Due to the conversion to PeopleSoft/Hyperion, the time that the budget is available for update by the departments is limited.

**Budget Highlights and Changes**

- The 2014-15 budget is a “Status Quo” budget meaning it is based on flat semester credit hours which include the growth from 2013-2014 and flat appropriations with no new money available at this time to departments through the BUD. All additional funding needs above last year’s budget will be determined in Budget Hearings as addressed in an email sent by VPBA Jesse Acosta on February 20, 2014 to President, Vice Presidents, Deans, and appropriate Admins.

- All budget adjustments resulting from the Budget Hearings will be put in by the Budget Office.
  - **Continued:** In an effort to more closely match our expenses with our appropriations, some salaries will be moved to designated tuition accounts. We tried to move any faculty that may have a buyout for a grant, academic partnership, professorship, etc. to a 19 account last fiscal year and this process will be continued.

- **Continued:** Fringes and longevity will be budgeted in category 14 following the salaries in all accounts. Brenda Golemon, Budget Analyst, has prepared the information on Longevity and will provide that information. At this time the decision for group health insurance has not been finalized but we have been told to expect a 3% increase. The new Fringe Benefits Calculation Worksheet and other budget forms will be posted to the web and we will communicate locations as they are added.

- Estimated revenue and expense projections for fee accounts will be distributed to the appropriate Budget Authorities if you have not already received them.

- Instructional support fees will only be budgeted in the Dean’s Office for each college. No instructional support fees or course fees will be budgeted at the department level.

- We created appointments for the NT faculty so they would roll into the budget.

- **The deadline for completion of your BUD documents in the departments is end of day Wednesday, March 12th.** The Budget Office is also on a tight deadline to have information prepared for the UT System Budget Hearing and the conversion to PeopleSoft/Hyperion.

**Budget Reminders**

- Please use the 04 subaccount to budget Adjunct salaries.
Teaching Assistants (subaccount 02) should be budgeted in your 19 accounts rather than the 14 accounts.

Salaries:
If Faculty are currently on a grant that is reasonably expected to continue through next year, please use the grant account to budget these individuals. Otherwise, use their normal account. Funds from grant buy-outs will be budgeted in a reserve account in the Provost Office.

Guaranteed summer salaries should be budgeted in the Department’s accounts only using the 14-xxxx-0003 budget category. Salary savings will be used to fund regular faculty summer salaries and should not be budgeted.

Make sure all unfilled salary positions including faculty are included in your budget IF they have already been approved. The correct appropriation code for salary reserves should be used for these vacant positions.

Longevity:
As noted above, longevity calculations for all accounts will be distributed to the departments by the Budget Office. Longevity should be budgeted in the 15 subaccount.

Fringe Benefits:
The 2014-15 Fringe Benefits Calculation Worksheet will be posted on the Budget Office website and the link will be sent soon. Remember to include Adjuncts and hourly staff in your fringe benefit calculations.

Please remember if someone is receiving a Communications Device (cell phone) allowance that fringe benefits should be included on the $65 allowance. Please add $6.00 to the fringes for each cell phone. We did not have a good list of users to include these on our spreadsheets.

Wages:
Note Concerning Student Wages: If a student is currently enrolled in 6 SCH for undergraduates and 5 SCH for graduates, they have the option of not paying Social Security. An example is as follows: If a student works at the university and makes $7.50 per hour and does not pay social security there is a $0.47 per hour savings or 6.2% compared to working off campus. For more details contact the Payroll Department.

Utilities:
Utilities are charged on a square footage basis to Auxiliary accounts unless separate meters are installed. The rates have been provided by the Physical Plant and will be distributed to the applicable departments.

Contracted Services:
This category is used by many areas to record external agreements such as Pest Control or Elevator Service at Physical Plant. It may also include software agreements.

Travel:
Travel for academic departments will be funded in Designated Tuition at the level approved by and distributed by the Provost. Travel beyond this amount will be funded from other departmental funds.

Non-academic travel should be deemed necessary to accomplish the department’s mission.

**Carry-forward local accounts:**
Carry-forward local accounts may be budgeted at an amount equal to projected revenues based on a conservative estimate of collections. Accounts with a balance/revenue of less than $5,000 will not be budgeted unless they are funded with designated tuition or fees.

**Contract and Grant Accounts (26 accounts):**
Grants are generally only budgeted by the Budget Office in total by category for UT System.

Thank you in advance for your hard work in preparing the FY 2014-15 Budget. Please feel free to email the Budget Office at budget@uttyler.edu or call Brenda Golemon (Ext. 7319), Rick Peterson (Ext. 5636), Margarita Rodriguez (Ext. 7405) when she returns from maternity leave around March 31st, or Sheryl Dennis (Ext. 7222) if you have any questions. With the conversion continuing for a go-live of May 1, 2014; we may be out of the office at times but will respond to emails.