Budget Development Kick Off

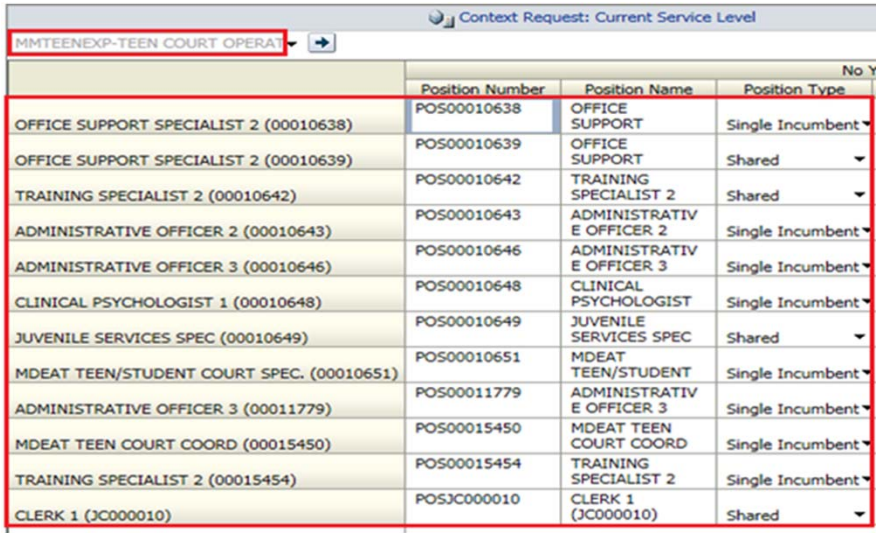
Human Capital Planning

Manage Position Data Form

- In the **Maintain Position Data** form you can use the **Job Code** to assign a position. This does not apply to the index codes that were loaded with position information from **PeopleSoft Position Management**.
  - In these cases, users are required to populate the allocation information to ensure that HCP dollars are allocated to the correct Op Plan financial member (Entity, Fund, Project and Grant) and automatically set the allocation for future assigned employees.
- When a position in your department is **Vacant** (without employees), the position can be excluded from the budget. The compensation for this position will stop calculating and thus not be included in your budget.

Manage Position and Employee Data Form

- Position information comes from Position Management.
  - For a **Single Incumbent** position type, only one employee can be assigned to a position.
  - For a **Shared** position type, multiple employees can be assigned to the position.
- To restore a terminated employee, you will need to find the position record of the restored employee and run the **MDC Calculate and Allocate All** rule to clear the vacancy compensation from HCP.



	Position Number	Position Name	Position Type
OFFICE SUPPORT SPECIALIST 2 (00010638)	POS00010638	OFFICE SUPPORT	Single Incumbent
OFFICE SUPPORT SPECIALIST 2 (00010639)	POS00010639	OFFICE SUPPORT	Shared
TRAINING SPECIALIST 2 (00010642)	POS00010642	TRAINING SPECIALIST 2	Shared
ADMINISTRATIVE OFFICER 2 (00010643)	POS00010643	ADMINISTRATIVE OFFICER 2	Single Incumbent
ADMINISTRATIVE OFFICER 3 (00010646)	POS00010646	ADMINISTRATIVE OFFICER 3	Single Incumbent
CLINICAL PSYCHOLOGIST 1 (00010648)	POS00010648	CLINICAL PSYCHOLOGIST	Single Incumbent
JUVENILE SERVICES SPEC (00010649)	POS00010649	JUVENILE SERVICES SPEC	Shared
MDEAT TEEN/STUDENT COURT SPEC. (00010651)	POS00010651	MDEAT TEEN/STUDENT	Single Incumbent
ADMINISTRATIVE OFFICER 3 (00011779)	POS00011779	ADMINISTRATIVE OFFICER 3	Single Incumbent
MDEAT TEEN COURT COORD (00015450)	POS00015450	MDEAT TEEN COURT COORD	Single Incumbent
TRAINING SPECIALIST 2 (00015454)	POS00015454	TRAINING SPECIALIST 2	Single Incumbent
CLERK 1 (JC000010)	POSJC000010	CLERK 1 (JC000010)	Shared

Operating Plan

Develop Current Year Forecast by Entity Form

The Develop Current Year Forecast by Entity is the data entry form for inputting forecast values into the Beg Balance period. The Beg Balance represents the Department's projected end of year value for revenue or expense.

Additionally, the Forecast form provides a rolling forecast under the Year Total period. The Year Total forecast will be initialized to match the current year Adopted Budget. The system will spread the Adopted Budget to the Year Total period by taking the total value of the available monthly actual, and then spreading evenly the balance of the budget value to the remaining months.

As the fiscal year progresses, forecast values will be replaced by monthly actual and the Year Total will automatically adjust to reflect the impact of the actual.

