is the small window at the top of the Excel sheet. Simply “X” that small window in the top right corner to see the tabs at the bottom (see illustration below).
Unfilled Positions and Salary Reserves

When the salary data for Hyperion is “seeded” into the workforce (WF) database, only the information for filled positions will be shown. In order to complete the budget forms and balance to guidelines, it is necessary to add salary lines for unfilled positions, positions that are temporarily vacant while an employee is on short-term disability (STD), and salary reserve lines to reflect all salary funds available within the guideline totals.

For staff pools, select from one of the employee dimensions as shown below:

Select from a similar list for faculty pools.

Adding TBN Lines – Smart View

To add a TBN line for faculty or staff, make sure you are in the appropriate composite form. Right-click in the last column of the blue shaded section, and select Smart View - located at the end of the list. Next, select Add TBN (see below).

A box will open for the business rule. Complete the Run Time Prompts, making sure to scroll for entry into all of the dimension fields. Be sure to enter the salary. Hourly rate should remain at “#Missing”. If left blank, the rule will not run.
To enter the prior incumbent or descriptive text for the TBN line, cell comments can be used. Click the **Base** amount for the TBN line. Under the Planning menu, click the drop-down **Cell Actions**, and then click **Comments**. A box will open. Click the green plus sign in the middle of the box to add the comment. Enter the description for the line ("was Smith") in the white box located on the right, then click the save button. Finally, click the close button. This description will print next to TBN on that line in the Budget letter. Cells containing comments will be outlined in blue.

A list of unfilled positions can be downloaded from Banner through "Unfilled Positions Download" to assist in completing the salary budget table. This download will list position number, title, and last incumbent’s name and salary. The salary in the download will be the actual salary at time of termination and will need to be adjusted to reflect the new budget amount for the next fiscal year. *This list does not include employees currently on STD.* Employees on STD will be
populated into their home org when the WF salary records are “seeded” from Banner at the start of the budget process.

Individuals at the top of the pay range for their grade may be awarded one-time payments in place of a base pay raise. The necessary funds must be budgeted as Salary Reserves. PA forms are needed to make the one-time payments from these reserves.

**Updating and Adding Student Pools – Smart View**

To budget student salaries, click on the plus sign next to Departmental Use, then the plus next to Salary.

There is a composite form for entering student salary pools, as well as ad hoc forms for each of the three budget categories (hourly, RA/TA, stipends). The Ad Hoc forms allow filtering that cannot be performed on the composite form.

If you double-click or right-click and select “Open Form” on the **Composite All Student Salary Details** form, you will be able to make data updates to any of the yellow shaded sections. The composite form has three tabs for each of the three student categories (see below).

Once changes are made, the data will turn a bright yellow. These changes can be updated by selecting “Submit Data” in the Smart View menu at the top of the screen.

To add a student pool, right-click in the last column of the blue section. Click Smart View, Add student pools. You will see a business rule pop up. Be sure to populate the fields for Account, fund, salary, org, and select student pool. Then click OK. **Please note – if you leave #Missing in the Salary field, the business rule will not run (an error will pop up on the screen).**

**Budgeting Salaries – Special Cases**

**Split-Funded Positions**

The salary record for split-funded positions will have a salary line for each funding portion of the salary. The **SplitPercent** column will indicate the percent paid from each fund and org and **Base** will show the current dollar amount.

To add or delete a line for a split-funded position, right-click in the last blue column, go to Smart View, and then select **New Employee** to add a row, or **Delete Employee** to delete a split-funded record. Complete the Runtime Prompts in the window that opens and click OK.
The new fiscal year salaries should be keyed in as follows:

- The amount supported by each source should be reflected in the **Base** column.
- For **B2 employees**, the **New Pay Rate** will be keyed and the Base column will be calculated once the “**Rounding Departmental Salary Calc**” business rule is run (located at top of page under **Calculate/Rules on Form**).
- Be sure to update the **SplitPercent** in each record (total of records for that employee should equal 100%)
- The **New FTE** should be the real FTE of the employee – not their split percentage
- The total salary including all sources will be calculated in the **Combined Salary** column.
- The salaries from each source should total to the Combined Salary amount.
- Select the **Calculate** button in the SmartView menu, then select “**Rules on Form**” and run the “**Rounding Departmental Salary Calc**” business rule to compute the **Combined Salary**.
- Be sure to **Refresh** the page after running the business rule.

