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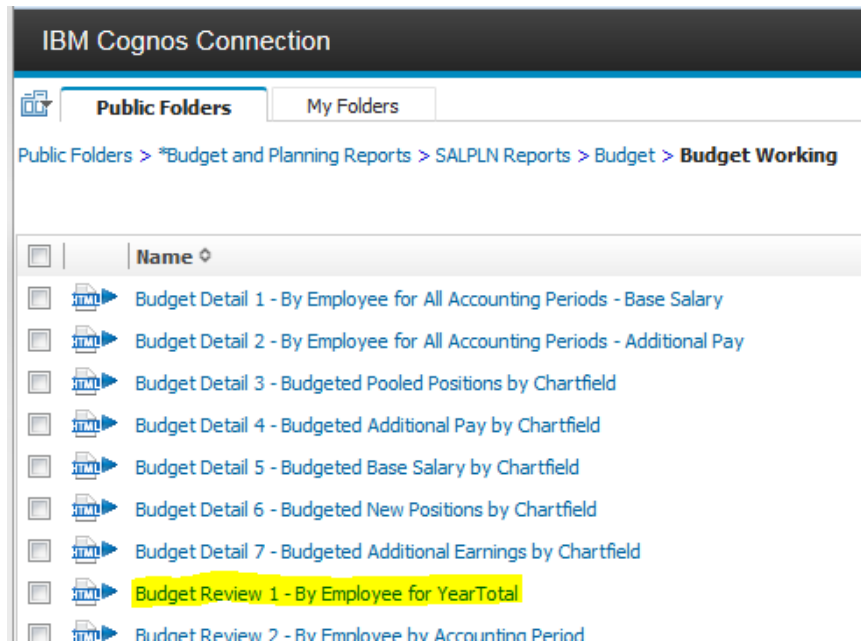
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## Right People – Form SI01 or SI11 Manage Department Assignments

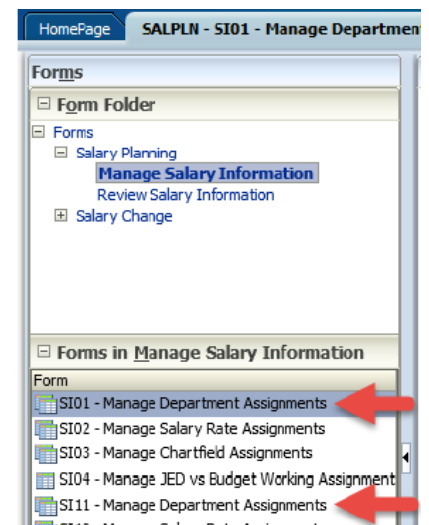
To start the budget process, first verify the correct people are displaying in your departments. Start by running a Cognos **Budget Review 1 – By Employee for YearTotal** report for your department.

<https://reports.umsystem.edu/default.asp>



If any DPE (Department-Position-Employee) needs to be removed open the **Manage Department Assignments** form:

**SALPLN training manual:** see page 24



\* Best practice is to delete any seeded part-time/temporary DPEs and budget these positions in a pool. Actuals based on mapping details (see Appendix B) will still roll to the pooled positions regardless if the pool was budgeted, making the Cognos reports less effective.

If any position is missing (positions created after 2/2/17 or positions that were open on 2/2/17), you could budget this position by a pool or create the individual position by:

