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***OPERATING BUDGET INSTRUCTIONS***

***AND TIMELINE***

***FISCAL YEAR 2022-23***

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# 2022-23 Operating Budget Timeline for the UW Green Bay

**May 2021 through January 2022**

* Operating budget assumptions and directions set in accordance with the Campus Strategic Priorities and Operating Budget Guidelines.
* Division/department/branch campus meetings to establish operating budget parameters:
  + Goals and Objectives
  + New or expanded programs and initiatives
  + Uses and targets for program revenue fund balances
  + Long term capital planning & information technology plans
  + Organizational changes

**January 2022**

* Template for room and board rate changes will be provided
* Plan UW budget refresher training.
* Initiation of Compensation Administration Tool (CAT)
* Opening of Plan UW

**January 27, 2022 through February 17, 2022**

* SUFAC review of student fee funded auxiliary budgets.
* Auxiliary unit’s presentation dates are as follows:
  + January 27 – Athletics, URec and Kress maintenance
  + February 3 – Health & Counseling, Student Engagement, University Union and Transit
  + February 17 – VC for Inclusivity and Student Affairs, Pride Center and Pep Band
  + Branch locations - TBD

**January 31, 2022**

* Fee Change Request forms due.

**February 2022 – Mid March 2022**

* Budget review meetings with divisions/departments/branch campuses (scheduled separately as needed).
* Feedback to budgetary units on approved/unapproved fee changes.

**March 4, 2022 at 4:30 p.m.**

* Plan UW closed. No further updates.
* Requests for Campus onetime funds due - NEW

**March 4, 2022 – April 1, 2022**

* Budget staff review of department submissions, verify request matches allocation
* Reconciliation of the budget

**April 1, 2022**

* Budget Office submits final budget and required reports to UW-System.

**May 2022**

* Cabinet decision announced on onetime fund requests

# 2022-23 Operating Budget Overview & Assumptions

***\*\* Please note that some information contained herein is subject to change pending further instructions and details on budget preparation from UW System.\*\****

### Budget Processes:

* **Plan UW:** Plan UW is integrated with the Shared Financial System (SFS) and the CAT (see below). Budget amounts from the prior year will be loaded into the upcoming budget year. All salary updates will be made in the CAT and non-salary updates will be made directly in Plan UW. Training sessions were held in mid-January 2022, if you would like additional training or were not able to attend the training sessions please contact Andy Bleier. A link to reference materials for Plan UW can be found on the Budget website.
* **Compensation Administration Tool (CAT):** The CAT allows users to make compensation and funding changes at the employee level which is then loaded back into HRS and Plan UW. Only salary totals by department/fund/program are loaded into Plan UW and will be done on a nightly basis. Access to the CAT will be limited to one representative per division. The following people will have access to the CAT.
  + Athletics – Jodi Kazik
  + University Inclusivity & Student Affairs, Enrollment Services – Michael Cocuzza
  + Provost Office – Andy Bleier, Lisa Jackovich
  + CECE – Andy Bleier, Lisa Jackovich
  + CSET – Amy Ibuaka
  + CAHSS – Amanda Wildenberg
  + CHESW – Brenda Beck
  + AECSB – Holly Keener
  + All other Divisions – Andy Bleier, Lisa Jackovich
* **Revenue Budgets:** Please remember toenter revenue across all Non GPR fund codes as part of the budget process.

### Funding Sources:

* Budgeted amounts for state appropriations (Funds 102, 103, 187, 402) are limited to the total allocation received from the State.
* Fund 104 budgets must match IIA sent to UW Extended Campus.
* Budgets for the following funds should be based on the anticipated level of activity for the fiscal year:
  + Program revenue: Funds 128, 132 and 136
  + Academic Student Fees: Funds 131 and 189
  + Non-Federal Grants: Fund 133
  + Federal Grants: Fund 144
  + Federal Overhead: Fund 150
  + Gifts: Fund 233

### Compensation Planning:

* The CAT will refresh to Plan UW hourly from 9am-5pm and at 3:30am.
* Fringe benefit expenses are pre-populated in Plan UW by employee classification and fund code. The following fringe benefit rates were applied:
  + Academic Staff/Faculty/Limited – 41% (for all Funds)
  + University Staff – 60.5% (55% for Funds 133/144)
  + LTE/Projects – 10.6% (7.65% for Funds 133/144)
  + Student Help – 2% (4% for Funds 133/144)
* If you would like to adjust the fringe rates for your area, please use 20% of salaries plus the cost of health insurance to calculate the fringe benefit amount. We have provided a **fringe benefit calculator** on the Budgsub$ share drive to be used to calculate fringe benefits for program revenue operations.
* The 2021-23 Biennial Budget included funding for a proposed 2% pay plan implemented on January 2, 2022 and an additional 2% pay plan implemented on January 1, 2023. Budgets for 2022-23 will need to include the second half of the 2% pay plan implemented on January 2, 2022 and the first half of the 2% pay plan implemented on January 1, 2023.