**Split-Org (Across Divisions) Positions**

The salary records for positions funded from multiple orgs should be updated by each department (org) that carries a portion of the salary. The **Combined Salary** amount for these records should be based on mutual agreement by the departments involved.

Only the salary portion charged to a specific org will appear in the web form for that org. The **Combined Salary** recommendation for these types of records should be the same for all departments involved.

The **Composite All Staff Salary – Employee** form can be used to review split-funded positions. The sort order for this form is by Employee, then Org.

This is useful for viewing all employee records (within your school or division) together to make sure split entries are correct. Records budgeted outside of a school or division will not be shown. **Please work with the Budget Office and the other school or division to ensure total salary allocations are correct for anyone not completely budgeted within your area.**

**Non-Exempt (Hourly) Staff**

Employees under the following employee class codes are considered non-exempt (hourly) staff:

- HF - Regular hourly full-time (B2)
- HO - Non regular, hourly (B2)
- HP - Regular, hourly part-time (B2)
- 9B - 9 month hourly employees (B2)
- H9 - 9 month hourly shift eligible (B2)
- HS - 12 month hourly shift eligible (B2)
- HT - 12 month hourly shift pooled (B2)

The new FY hourly rates **MUST** be keyed in for **all of the above employee classes** under the column **New Pay Rate** because this hourly rate is the factor that is entered into Banner payroll to calculate the NEW FY salary.

Key in the **New FY Salary** based on the new pay rate. The **Base** column will be calculated for the employee based on the FTE and pay rate (exception for some Housing & Dining orgs).
Round hourly rates to two decimal points (either up or down), since this hourly rate is entered into the system. Rounding down may result in lower than planned salary.

For example for the hourly rate $8.00423 the fiscal year salary calculates as $16,648.80 ($8.00423 x 2,080 total annual hours). If $8.00 is entered as the hourly rate, Banner calculates the annual salary at $16,640.00 ($8.00 x 2,080). If $8.01 is entered as the hourly rate, Banner calculates the annual salary at $16,660.80 ($8.01 x 2,080).

**Non-Exempt (Hourly) Staff - Part-time**

Hourly staff salaries for less than 1 FTE must be calculated based on a percentage of time worked. Please see the illustrations and the table in this section for details.

**Example for 12-month full-time staff that works nine months (see James Bond at table):**
Staff that work 9 months are considered 0.75 FTE. (9/12 = 0.75)
Total hours for 9 month full-time staff = 1,560 (2,080 x 0.75)
1,560 hours x $7.00 = $10,920
1,560 hours x $8.00 = $12,480

**Example for 9-month part-time staff who works 30 hours a week (see Janie Bond at table):**
30 hours per week for 9 months
30/40 = 0.75
9/12 = 0.75
FTE = 0.75 x 0.75 = 0.5625
Total Hours = 2,080 x 0.5625 = 1,170
1,170 hours x $7.00 = $8,190
1,170 hours x $8.00 = $9,360

**Example for 12-month employee that works 25 hours a week (see Joey Bond at table below):**
25 hours X 52 weeks = 1,300 hours
1,300 hours / 2,080 hours = .625 FTE
1,300 hours x $7.00 = $9,100
1,300 hours x $8.00 = $10,400