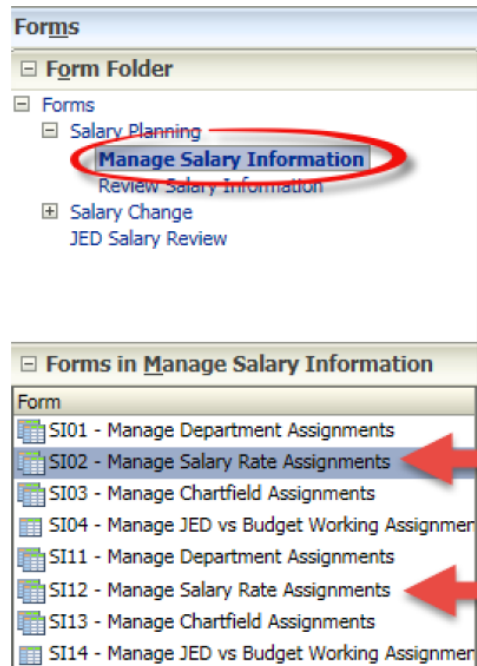
**SALPLN manual:** see page 21 to add a DPE  
see page 26 to add a pool

\* It is important to review the full list of staff, students and faculty. Please verify you do not have any positions budgeted by employee and also included in a pool.

## Right Pay – Form SI02 or SI12 Manage Salary Rate Assignments

- 1) Next review the seeded salary using the Cognos **Budget Review 1 – By Employee for YearTotal** report. (Same Cognos report as above)

If the employee's salary is not correct, open the **Manage Salary Rate Assignments** form in SAL. You can change the 'Salary Rate Amount' lines to correct their FY18 starting amount and any September 1st increases.



There are four ways outlined in your training manual to adjust an employee's pay.

**SALPLN manual:** see page 32

- 2) Verify if any **Additional Earnings** need to be added. To add additional earnings see **Page 39**.
- 3) Review the '**Department and UM System FTE**' in the **Manage Salary Rate Assignments** form.

FTE can be adjusted and changed throughout the year if necessary. **Page 37**

\* Weekly hours are used in the compensation calculation for hourly employees and Department FTE is used for monthly employee compensation calculation.

- 4) Review '**Benefits and Taxes**' in the **Manage Salary Rate Assignments** form

The computing of benefits and taxes for budgeting are controlled by the Yes/No on the 'Benefit Eligible' and 'Taxable Item' columns. **Page 34**

## Right Funding Source – Form SI03 or SI13 Manage Chartfield Assignments

Next review the chartfield allocations using the Cognos **Budget Review 1 – By Employee for YearTotal** report.

If any of the allocations need to be updated use the **Manage Chartfield Assignments** form.

SALPLN manual: see page 44

The screenshot shows a navigation tree for 'Forms'. Under the 'Form Folder' section, there is a 'Forms' sub-folder containing 'Salary Planning' (with 'Manage Salary Information' and 'Review Salary Information' sub-items) and 'Salary Change' (with 'JED Salary Review' sub-item). Below this is a section titled 'Forms in Manage Salary Information' which lists several forms: 'SI01 - Manage Department Assignments', 'SI02 - Manage Salary Rate Assignments', 'SI03 - Manage Chartfield Assignments', 'SI04 - Manage JED vs Budget Working Assignmer', 'SI11 - Manage Department Assignments', 'SI12 - Manage Salary Rate Assignments', and 'SI13 - Manage Chartfield Assignments'. Red arrows point to 'SI03' and 'SI13'.

\*Only budget funds controlled by your Department.

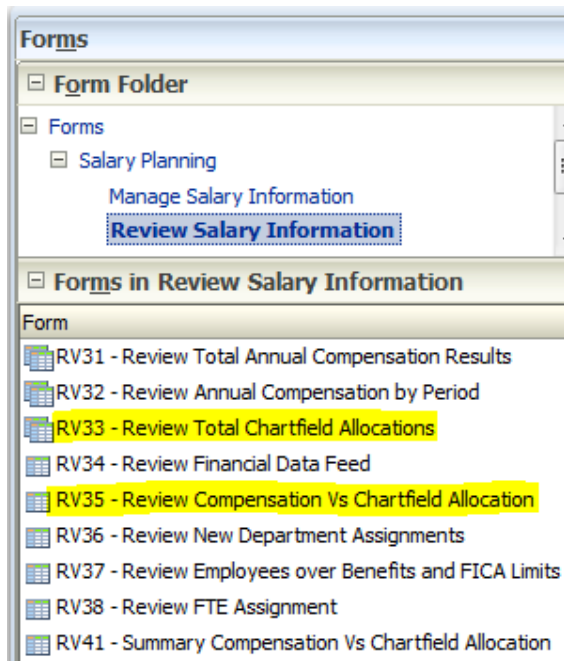
\*\* If the financial account/deptid is showing in red, expand the column to see the drop-down box to edit these fields. If the dummy account and deptid are not changed, this error will prevent the SAL information pushing to FIN. [Page 41](#)