Users can update the forecast values in the Year Total to reflect seasonality.

Develop Current Year Forecast by Entity Form

This form has been modified and now displays:

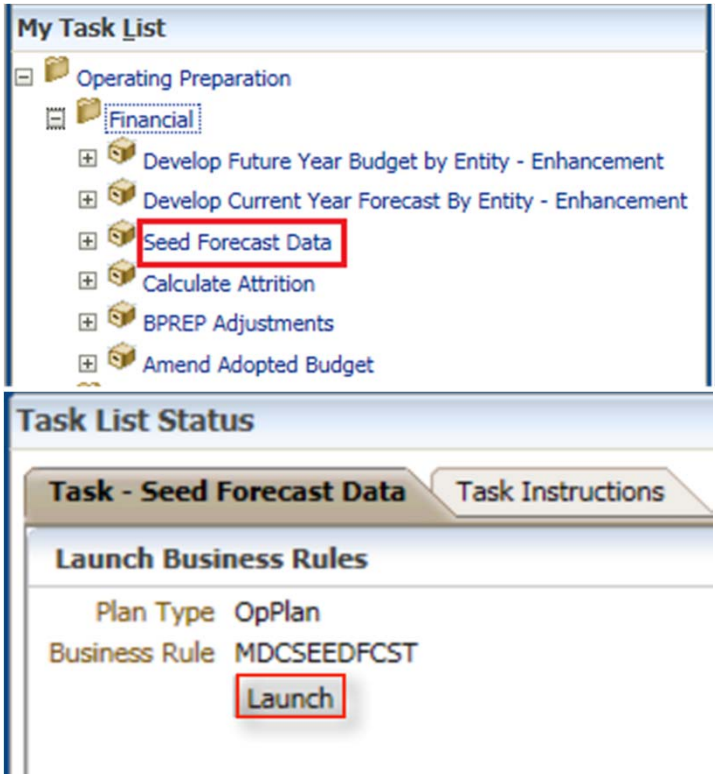
- The first column displays the **Prior Year Total Actual** amount.
- The second column displays **Total Adopted Budget** amount from the current year.
- The third column represents the input cells for entering Forecast data at the **YearTotal** dimension in the current year.
- The fourth column represents the input cells for entering Forecast data at the **BegBalance** dimension in the current year.

MMDEATADM-MDEAT ADMINISTR	ECONOMIC DEVELOPMENT (GF030)	No Operating Program	No Operating Grant
	FY13-14 Actual YearTotal Working	FY15-16 Budget YearTotal Adopted Budget	FY15-16 Forecast YearTotal Working	FY15-16 Forecast BegBalance Working
EMPLOYEE REGULAR (00110)	375,995.47	448,000	400,021.15	400,021.15
POLL WORKERS (COUNTY EMPLOYEES ONLY) (00114)	264			
EXECUTIVE BENEFIT PAYMENTS (00120)	14,874.86	11,000		
FLEX DOLLARS (00122)		3,000	5,041.67	5,041.67
LONGEVITY PAYMENTS (00125)	4,267.79	4,000	5,690.55	5,690.55
TUITION REFUND (00128)	3,288			
JURY DUTY PAY (00133)	247.38			
SICK PAY (00150)	13,285.23		7,500	7,500
HOLIDAY PAY (00151)	15,530.79		21,500.00	21,500.00
ANNUAL LEAVE PAY (00152)	18,637.4		6,825,954,654.8	21,000
EMPLOYEE OVERTIME OT (00160)	663.49			0
CROSS INDEX SALARIES DISTRIBUTION (00180)	26,395.68			
WAGE ACCRUALS (00197)	(88.05)			
SALARIES (001)	473,362.04	466,000	6,825,955,094.5	460,753.36
SOCIAL SECURITY (01010)	25,652.31	29,000	25,466.71	25,466.71
RETIREMENT (01011)	(0.43)	51,000	47,522.88	47,522.88
HEALTH CONTRIBUTION REIMBURSEMENT (01076)		(12,000)		
CROSS INDEX FRINGE DISTRIBUTION (01092)	1,500			
OT FRINGE FICA & MICA (BAT ONLY) (01094)				0
OVERTIME FRINGE RETIREMENT (BAT ONLY) (01095)				0
FRINGE ACCRUALS (01098)	840.93			
FRINGE BENEFITS - BUDGET ONLY (01099)		(1,000)		
GROUP HEALTH INSURANCE (01110)	42,812.33	59,000	40,635.83	40,635.83
GROUP LIFE INSURANCE (01111)	888.14	1,000	922.11	922.11

Seed Forecast Data Form

This form is used to:

- Open the Seed Forecast Data task list item.
- Execute the Business Rule.
- Validate that the **BegBalance** forecast data has been replaced with **YearTotal** forecast data.



