UWINSITE BUDGETS
User Training & Information Session #5

Leddy Library, room G101A
Tuesday, December 17

WELCOME!

Welcome to the
UWinsite Budgets User Training & Information Session #5

Today's Facilitator:
Andrew Kuntz, Manager, University Budgets

Today's Support:
Leanna Prior, Budget Analyst
Cathy Evanyk, Budgets Associate

ABOUT THIS SESSION

Description

This is the fifth session developed specifically for UWinsite Budgets (PBCS) users. In this session we will focus on labour budgeting, including: a detailed walk-thru of the labour position budgeting information available within the system, a review of the ARAC/Form1 process, and a discussion of the Faculty Professional Development funds calculations and allocations. In addition, we will review system enhancements, demonstrate how to set user variables, confirm the 2018/19 carryover budget details, provide an update about the future direction of budgeting at UWindsor and answer any questions you might have pertaining to all things Finance.

Audience

All UWinsite Budgets Users

Duration

Approximately 2.5 hours

AGENDA

Section 1: Refresher
Accessing UWinsite Budgets
Navigating the System
User Forms, Reports & Dashboards

Section 2: Demonstration
Setting User Variables

Section 3: Labour Budgeting
Understanding Labour Budgeting
Locating Salary & Benefit Data
Position Details and Other Forms
Tips for the ARAC/Form1 Process

Section 4: Updates
Faculty PDF Allocation
2018/19 Carryover Funds
Looking Ahead: Budget Model Changes

Section 5: User Assistance
System Usage
How to Get Help

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Section 1: Refresher

UWINSITE BUDGETS (PBCS) FUNDAMENTALS

ACCESSING UWINSITE BUDGETS

① Launch a web browser (Firefox is preferred). The UWinsite Budgets direct URL is: https://planning-uwinpbcs.pbcs.ca2.oraclecloud.com/HyperionPlanning -OR- Navigate to www.uwindsor.ca/uwinsitefinance and click the link below...

UWinsite Budgeting & Planning

② Select Company Sign In
Then enter your UWinID and Password

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Traditional Cloud Account

Welcome efhc change domain

User Name

Password

Can't access your account?

Sign In

Want to use your company account?

Use to be redirected to the company single sign-on.

OR

Company Sign In

Remember my choice

UWinID

UWinID

Password

Password

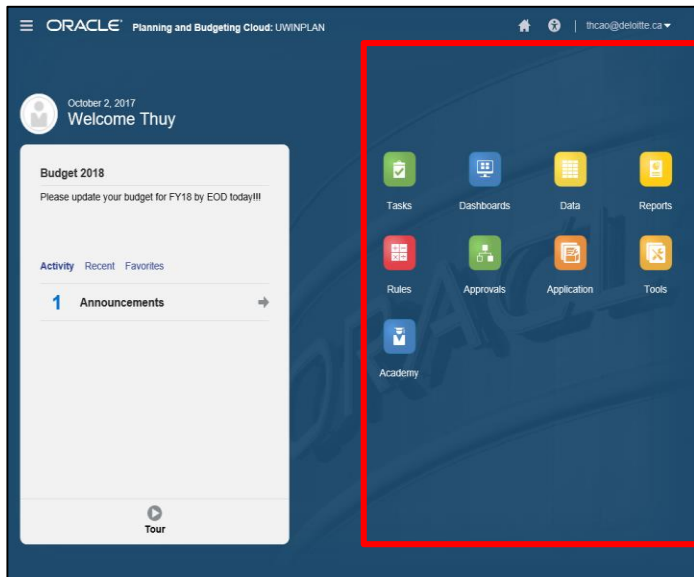☐ Don't Remember Login

Login

⚠ **Security Roles**
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines <u>what you can see</u> and <u>what you can do</u>.

HOME PAGE MENU OVERVIEW

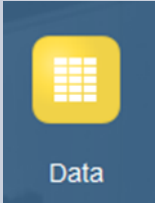The right-hand side of the Home page presents multiple menus to interact with your planning application.
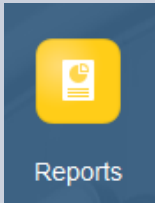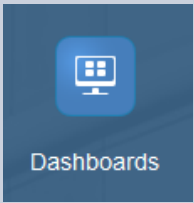
Menu	Description
Dashboards	High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data
Tasks	Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.
Data	Web forms. Admins design forms as containers for data collection, adjustments of drivers, or simple displays of information.
Rules	Business rules launch specific calculations that can be applied to forms and/or executed by administrators
Approvals	Admins can approve, track, and control the planning process via the approval chain
Reports	View reports which dynamically summarize data within the application
Application	View overall application statistics, load data and metadata, view back-end jobs in the job console, scheduling capabilities, sandbox and valid intersection management
Tools	Overall app settings for number formatting, approvals, notifications, data/time display and aliases.
Academy	Self-guided learning with tips, tricks, best practices, tutorial videos, and links to PBCS documentation

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MAIN USER APPLICATIONS

| Data	Reports	Dashboards
Forms are used to access and (in some cases) edit system data.	Reports present information in an organized format for a specific audience and/or business purpose.	Dashboards provide at-a-glance views of KPIs relevant to a particular business purpose.
View or enter data on the web or in Smart View.	View or print from HTML, PDF or Excel.	View only from the web application.
Data	Reports	Dashboards

ACCESSING FORMS, REPORTS & DASHBOARDS

1 From the Home page or navigator, select the **Data, Report or Dashboard** application icon.
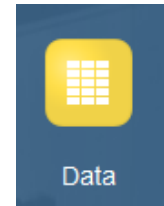
2 Drill down through the menu folders until you reach the form you wish to access.
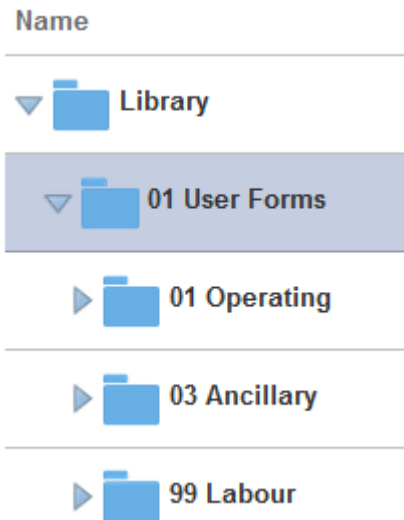
3 Once selected, the form, report or dashboard will appear in a new view.