Financial Account	DeptID	Fund	Program	Project	Job
700000 - Unspecified Financial Account	000000000 - Unspec	0000 - Operations	0 - Unspecified Prog	00 - Unspecified Pro	00000 - Unspecified

## Error Checks

After you have finished budgeting the compensation, you will want to run RV33 and RV35 review reports in SALPLN. This will ensure you have completed the budgeting process and the correct data is pushing to FIN. [Page 60](#)

\*Remember these reports will update anytime the save action is used in SALPLN forms (SI01-SI03 – SI11-SI13).



**RV33 - Review Total ChartField Allocations** will identify any chartfields that are still using dummy defaults. Please correct the errors in red to allow the information to push to FIN. \*Note: Default job codes are shown in orange to highlight that it is a default but these do **not** stop transfer to FIN.

**RV35 – Review Compensation vs ChartField Allocation** will help highlight any conflicts between what compensation is budgeted and what is pushing to FIN. (Differences between amounts/dates in SI02- Manage Salary Rate Assignments vs SI03 – Manage Chartfield Assignments)

### Common Problems found in RV35:

#### Problem:

There are amounts in both the 'Annual Compensation' and 'Compensation Allocation' fields, but they do not equal.

#### Cause:

- 1) The chartfield allocations do not equal 100% OR
- 1) The budgeted dates (either on the base salary or the additional earnings) do not match the dates attached to the chartfield allocation lines.

Annual Compensation	700000	⊕ SALARY & WAGE	⊕ BENEFIT EXPENSES	Compensation Allocation	Variance
102,215.40		70,000.00	15,179.50	85,179.50	17,035.90

**Solution:**

- 1) **Manage Chartfield Assignments** > Correct the percentages to equal 100 in the 'Chartfield Input Value' column. If using the 'amount' option under 'Chartfield Input Type' all of the DPEs lines must equal the total 'Annual Salary' from form **Manage Salary Rate Assignments**
- 2) Check the **Manage Salary Rate Assignments** > 'Salary Rates Start and End' date range. Compare to **Manage Chartfield Assignments** > 'Chartfield Start & End' date range.

**Problem:**

'Total Annual Compensation' field is blank.

**Cause:**

An allocation was not entered for this amount budgeted.

Annual Compensation	700000	+ SALARY & WAGE	+ BENEFIT EXPENSES	Compensation Allocation	Variance
0.00		70,000.00		70,000.00	-70,000.00

**Solution:**

**Manage Salary Rate Assignments** > edit 'Salary Rate Amount'

**Reconciling SAL & FIN**

When you are satisfied with your budget, you will want to verify all of your SAL budget is pushing to FIN. **Lesson 8 on page 64** guides you through the reconciliation process.