**Action needed: The January 2022 pay plan will be included at the time the CAT is loaded from HRS. The January 2023 will need to be added as a pay plan provisional amount with a budget effective rate of 1% for all Non GPR funds. Do not budget a pay plan for GPR funds.**

* Promotion to Full Professor requires a **$5,543** base increase and promotion to Associate Professor a **$3,464** base increase. All areas are required to budget the full amount for the promotion. Please include the base increase amount as a separate line item in the AAP salary adjustments.
* Sabbaticals. Individuals on one-semester sabbaticals should be coded 50% to Program 2 and 50% to Program 6. Individuals on full-year sabbaticals should be coded 35% to Program 2 and 65% to Program 6.
* For questions about the Plan UW budget system please contact the Budget Office.

# Instructions for Completing Campus Budget in Plan UW

* A link to Plan UW instructions can be found on the Budget website for reference. If you have any questions, please reach out to Lisa Jackovich or Andy Bleier.

# Auxiliary and Program Operations Budget Request Assumptions

### Reporting Threshold

* For 2022-23, there will not be a reporting threshold for rate increases for Apartment rates, Parking, and Segregated Fees. When submitting the auxiliary budget to UW System, campuses are required to provide an explanation for all rate changes. Any departments with rate changes will need to submit a written narrative explaining the changes including the planned use. Increases in rates should be limited to the following reasons:
  + Pay plan and associated fringe benefit increases for 2022-23
  + Market salary adjustments
  + Documented contractual increases
  + Debt Service
  + Enumerated capital projects
  + Proposed student-initiated programming
  + Student safety

### Other Information

* The Department of Employee Trust Funds (EFT) has indicated an overall 3.4% increase for health insurance in calendar year 2022. Fringe benefit costs are 20% of salary plus the cost of health insurance. See the fringe rate calculator on the Budgsub$ share drive for specific information regarding health insurance rate estimates.
* The auxiliary and program budget submissions, both in terms of dollars and positions should be as accurate as possible. Because these are continuing funds, spending authority and position count can be increased as needed.
* The interest rate for the State investment Fund remains at 0.1% for the next year. Please use this rate when estimating your interest earnings.
* Auxiliaries that receive SUFAC funding should ensure that the approved SUFAC action agrees with the information contained in the area budget submission.
* UW-System will provide the 2022-23 debt service (Fund 123) allocations.

# Administrative Charges

The Business & Finance Administrative Charge to auxiliary operations is as follows for 2022-23. This rate will be recalculated every three years, note FY23 is the second of 3 years.

Residence Life $77,270

Parking $10,899

Union $ 8,773

Total Assessment $96,942

# Master Fee Schedule – Updated process

### Instructions for Fee/Charges Proposals:

UW System Administrative policy requires regular review of all fees. Each division is responsible for reviewing fees within their respective area. Beginning in 2022-23, the Budget office will provide a comprehensive list of fees charged to divisions. This form will require acknowledgement of all current fees, amount charged and plan for the upcoming fiscal year.

If a fee is unchanged or discontinued, no further action is required. If an increase or decrease to a current fee is planned or a new fee is requested, a fee change form must be completed and routed for approvals. The fee change requests should be sent to the budget office, from there all requests will be routed for CBO and Chancellor approval. The budget office will notify all requestors of the fee status after final reviews. The master fee schedule will continue and remain in the same location (budgsub$ share drive); however, the budget office will make all updates based on returned forms and approvals.

All approved fees will be effective July 1, 2022

### Special Course Fees:

Beginning in 2022-23, the Budget Office will provide a Special Course Fee Review Form that lists all the courses that include a Special Course Fees and the fee accessed for each college. The Budget Office will also provide a dashboard with summary financial information, including cash balances, revenue, and expenses for the prior fiscal year. Each college is responsible for reviewing fees that are listed on the Master Fee Schedule for courses within their college.

Using the Special Course Fee Review Form, indicate the plan for the fee for the following school year by marking the appropriate check box. This should be completed for each course. If “Increase” or “Decrease” is selected, a [Special Course Fee Form](file:///C:\Users\bleiera\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\U9ZTWE96\Special%20Course%20Fee%20Form.docx) must be filled out. Upon completion of the form, the College Dean will review and approve the form. Approved forms are then submitted to the Budget Office. The Budget Office will then provide the completed Special Course Fee Review Forms for each college, along with summary financial data, to the Provost and CBO.

Please review relevant guidelines for all fees, especially course fees. Keep in mind that [UW System Administrative Policy 825: Special Course Fees](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/special-course-fees/) covers instances where course fees can and cannot be charged, and states:

*“Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained by students; and private lessons provided to non-music majors.*

*Special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.*

*Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget.”*