Develop Future Year Budget by Entity Form

This form will allow you to:

- Open the Develop Revenue and Expense Budget Organization task list item.
- Change the Point of View (POV) for Entity (Index Code), Fund, Activity and Project.
- Add Expense and Revenue Accounts to the form.
- Enter data into the form and submit to the database.
- Use the copy/paste functionality.
- Insert a comment into a cell.
- Adjust a range of values by percentage and/or value.
- Open the form in Smart View.
- Modify your data in the Smart View sheet and submit to the database.

Develop Future Year Budget by Entity Form

This form has been modified and now displays:

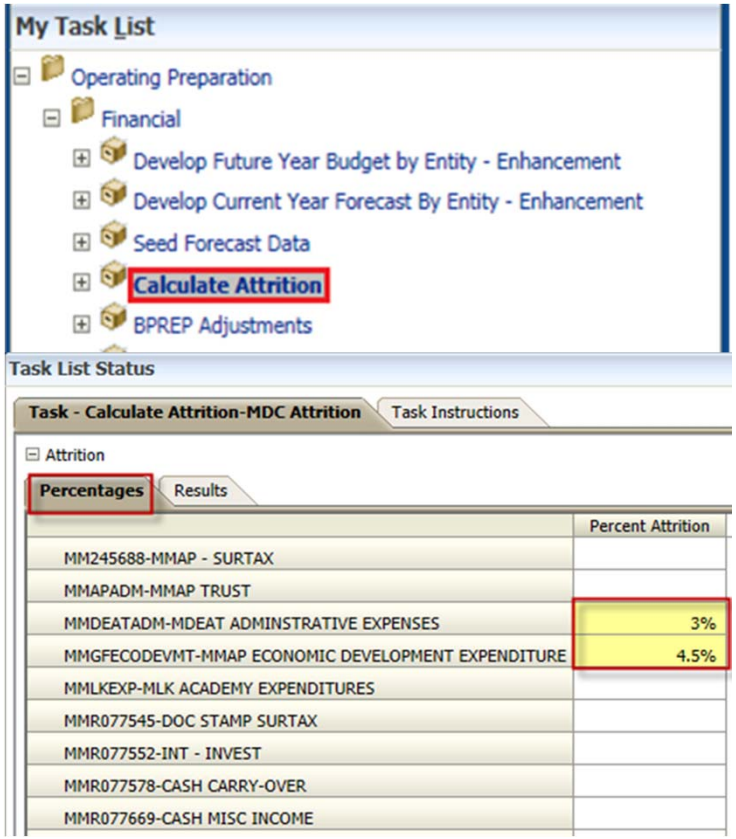
- The first column displays the **Actual Year Total** amount from the prior year.
- The second column displays **Total Adopted Budget** amount from the current year.
- The third column represents the input cells for entering **Budget** data in the future year.
- If an enhancement was created in the **Proposed Change to Base form,** the fourth column represents the input cells for entering **Enhancement** data in the future year.
- If a reduction was created in the **Proposed Change to Base form,** the fifth column represents the input cells for entering **Enhancement** data in the future year.
- The last column displays the **Working Proposed** version, which represents the sum total of the **Budget** plus **Enhancement** less reduction.
- Please note that **Overtime Calculation** takes place in this form.

	FY14-15 Actual YearTotal Working	FY15-16 Budget YearTotal Adopted Budget	FY16-17 Budget BegBalance Working	FY16-17 Budget BegBalance Working Proposed
EMPLOYEE REGULAR (00110)	354,266	448,000	444,214	444,214
EMPLOYEE REGULAR ATTRITION (00110A)			(13,326)	(13,326)
EXECUTIVE BENEFIT PAYMENTS (00120)	13,731	11,000		
FLEX DOLLARS (00122)	5,346	3,000	5,500	5,500
FLEX DOLLARS ATTRITION (00122A)			(165)	(165)
LONGEVITY PAYMENTS (00125)	6,642	4,000	5,857	5,857
TUITION REFUND (00128)	1,644		520,000,000,000	520,000,000,000
SICK PAY (00150)	7,785			
HOLIDAY PAY (00151)	19,057			
ANNUAL LEAVE PAY (00152)	31,274			
WAGE ACCRUALS (00197)	1,085			

Calculating Attrition in BAT

This form is used to:

- Verify that Preferences for Entity are set correctly.
- Navigate the Task List and choose the **Calculate Attrition** option.
- Enter attrition percentages and save to the database.
- Calculate the attrition values.
- View the attrition calculation results.



Creating An Adjustment to the Base Budget

This form is used to:

- Navigate the task list and open the **Proposed Change to Base** option.
- Create a master enhancement request in Operating Plan.
- Create an operating plan expense request (OpPlan).
- Create a personnel expenditure request (HCP).
- Add a position and availability in HCP.
- Executing the HCP to OpPlan merge process.

Thank You