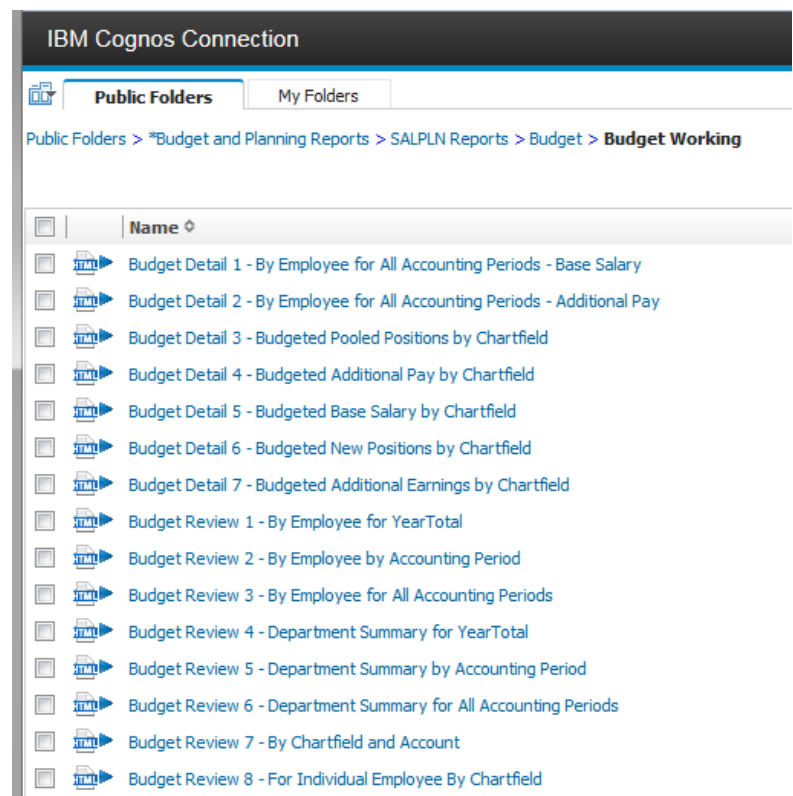
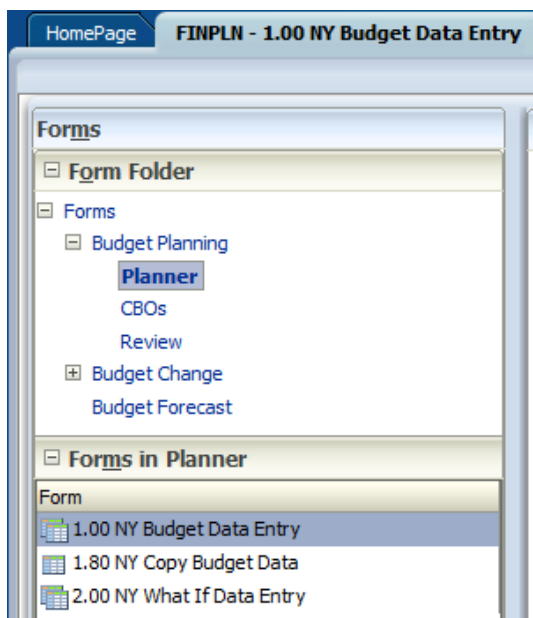
## Report Processing Timelines

Automatic processing in SALPLN and the transfer to FINPLN will run periodically during the day in TST and PRD. These processes will kick off at 6 AM, Noon, 6 PM, 9:30 and Midnight.