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SETTING THE POINT-OF-VIEW

① The Point-Of-View (POV) is at the top of each form. Click each dimension within the POV to select members. Click >> to see hidden dimensions.

② Complete the selection by clicking on the "Go" arrow. ➡

1.10 Review and Input Expense... ⓘ

| Actions ▾ | Save | Refresh | Close |

| Type On_Going:On Going | Fund F_01 : 01 Operating Fund | Department D_1050 : 1050 Psychology Department of | » | ✏ | ➡ | ⚙ | Data | Ad hoc | Format |

	Actual	Adj Budget	Budget				
	Final	Active	Dev1				
	FY17 17/18	FY17 17/18	FY18 18/19	FY18 18/19	FY18 18/19	FY18 18/19	FY18 18/19
	YearTotal	YearTotal	Comment	May	Jun	Jul	Aug
REVENUE							
SALARIES & BENEFITS							
OTHER EXPENSES							
TOTAL							

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USER FORMS – OPEX

* = New Form

Data

Opex Form	Description
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds.
Budget Comparison (Select Month)	Same as above with added ability to select the month/year of reference.
Budget History	Compare on-going (base) budget changes year-over-year.
Budget Revisions	Determine on-going versus one-time budget changes for a given year.
Departmental Spending (by Program)	Breakdown of departmental spending by program.
Departmental Spending (by Project)	Breakdown of departmental spending by project.
Free Balance (by Natural Account)	Determine free balance by natural account for a specific fund, department, program/project.
Free Balance (by Program-Project)	Determine free balance by program/project for a specific fund, department, natural account, classification.
Income Statement (by Month)	Monthly spending or budget by scenario/version.
Income Statement (by Year)	Compare annual spending or budget by scenario/version.
Review Budget Adjustments (On-going)	Details of all on-going budget adjustments processed within a fiscal year.
Review Budget Adjustments (One-time)	Details of all one-time budget adjustments processed within a fiscal year.
Review Commitments & Obligations	Review commitments and obligations by year.
*Tuition Revenue by Faculty	Tuition fees by Faculty organized Undergrad/Grad, Domestic/Visa

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USER FORMS – ANCILLARY
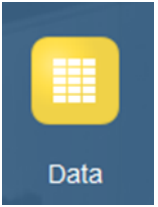
Labour Form	Description
Ancillary Departmental Spending (by Program)	Breakdown of ancillary departmental spending by program in a P&L format.
Ancillary Fund Spending (by Department)	Breakdown of ancillary spending by department in a P&L format.
Ancillary Fund Spending Summary (by Department)	Summary of ancillary spending by department.
Ancillary Profit & Loss Statement (Current Month)	P&L statement with a comparison of budget and adjusted budget to actual (and encumbrances).
Ancillary Profit & Loss Statement (Select Month)	Same as above with added ability to select the month/year of reference.

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USER FORMS – LABOUR

Data
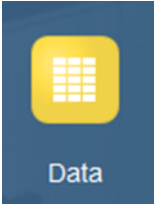
Labour Form	Description
Actual FTEs & Hours (by Month)	Track monthly FTEs and hours by position classification.
Average Salary Comparison (by Month)	Comparison of budget to actual monthly average salaries by position classification.
FTE Ratio Comparison (by Month)	Comparison of budget to actual monthly Faculty-to-Staff FTE ratios.
Position Details & Remaining Budget	Compare adjusted budget to actual for individual positions and observe FTE usage.
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.
Salary & Benefit Spending (by Month)	Monthly salary account spending or budget by scenario/version.

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USER REPORTS

* = New Reports

Reports

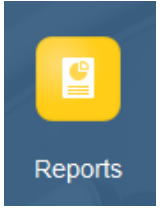| Report	Description
*Ancillary Profit & Loss Statement (Current Month)	P&L statement with a comparison of budget and adjusted budget to actual (and encumbrances).
*Ancillary Profit & Loss Statement (Select Month)	Same as above with added ability to select the month/year of reference.
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the current month.
Budget Comparison (Prior Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the prior month.
Budget History	Compare on-going (base) budget changes year-over-year.
Budget Revisions	Determine on-going versus one-time budget changes for a given year.
Income Statement (by Month) - Actual	Breakdown of monthly spending by natural account.
Income Statement (by Month) - Adj Budget	Breakdown of monthly adjusted budget by natural account.
Income Statement (by Month) - Budget	Breakdown of monthly original budget by natural account
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.

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USER DASHBOARDS

Dashboard	Description
Labour FTEs & Average Salaries	Faculty versus staff FTEs, FTE ratios and average salaries.
Operating Revenue & Expenses (Total)	Total operating revenue and expense breakdown and monthly trend by natural account.
Operating Revenue (Internal & External)	Internal and external operating revenue breakdown and monthly trend by natural account.
Operating Expenses (Internal & External)	Internal and external operating expense breakdown and monthly trend by natural account.
Tuition Revenue	Comparison of tuition fee revenue budget versus adjusted budget versus actual with trending.

Custom Dashboards
Is there a custom dashboard that might help you stay on top of the KPIs in your respective area?