<table>
<thead>
<tr>
<th>Name</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>FTE</th>
<th>Current Pay Rate</th>
<th>New Pay Rate</th>
<th>Combined Salary</th>
<th>Base</th>
<th>Split Percent</th>
<th>Current Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond, James</td>
<td>A1</td>
<td>930000</td>
<td>60710</td>
<td>.75</td>
<td>7.00</td>
<td>8.00</td>
<td>12,480</td>
<td>100</td>
<td></td>
<td>10,920</td>
</tr>
<tr>
<td>Bond, Janie</td>
<td>A1</td>
<td>930000</td>
<td>60710</td>
<td>.5625</td>
<td>7.00</td>
<td>8.00</td>
<td>9,360</td>
<td>100</td>
<td></td>
<td>8,190</td>
</tr>
<tr>
<td>Bond, Joey</td>
<td>A1</td>
<td>930000</td>
<td>60710</td>
<td>.625</td>
<td>7.00</td>
<td>8.00</td>
<td>10,400</td>
<td>100</td>
<td></td>
<td>9,100</td>
</tr>
</tbody>
</table>

**Reallocation between S&E and salary**

Within a fund, the budget from one expense category can be reallocated to another. When converting S&E dollars into salary funds, fringe benefits must be covered. For example: if $1,000 of staff salary dollars are needed and brought from S&E, the S&E budget must be reduced by $1,000 plus the fringe amount. A fringe rate of 25.6% will require $1,256 in S&E dollars to create $1,000 additional salary funds.

For A1 funded budgets, fringe benefit dollars are not convertible. For example, if $1,000 of S&E funds is converted from staff salary reserve, the staff salary reserve will be reduced by $1,000
and the associated fringe budget will be removed from the department budget. Different fringe rates apply for faculty, staff and students. The student rate covers hourly wages for graduate assistants and student assistants as well as stipends paid to graduate stipends. A tuition remission rate is charged on stipends paid to research assistants and teaching assistants. The correct fringe and tuition rates must be used in calculating amounts to be reallocated.

**Calculating fringe benefit budgets**

The fringe benefit budget may be calculated based on Base salary totals for each salary category to review against the guideline total. The tentative fringe benefit rates for the new fiscal year are listed in the budget guidelines. The fringe benefit totals do NOT need to be reported in the budget forms.

Revenue amounts budgeted on non-A1 funds should include an amount needed to cover fringe benefits associated with salary lines. These funds should balance to zero.

The Budget Office will adjust fringe benefit budgets once the new fiscal year rates are confirmed.

**Tracking Changes**

Smart View now allows for tracking changes through an audit trail. To access the audit trail, right-click the cell value that you want to research. Navigate to Smart View, then to Cell History as shown below. The box on the following page will appear, showing the user name, date and time of the change, old value and new value.
Finalizing the Budget Process

Checklist

Items to check to finalize the update process:

1. Account codes – especially for salary records. The faculty on sabbatical or junior leaves will have different account codes in the salary table and will need to be updated to standard codes based on title:
   - 60110 - Professor
   - 60120 - Associate Professor
   - 60130 - Assistant Professor
   - 60140 - Instructor
   - 60150 - Lecturer
   - 60180 - Sabbatical Leave (Traditional)
   - 60185 - Sabbatical Leave (Junior Faculty)

2. Budget records for staff or faculty who may be on short or long-term disability will be in the data “seeded” from Banner. They will be in their home org in either the faculty or staff web form. **Be sure to change account codes for employees paid on accounts 60930 (staff) and 60935 (faculty). If this account is not changed, the 60930 and 60935 budgets will show up in the S&E form in a read-only field. Once accounts are changed from the disability account and the business rule is run, the S&E form should clear the 60930 and/or 60935 entries.**

3. Salary reserve budget lines for unallocated salary funds (if any) need to be added manually to balance to the Guideline salary totals. A faculty or staff account code must be used.

4. Vacant (TBN) lines need to be added manually. Downloads only show filled positions. The necessary data for unfilled positions may be looked up in the “Unfilled Positions” download.

5. Student assistant salary budgets must be added. Account codes to use are:
   - 60810 - Undergraduate Assistants (hourly)
   - 60820 - Graduate Fellowships
   - 60830 - Student Research Trainees
Graduate Research Assistants
Graduate Teaching Assistants
Student Graduate Assistants (hourly)

The fund, org, account code and budget amounts are necessary for reporting student salary budgets.