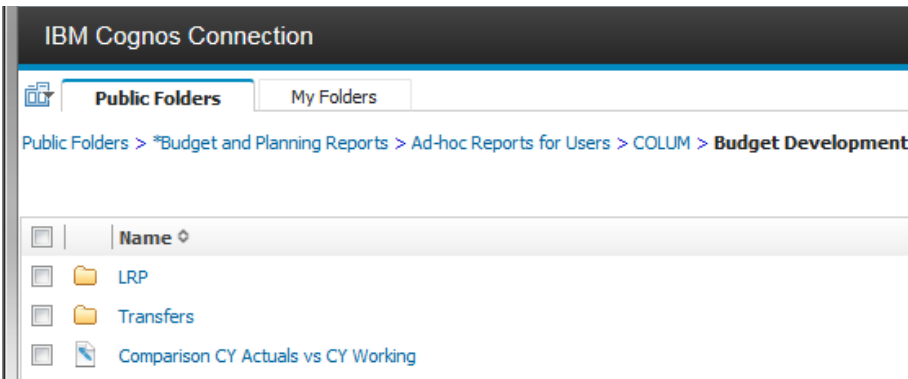
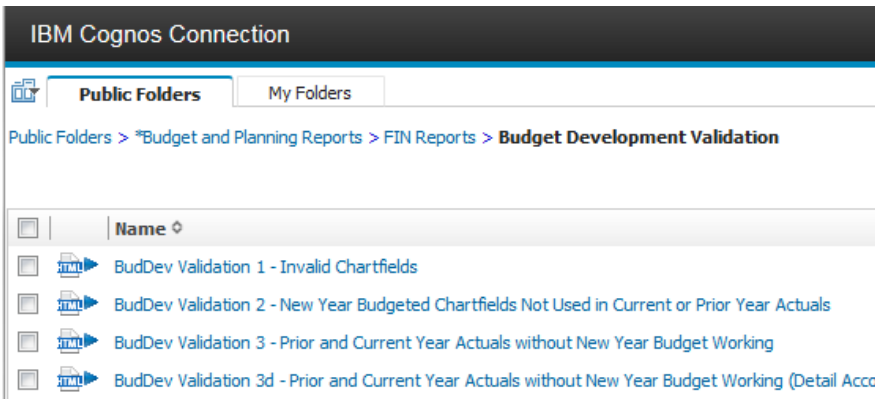
\*You will not want to review any of your data in the SALPLN review reports during any of the yellow processing times, however you are still able to enter data during any of the yellow and green times.

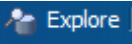
Hyperion SALPLN Processing Schedule					
= Data is available for review in SALPLN Review Forms, FINPLN and SALPLN Cognos Reports.					
= Data entered during each yellow/green cycle, will not update or feed until the completion of the next 30 minute yellow processing time or Nightly Process.					
30 Min	30 Min	30 Min	30 Min	<b>Nightly Process</b>	
6 a.m. to Noon	Noon - 6 p.m.	6 p.m. to 9:30 p.m.	9:30 p.m. to Midnight	Midnight to 5 a.m.	5 a.m. to -6 a.m.
Data entry is available all times except when the nightly process is running (shown in red).					

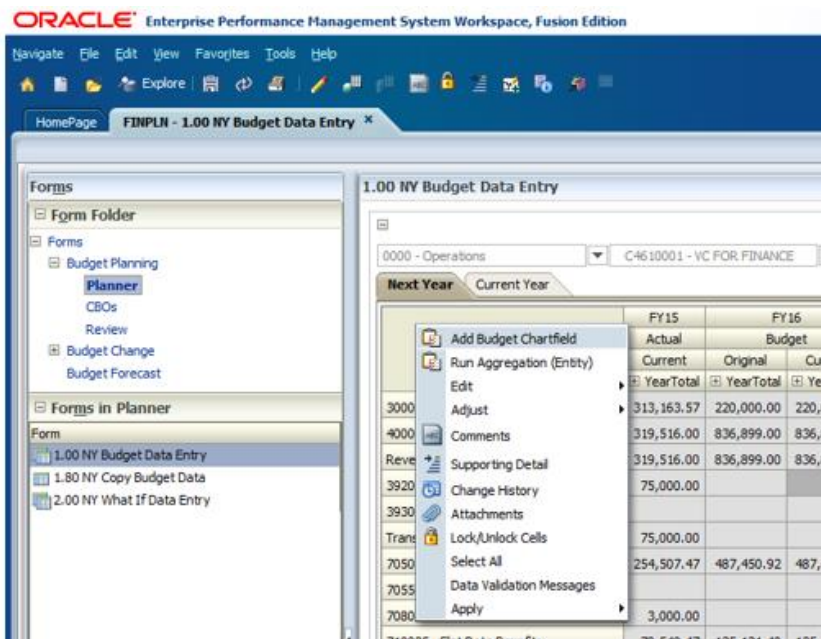
After the processes have completed, your SAL budget information will be updated in the FINPLN form 1.00 NY Budget Data Entry and the Cognos SALPLN reports.