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REQUESTING NEW FORMS, REPORTS AND DASHBOARDS FOR UWINSITE BUDGETS

Open a ticket in Team Dynamix

⊕ Open Ticket

- UWinsite Budgets users are encouraged to review all of the available forms, reports and dashboards
- Identify needs or new requirements in your area
- Open a UWinsite Finance Planning & Budgeting ticket in Team Dynamix
- Briefly describe the form, report or dashboard that would assist in your area
- The Budgets office will contact you to review your needs and begin development of new forms, reports and dashboards

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Section 2: System Demonstration

SETTING USER VARIABLES

SETTING USER VARIABLES

① Click the Navigator

② Select "User Preferences"

SETTING USER VARIABLES CONTINUED…

3 Select User Variables from the Preferences menu

4 You will need to select a member for the 4 user variables that begin with "UV"

Preferences

General

Display

Notifications

Ad Hoc Options

User Variables

Financial Reports

Form Printing

User Variables

Dimension	User Variable
Line Item	Line Item
Period	Period
Program	Program
Project	Project
Scenario	UV_Forecast_Scenario
Scenario	UV_Main_Sceanrio
Period	UV_Month
Period	UV_YTD

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SETTING USER VARIABLES CONTINUED…

⑤ To set the user variable first click on the Member selector icon on the right side of the screen for the first user variable.

⑥ Place a check next to any member you like. In this example, I have selected "6M Forecast" as the member for the "UV_Forecast_Scenario" user variable. Don't forget to click the OK button after placing the check next to the member.

Select a Member   OK   Cancel

Scenario
"6M Forecast"

Search Scenario

Scenario		2M Forecast
Input Scenarios	▶	3M Forecast
		4M Forecast
		5M Forecast
		✓ **6M Forecast**
		7M Forecast
		8M Forecast
		9M Forecast
		10M Forecast
		11M Forecast

Members   Scenario> Input Scenarios> 6M Forecast

⑦ Repeat steps 5 & 6 above to set the remaining three user variables.

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Section 2: Detailed Labour Budgeting

LABOUR BUDGETING AT UWINDSOR

BUDGETING SALARY & BENEFIT ACCOUNTS

For budgeting purposes, labour accounts can be organized into three distinct types:

1. Position Based Salary Budget Accounts
2. Non-position Based Salary Budget Accounts
3. Benefit Budget Accounts

Position Based salary budget accounts are calculated using approved positions. Budgets fluctuate annually based on contractual increases and other required changes. Budget revisions are managed within the Budgets office using the ARAC/Form1 process.

Non-position Based salary budgets do not automatically change from year-to-year. Departments are free to adjust these budgets as required as they are more discretionary in nature.

Benefit budgets are derived from the salary budgets and are calculated using historical ratios and other known or negotiated changes.

> **Understand the Labour Account Hierarchy**
> The labour account hierarchy (tree) is set up to easily allow users to summarize salary and benefit spending. Consult the account tree to observe how the hierarchy can be leveraged to help you report on salary and benefit spending.

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SALARY ACCOUNTS

Acct	Position Based Salary Accounts
81010	Academic Salaries-Permanent
81030	Academic Salaries-Temporary
81050	Dean
81060	Sessional Lecturer
81410	Admin Staff-Full Time
81420	Admin Staff-Part Time

Acct	Non-position Based Salary Accounts
81070	Faculty Honorarium
81110	Overload
81120	Sessional Instruction
81210	Practice Instruction
81220	Special Instruction
81230	Other Instruction
81310	Undergrad Teaching Assistantship
81320	Graduate Teaching Assistantship
81330	Research Assistantship
81430	Admin Staff-Overtime
81510	Casual Wages
81520	Casual Wages-Student
81530	Honorarium
81540	Salary-Other
81550	Salary-Grad Student

BENEFIT ACCOUNTS

Acct	Pension Plan Costs
81611	**Pension Plan-Faculty**
81612	Pension Plan-Employee
81613	Pension Plan-CUPE 1001
81630	OOTP-Superannuation

Acct	Legislative Benefits
81651	**EHT**
81652	CPP
81653	EI
81654	EI 5/12 reduction
81655	WSIB

Acct	Negotiated/Other Benefits
81671	**Employee benefits**
81672	Life insurance
81673	LTD
81674	UHIP
81675	Death entitlement
81676	Eye Exam Fee
81677	Meals
81678	Uniforms
81679	Training paid by VIP
81680	Employee Tuition Waivers
81681	Other Employee Waivers
81682	Employee Assistance Program

Benefit Budget Accounts
For ease of calculation, benefit accounts are grouped together with budgets recorded against the first (**bolded**) account within each benefit account grouping.

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POSITION CLASSIFICATIONS

To enable manageable calculations, salary accounts are further grouped into position classifications, as follows:

Position Classification	Member Account(s)
Faculty Members	81010, 81030
Deans	81050
Sessional Lecturers	81060
Overload/Sessional	81110, 81120
Assistantships	81310, 81320, 81330
Full Time Staff	81410
Part Time Staff	81420
Casual Wages	81510, 81520
Other Salaries	81210, 81220, 81230, 81530, 81540, 81550

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BENEFIT RATES

Position classifications are used to calculate benefit rates. We use prior year actual costs to estimate benefit rates (as a percentage of salaries) by benefit groups for each of the position classifications. In 2019/20 the following rates were applied for each position classification:

Position Classification	% Pension	% Legislated	% Other
Faculty Members	18.35%	5.18%	3.51%
Deans	18.14%	4.26%	4.82%
Sessional Lecturers	18.16%	8.86%	4.69%
Overload/Sessional	2.96%	6.22%	1.06%
Assistantships	0.05%	6.55%	0.00%
Full Time Staff	8.31%	7.98%	8.29%
Part Time Staff	2.60%	8.72%	2.72%
Casual Wages	2.37%	10.07%	1.49%
Other Salaries	3.08%	6.25%	1.32%
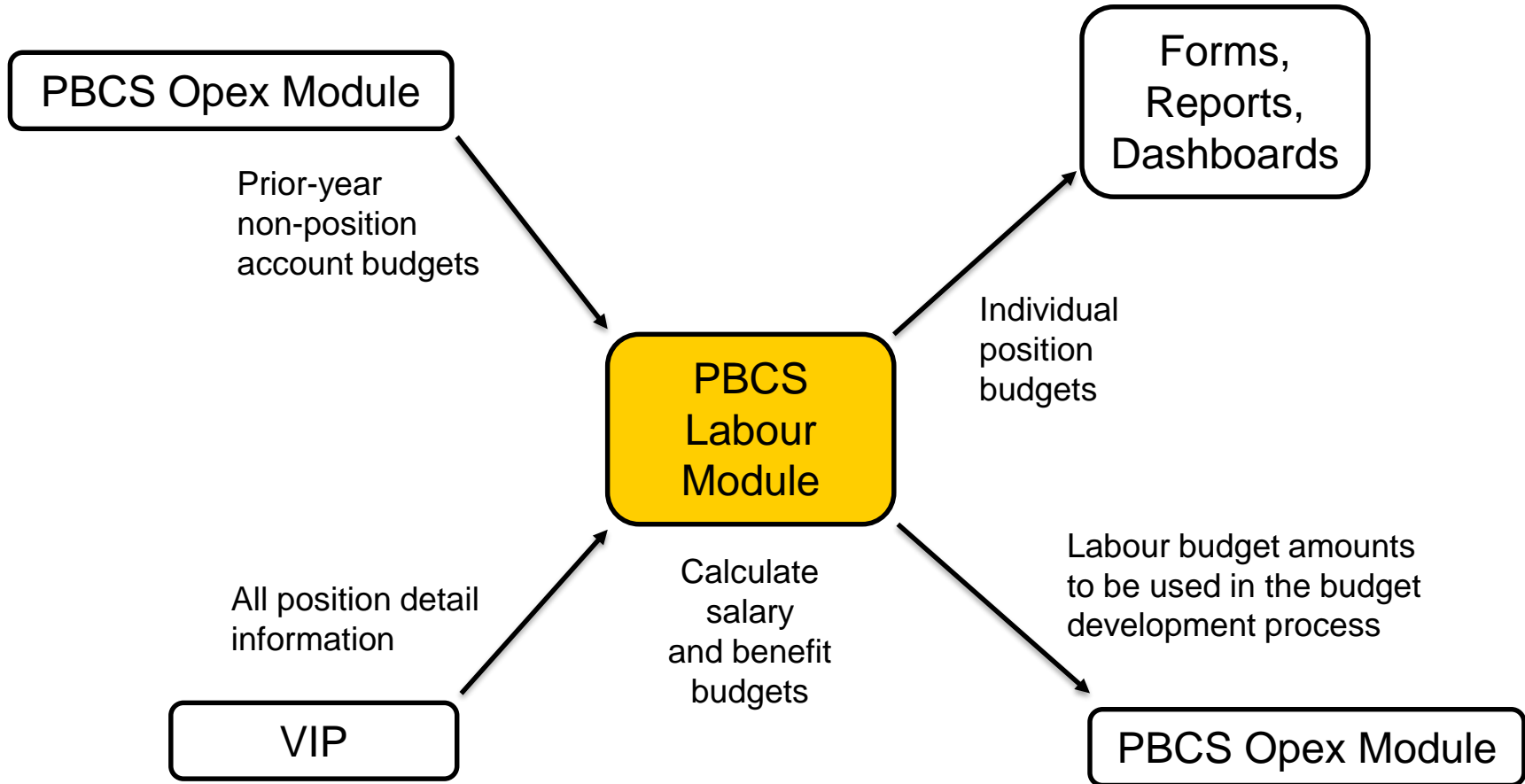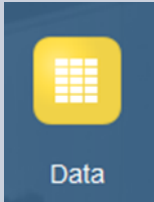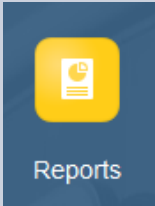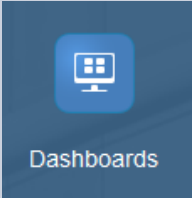
WHERE TO FIND YOUR LABOUR DETAIL DATA

Forms	Reports	Dashboards
Data	Reports	Dashboards

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LABOUR POSITION DETAIL FORMS

1 Click on the Data icon to access the User Forms library

Data

Name

▽ 📁 Library

▽ 📁 01 User Forms

▷ 📁 01 Operating

▷ 📁 03 Ancillary

▽ 📁 99 Labour

2 Select 01 User Forms and 99 Labour to access all labour related forms.

▦ Actual FTEs & Hours (by Month)

▦ Average Salary Comparison (by Month)

▦ FTE Ratio Comparison (by Month)

3 Select either of the Position Detail forms to review all of your position details.

▦ Position Details & Remaining Budget

▦ Position Details & Salary Savings

▦ Salary & Benefit Spending (by Month)

POSITION DETAILS & REMAINING BUDGET

Position Details & Remaining ... ℹ

UV_YTD	Years	Fund	Department	Program
Nov YTD	FY19 : 19/20	01 Operating Fund	1700 Business Odette School of	17000 Odette School of Business

① Set the Point of View

② Observe the Column Headings

Budget	Actual		Budget			Adj Budget	Actual	
Approved	Final		Approved			Approved	Final	
On_Going	On_Going		On_Going	On_Going	One_Time	Total Type	On_Going	
BegBalance	BegBalance	Remaining	YearTotal	Budget	Budget	YearTotal	Jun YTD	Budget
FTE	FTE	FTEs	By Position Accounts	Revisions	Revisions	By Position Accounts	By Position Accounts	Remaining

FTEs   Salary Information

This report compares the <u>Adjusted Budget </u>against <u>Actual</u> salary spending for each of your individual positions to provide a Remaining Budget.
This is similar to the Budget Comparison report in OPEX.