6. Revenue budgets must accompany any A2, D, G, and R expense budget. The total revenues should account for fringe benefits.

7. Budgets should match Guideline totals for the division or school.

8. Submit a PAF for:
   - Changes in title or FTE as well as any corresponding changes in pay (Please note: Prior to submitting a PAF, changes in title for staff must first be submitted to HR for review via RICEWorks)
   - Onetime payments / bonuses (Departments should use the online form rather than the PAF in most circumstances)
   - After salary sign-off, any changes to proposed salaries submitted via the Budget Load will require a PAF
   - Pay increases retroactive to July 1, 2018 for staff completing their probationary periods
   - Reappointments for positions with end dates prior to July 1, 2018
   - Faculty going on sabbatical will require a Leave Form
   - Faculty returning from a sabbatical will require a PAF
   - Staff going on leave will require a Leave Form
   - Staff returning from leave will require a PAF
   - Pay changes for employees in pooled positions *(pooled positions are not loaded through the Budget Load process)*
   - Conversion of individual from pooled to unique position number
   - College Magisters (new and returning)
   - Pay changes for employees whose positions are entirely funded on research grants *(these are not part of the budget process)*

Completing Budgets

Once budgets are complete, the overall totals for Salaries, S&E and Equipment and Revenues must balance to the budget guidelines for the division or school.

Match category totals (such as faculty, staff, s&e) to guideline categories unless funds have been reallocated between them. Such reallocations should be emailed to the Budget Office.

Reviewing Budget Totals – Smart View

To review budget totals, click the plus next to Forms, click the plus next to Departmental Use, and click the plus next to Review Forms.

Once Review Forms is expanded, you will see the following forms:

- Consolidated Budget Totals
- Guideline Variances
- Guideline Variances – All

The Guideline Variances form will show you 3 rows of data: Draft1 category totals (the sum of your FY 2019 budget data), Guideline1 category totals (the sum of the FY 2019 budget guidelines to tie to), and Guideline Variances, which is the difference between the two rows by category.
Before reviewing the totals, make sure to aggregate the budget data. To do this, open the Guideline Variances form.

Once open, go to the Planning tab at the top of the sheet. Click the menu option “Calculate”, and select “Rules on Form”. A box will open.

First, aggregate the WF (workforce) business rule, “Rounding Departmental Salary Calc”. Complete the Run Time Prompts and Launch the rule.

Once the WF agg is complete, run the Core database aggregation. Select and launch the rule called “Agg DivSet – Core”.

Your totals in the Guideline Variances form should be refreshed. If there are any variances, you will need to review your line item budgets to see what might need to be fixed or updated.

The Guideline Variances – All form shows the same information as the Guideline Variances form, but breaks the division total into separate Div/Set totals if applicable.

The Consolidated Budget Totals are displayed in a format that looks like the summary budget letter. This form requires the same database aggregations for WF and Core. Be sure to refresh after running the business rules for aggregation. The consolidated form will show all budgeted fund types: A1, A2, D, G, H, and R. It also shows any budgeted one-time funds.

### Additional Reports

Additional reports have been added to assist with review of fund balances for D, G and H funds. These reports will be as current as the last closed month for the current (FY18) fiscal year. They are:

- D Fund Balance Reports
- G Fund Balance Reports
- H Fund Balance Reports

To access these reports, navigate to the Reports folder and click the plus sign. This will expand the folder. Double-click the desired report, or right-click and select Open Form.

### What to expect next

A. Budget Hearings (March and early April)
B. Salary detail reports for sign off (April)
C. Final budget letters (June)

Once budgets are complete, the Budget Office reviews against the guidelines. Restricted endowment distributions for the new fiscal year are incorporated from the Treasurer's Office files.