The Cognos FIN Reports and Ad-Hoc Reports are only updated through the overnight process.



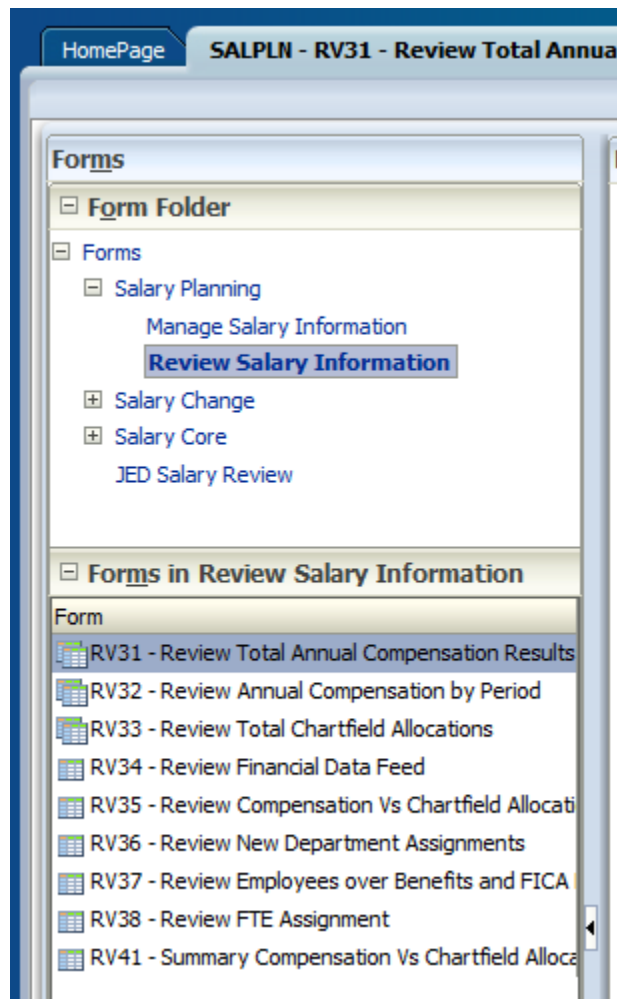
The  reports in Hyperion are also updated overnight, but if you wish to update them through the day, you will have to run a Budget Aggregation in FINPLN form 1.00 NY Budget Data Entry by using the right-click option.



[https://it-training.missouri.edu/hyperion/HyperionPlanningFINPLN\\_QuickReferenceGuides/RunningBudgetAggregationforEntity\\_QuickReferenceGuide.pdf](https://it-training.missouri.edu/hyperion/HyperionPlanningFINPLN_QuickReferenceGuides/RunningBudgetAggregationforEntity_QuickReferenceGuide.pdf)



The SALPLN Review forms will automatically update anytime the save action is used in any of the forms under Manage Salary Information (SI01-SI03 – SI11-SI13).



Hyperion Production:

<https://hypprd.umsystem.edu:4443/workspace/index.jsp>

Hyperion Test:

<https://hyptst.umsystem.edu:4443/workspace/index.jsp>

Cognos Reports:

<https://reports.umsystem.edu/default.asp>

**SALPLN Training materials:**

<https://it-training.missouri.edu/hyperion/SALPLNTrainingCourseAllLessonsdraft02082016.pdf>

Running Budget Aggregation for an Entity:

[https://it-training.missouri.edu/hyperion/HyperionPlanningFINPLN\\_QuickReferenceGuides/RunningBudgetAggregationforEntity\\_QuickReferenceGuide.pdf](https://it-training.missouri.edu/hyperion/HyperionPlanningFINPLN_QuickReferenceGuides/RunningBudgetAggregationforEntity_QuickReferenceGuide.pdf)