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POSITION DETAILS & SALARY SAVINGS

① Set the Point of View

Position Details & Salary Sav... ⓘ

UV_YTD	UV_Forecast_Scenario	Years	Fund	Department	Program
Nov YTD	7M Forecast	FY19 : 19/20	01 Operating Fund	1700 Business Odette School of	17000 Odette School of Business

Notice the Salary Savings report includes a Forecast selection in the POV.

② Observe the Column Headings

Budget	2M Forecast		Budget			Adj Budget	Actual	Projected	2M Forecast	
Approved	Active		Approved			Approved	Final	Salary	Active	
On_Going	On_Going		On_Going	On_Going	One_Time	Total Type	On_Going	Spending for	On_Going	Forecasted
BegBalance	BegBalance	Remaining	YearTotal	Budget	Budget	YearTotal	Jun YTD	Remaining	YearTotal	Salary
FTE	FTE	FTEs	By Position Accounts	Revisions	Revisions	By Position Accounts	By Position Accounts	Months	By Position Accounts	Savings

FTEs   Salary Information

This form compares the <u>Adjusted Budget</u> against <u>Forecasted</u> salary spending for each of your individual positions to predict the Salary Savings that will be available in your budget at the end of the year.

LABOUR POSITION DETAIL BUDGET REPORT

1 Click on the Reports icon and select Position Details & Salary Savings.

Position Details & Salary Savings

Reports

2 Select the type of output you require: HTML, PDF or XLS.

HTML PDF XLS

Position Details & Salary Savings

Back   Continue

| Years | FY18 | Fund | F_01 |
| Department | D_8888 | Program | P_88888 |

3 Select the Year, Fund, Department, and Program dimensions.

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Salary Position Variance Report for FY18
Department: 8888 The Empire
Program: 88888 The Empire
Report Run Date: 2019-03-04

	Budgeted FTEs	Actual FTEs	Remaining FTEs	Original Salary Budget	Base Budget Revisions	One-Time Budget Revisions	Revised Salary Budget	Actual Spending Dec YTD	Projection of Remaining Months	Forecasted Salary Spending	Forecasted Salary Savings
SW01 DEAN_0001_PALPATINE_EMPEROR_000001	1.00	1.00	0.00	249,280	53	1,000	250,333	167,667	84,667	252,333	2,000
DEANS	**1.00**	**1.00**	**0.00**	**$249,280**	**$53**	**$1,000**	**$250,333**	**$167,667**	**84,667**	**$252,333**	**-$2,000**
SW02 PROFESSOR_0002_VADER_DARTH_000214	1.00	1.00	0.00	199,424	43	500	199,967	133,833	67,733	201,567	1,600
SW03 PROFESSOR_0003_MAUL_DARTH_000094	1.00	1.00	0.00	184,467	39	0	184,507	123,333	62,653	185,987	1,480
SW04 ASSOCIATE PROFESSOR_0004_REN_KYLO_004213	0.00	1.00	1.00	0	134,640	22,500	112,140	67,500	45,720	113,220	1,080
SW05 ASSOCIATE PROFESSOR_0005_THRAWN_GRANDADMIRAL_010569	1.00	1.00	0.00	149,568	32	0	149,600	100,000	50,800	150,800	1,200
SW06 ASSOCIATE PROFESSOR_0006_TARKIN_GRANDMOFF_000189	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW07 ASSOCIATE PROFESSOR_0007_DOOKU_COUNT_000007	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW08 ASSISTANT PROFESSOR_0008_OZZELL_ADMIRAL_012824	1.00	1.00	0.00	114,669	25	0	114,693	76,667	38,947	115,613	920
SW09 ASSISTANT PROFESSOR_0009_PIETT_ADMIRAL_009118	1.00	1.00	0.00	79,665	15	0	119,680	80,000	0	80,000	39,680
FACULTY_PERMANENT	**7.00**	**8.00**	**1.00**	**$1,036,900**	**$174,860**	**-$22,000**	**$1,189,760**	**$788,000**	**370,840**	**$1,158,840**	**$30,920**
SW10 LECTURER_0010_ERSO_GENERAL_002489	1.00	1.00	0.00	79,770	17	0	79,787	53,333	27,093	80,427	640
FACULTY_TEMPORARY	**1.00**	**1.00**	**0.00**	**$79,770**	**$17**	**$0**	**$79,787**	**$53,333**	**27,093**	**$80,427**	**-$640**
SW11 SESSIONAL LECTURER III_0011_HUX_GENERAL_118001	1.00	1.00	0.00	109,972	0	0	73,333	36,667	55,880	92,547	19,213
SW12 SESSIONAL LECTURER II_0012_VEERS_GENERAL_012546	1.00	1.00	0.00	114,971	0	0	76,667	38,333	58,420	96,753	20,087
SESSIONAL_LECTURES	**2.00**	**2.00**	**0.00**	**$224,942**	**-$74,942**	**$0**	**$150,000**	**$75,000**	**114,300**	**$189,300**	**-$35,300**
SW18 ASSOCIATE DEAN_0018_VADER_DARTH_000214	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
SW19 HEAD_0019_THRAWN_GRANDADMIRAL_001025	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
ACADEMIC_ADMIN Academic_Admin	**0.00**	**0.00**	**0.00**	**20,000**	**3,333**	**0**	**16,667**	**13,333**	**6,667**	**20,000**	**3,333**
SW13 STORM TROOPER COMMANDER_0013_CODY_000131	1.00	1.00	0.00	96,520	0	0	95,000	62,115	32,885	95,000	0
SW14 STORM TROOPER_0014_REX_000879	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW15 STORM TROOPER_0014_TUP_000880	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW16 STORM TROOPER_0014_KIX_000881	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
STAFF_FT	**4.00**	**4.04**	**0.04**	**$263,614**	**-$3,614**	**$0**	**$260,000**	**$172,901**	**90,000**	**$262,901**	**-$2,901**
SW17 BOUNTY HUNTER_0015_FETT_BOBA_001594	0.69	0.69	0.00	20,176	0	0	20,176	19,896	0	19,896	280
STAFF_PT	**0.69**	**0.69**	**0.00**	**$20,176**	**$0**	**$0**	**$20,176**	**$19,896**	**0**	**$19,896**	**$280**
TOTAL POSITIONS	**15.69**	**16.73**	**1.04**	**$1,894,682**	**$93,041**	**-$21,000**	**$1,966,722**	**$1,290,130**	**693,567**	**$1,983,697**	**-$16,974**