Hyperion will be reopened in April and departments will be notified via email to log back in to review and sign off on salaries. After sign-off, all changes must be submitted through a PAF.

Final budget letters will be printed and distributed in June.
Field (column) Definitions
For Faculty & Staff Forms

Org - Org code the salary is charged to
Employee – Employee ID and name of individual faculty or staff member
Position – Position and current job title
Fund- Fund code the salary is charged to
Account code the salary is charged to

Employee Class - Employee class codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9B</td>
<td>9 Month Hourly Employees (B2)</td>
</tr>
<tr>
<td>9S</td>
<td>9 Month Salaried Employees(SM)</td>
</tr>
<tr>
<td>DS</td>
<td>Disability - Employees (DS)</td>
</tr>
<tr>
<td>EM</td>
<td>Emeritus Faculty (AJ)</td>
</tr>
<tr>
<td>F1</td>
<td>Faculty Fellows (SM)</td>
</tr>
<tr>
<td>F2</td>
<td>DO NOT USE; Faculty &lt; 9 Mo. (SM)</td>
</tr>
<tr>
<td>F3</td>
<td>Paid Faculty, Non-Ten/Ten Track (SM))</td>
</tr>
<tr>
<td>FA</td>
<td>Faculty-Tenured &amp; Tenure-Track (SM)</td>
</tr>
<tr>
<td>FJ</td>
<td>Adjunct, Unpaid Faculty (AJ)</td>
</tr>
<tr>
<td>FO</td>
<td>Active unpaid faculty (AJ)</td>
</tr>
<tr>
<td>FV</td>
<td>Visiting Faculty</td>
</tr>
<tr>
<td>H9</td>
<td>9 Month hourly shift eligible (B2)</td>
</tr>
<tr>
<td>HF</td>
<td>Regular Hourly Full-time (B2)</td>
</tr>
<tr>
<td>HN</td>
<td>Professional Svcs, Etc. (SM)</td>
</tr>
<tr>
<td>HQ</td>
<td>Non regular, hourly (B2)</td>
</tr>
<tr>
<td>HP</td>
<td>Regular, Hourly Part-time (B2)</td>
</tr>
<tr>
<td>HS</td>
<td>12 Month hourly shift eligible (B2)</td>
</tr>
<tr>
<td>HT</td>
<td>12 Month hourly shift pooled (B2)</td>
</tr>
<tr>
<td>RE</td>
<td>Retired Employees (AJ)</td>
</tr>
<tr>
<td>RS</td>
<td>Students w/Stipend/Fellowship (GR)</td>
</tr>
<tr>
<td>RT</td>
<td>Work Study Students (B1)</td>
</tr>
<tr>
<td>RW</td>
<td>Rice Work Students (B1)</td>
</tr>
<tr>
<td>SC</td>
<td>Complimentary Staff (No salary)</td>
</tr>
<tr>
<td>SF</td>
<td>Salaried Full-Time (SM)</td>
</tr>
<tr>
<td>SO</td>
<td>Non regular, salaried (SM)</td>
</tr>
<tr>
<td>SP</td>
<td>Regular, Salaried PT (SM)</td>
</tr>
<tr>
<td>HF</td>
<td>Regular Hourly Full-time (B2)</td>
</tr>
</tbody>
</table>

PayGrade - Position grade
NewPayGrade – New position grade, effective July 1, 2018
FTE - Full time equivalent
New FTE – Full time equivalent (update if necessary for new fiscal year)
SplitPercent - Percent of salary paid from the fund/org/acct listed
Pay Rate – Current hourly pay rate
New Pay Rate - blank for new FY entry (applies to all hourly emp class staff only)
Combined Salary - blank for new FY entry (will be calculated during daily batch process)
Current % Increase- (calculated daily during batch process) Percent increase from prior year salary to current annual salary
Base – for new fiscal year entry – populated with current annual salary (salary supported by the stated org and fund)
Current Annual Salary - Annual salary at the time of download
BLSort- Budget Office use only (used for ordering budget letters)