Opex Difference   -$1,290,130

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LABOUR DASHBOARD

① Click on the Dashboard icon to access the Dashboard library

Dashboards

Search 🔍 | 📁Library

Name

▽ 📁 Library
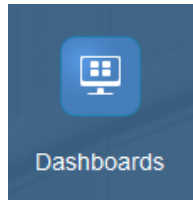
▷ 📁 01 User Forms

② Select 02 User Dashboards
to access the user dashboards.

▽ 📁 02 User Dashboards

▷ 📁 Supporting Documents

③ Select the Labour FTEs & Average
Salaries dashboard.

⊞ Labour FTEs & Average Salaries

⊞ Operating Expenses (Internal and External)

⊞ Operating Revenue & Expenses (Total Internal & External)

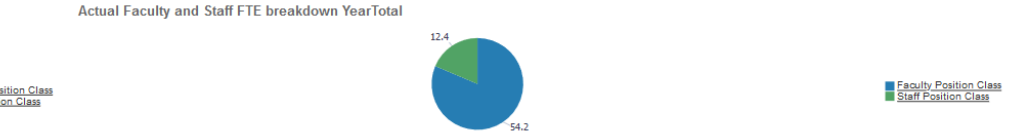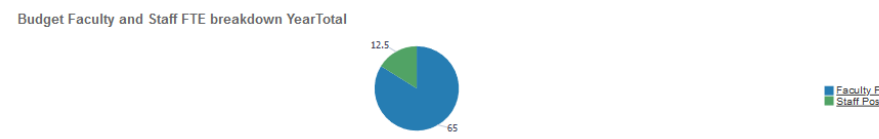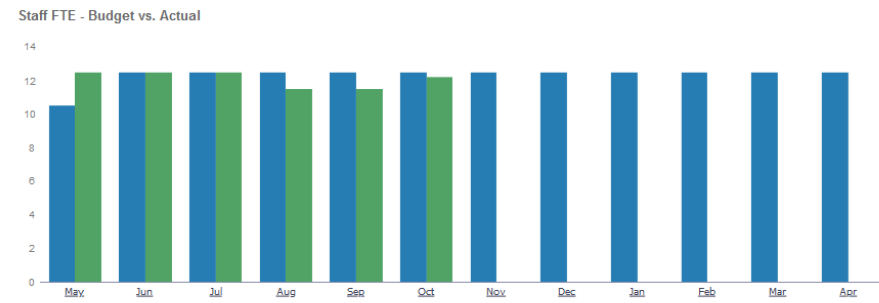⊞ Operating Revenue (Internal and External)

⊞ Tuition Revenue

LABOUR FTES AND AVG SALARIES DASHBOARD

(4) Be sure to set the Point-of-View appropriately
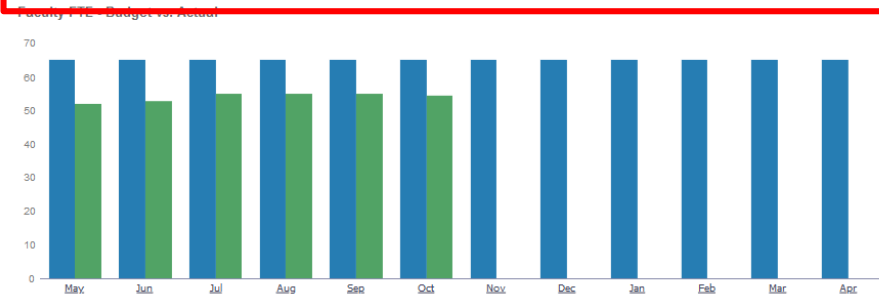
UNDERSTANDING THE ARAC / FORM 1 PROCESS

- ✓ ARAC/Form1 was originally developed to control position hiring
- ✓ Historically there was a committee that reviewed/approved ARAC/Form1 requests
- ✓ Information provided in the ARAC/Form1 submission is used to assess your submission by:
  - HR
  - Budgets
  - Your VP's office
- ✓ ARAC/Form1 currently accommodates two processes:
  1. Requesting/setting up new positions
  2. Filling vacant positions
- ✓ Focus of the process for Budgets office is on filling positions
  - Contact Budgets directly if you need to set up a new position

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ARAC / FORM 1 PROCESS TIPS

Some tips for when using the ARAC/Form1 process:

- ✓ As Budget officer, you should always collaborate with the individual submitting ARAC/Form1 in your area
- ✓ Ensure you include a valid PCS number in your submission
- ✓ Contact the Budgets office if…
  - You cannot identify a PCS number
  - You do not yet have a PCS number set up
  - You do not have funding available in the selected PCS number
- ✓ Only use ARAC/Form1 when you are filling faculty or staff positions
  - Do not use ARAC/Form1 for hiring GA/TA, sessional instruction, casual or contracted labour
  - Ensure you are always following HR policies when performing any hiring at UWindsor

Section 4: Updates

FINANCE AND BUDGETS INFORMATION

FACULTY PROFESSIONAL DEVELOPMENT FUNDS

Language from the collective agreement with WUFA..

ARTICLE I   PROFESSIONAL DEVELOPMENT AND MEMBERSHIP DUES REIMBURSEMENT

I.1   On July 1 of each year of this agreement, a Professional Development and Membership Fund shall be made available to each AAU for the use by full-time members, including sessional lecturers/sessional lecturers in Visual Arts/sessional lecturers in Nursing, and ancillary academic staff in each Faculty and Library for payment of the costs of travel, accommodation and other related expenses incurred for attendance at learned or professional conferences, symposiums or for other authorized University travel and for payment of the membership dues of professional or learned societies, for academic journals and books, and for professional development. For each AAU the fund amount shall be calculated as follows:

Table I.1: Professional Development and Membership Dues Allowance				
	2017	2018	2019	2020
Faculty\Librarian\AAS-LS\AAS	$1,600	$1,600	$1,650	$1,650
Sessional Lecturer	$1,100	$1,100	$1,125	$1,125

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FACULTY PDF ALLOCATION PROCESS

Language from the collective agreement with WUFA..

(a) On July 1, 2017 and July 1, 2018, calculate the amount "X", in dollars, as one thousand six hundred ($1,600) multiplied by the number of full-time faculty, librarian, ancillary academic staff, and ancillary academic staff – learning specialist members, and one thousand one hundred ($1,100) multiplied by the number of sessional lecturers/sessional lecturers in Visual Arts/sessional lecturers in Nursing.

On July 1, 2019 and July 1, 2020, calculate the amount "X", in dollars, as one thousand six hundred and fifty ($1,650) multiplied by the number of full-time faculty, librarian, ancillary academic staff, and ancillary academic staff – learning specialist members, and one thousand one hundred and twenty-five ($1,125) multiplied by the number of sessional lecturers/sessional lecturers in Visual Arts/sessional lecturers in Nursing.

(b) On June 30, calculate the amount "Y", in dollars, of the unexpended funds in the Professional Development and Membership Fund.

(c) The contribution to the AAU Professional Development and Membership Fund on July 1, shall be such that the fund has at least "X" (as calculated in Article I.1. (a)) but so that (X + Y) is not more than three times "X" (where "Y" is as calculated in Article I.1. (b)) dollars.

(d) Funds designated in the Professional Development and Membership Fund shall not be used to cover expenses incurred by members attending required meetings or workshops at the request of the University.

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SUMMARY OF FACULTY PDF

Some tips for managing PDF funds within your area:

- ✓ Funds are calculated and allocated at the AAU level.
- ✓ PDF funds are calculated using a 12-month year ending June 30.
  - Current year allocation is based on faculty counts as at July 1.
  - A maximum of 3X the current year allocation can be returned to the AAU.
- ✓ No faculty member is "entitled" to receive PDF funds.
  - Deans/Department Heads are responsible for allocating and approving the use of PDF funds.
  - PDF fund usage should be approved prior to travel taking place.
- ✓ Faculties/Departments can maintain their own tracking system for the allocation of PDF funds within their respective areas.

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2018/19 CARRYOVER FUNDS

✓ Carryover funds from the 2018/19 have been returned to all areas

✓ Carryover funds are deposited into natural account 90300.CFD

✓ Two types of Carryovers:

1. General Carryover – this is the catch all for each Faculty/Department
2. Program Carryover – these funds are earmarked for certain purpose and are returned to specific program accounts

✓ Representatives from the Budgets office met with most areas over the summer months to review carryover calculations

✓ Budgets can provide detailed carryover calculations for your area if required/requested

LOOKING AHEAD: BUDGET MODEL CHANGES?

What we know as of today…

✓ The ECM budget model will be used to develop the 2020/21 budget
  - Cut off dates for 2019/20 budget transfers will be announced shortly
  - ECM calculations will be based on 9-month review Tuition revenue

✓ We will be undertaking a review process to decide if we will transition to a new budget model for the 2021/22 fiscal year
  - Majority of the process will take place over the summer 2020
  - Campus will be consulted throughout the process
  - Everything is currently on the table…

Section 5: User Assistance

SYSTEM USAGE DATA & GETTING HELP

TRACKING UWINSITE SYSTEMS USAGE

We have been tracking UWinsite Budgets access with a view towards ensuring system access is appropriately allocated.

The GOOD:

- ✓ System usage has been increasing over time across campus
- ✓ New features tend to drive users to use the system
- ✓ Several campus community users are regular system users
- ✓ Budgets office staff are highest volume users (for fairly obvious reasons)
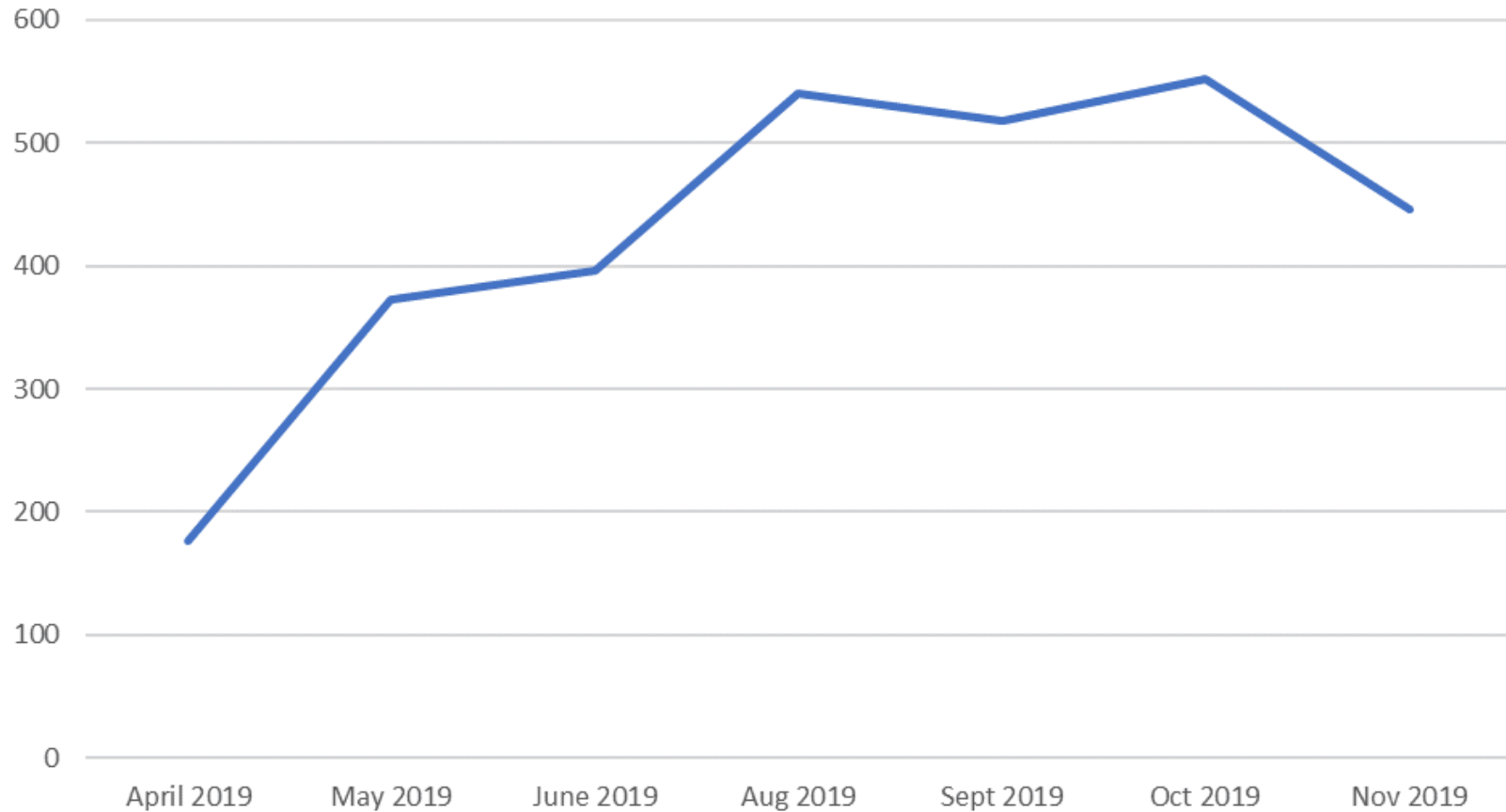
The BAD:

- ✗ We only have a limited number of systems licenses
- ✗ Some users are not making use of their system access
- ✗ Some users have never logged into the system
- ✗ We will be reaching out to users who do not use the system to potentially reallocate their licenses

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USAGE TIMELINE FOR CAMPUS USERS (NON-BUDGETS STAFF)

BUDGETS OFFICE STAFF

Name	Position	Ext.	E-mail
Mr. David Butcher	Executive Director, Budgets and Financial Services	2130	butch@uwindsor.ca
Ms. Cathy Evanyk	Budget Associate	2130	cevanyk@uwindsor.ca
Mr. Andrew Kuntz	Manager, University Budgets	5008	andrewk@uwindsor.ca
Dr. Jelena Magliaro	Junior Budget Analyst	2022	jelena@uwindsor.ca
Ms. Alicia Pomeroy	Senior Budget Analyst	2082	apomeroy@uwindsor.ca
Ms. Leanna Prior	Budget Analyst	2021	leannap@uwindsor.ca

Alicia Pomeroy Absence from Budgets
Alicia Pomeroy is currently observing a parental leave. Alicia will not return to the Budgets office until late 2020 or early 2021. We have an open search for a temporary replacement for Alicia and hope to have someone in place by early in 2020. We will circulate a notification when a replacement has been selected.

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TEMPORARY BUDGETS RESPONSIBILITIES

Jelena Magliaro

- **President's area**
- **VP Admin & Planning area**
- **Student Services**
- **Leddy Library**
- **Campus Services/ Ancillary areas**

- *Admin support for Budgets office, Data collection/reporting*

Leanna Prior

- **Provost's area**
- **VP Research's area**
- **Odette**
- **Education**
- **HK/ARS**
- **Nursing**
- **Schulich**
- **Science**
- **International/CEPE/ELIP**

TBD – temporary replacement to be identified

- **FAHSS**
- **Engineering**
- **Law**
- **Grad Studies**

- *Salary & Benefit transactions, Form 1/ ARAC approvals*

Temporary Only
Temporary responsibilities until Alicia returns to Budgets in late 2020/early 2021.

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HOW TO GET HELP

✅ Contact your Budget Analyst

✅ Attend the PBCS user training and information sessions

✅ Review online resources at **uwindsor.ca/uwinsitefinance**

- Handbook, Simulations, Videos, User Guides, Quick Reference Sheets, etc.

✅ Take advantage of the **UWin Self-Service Client Portal** at **uwindsor.ca/help**

- Submit a support ticket through the **Services** section
- Questions and tickets will be addressed by a member of the UWinsite Budgets team

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THANK YOU!