

UAS Management Report Directions

Management reports are completed monthly at UAS and twice a fiscal year they are forwarded to Statewide (SW). The purpose of these reports is to provide UAS executive management and SW finance with an idea of what our fiscal status is and projected to be at the end of the fiscal year. At the MAU level, it provides a projection of our Unreserved Fund Balance (UFB) as well as helping us make sure that we have sufficient budget authority for each revenue type.

UAS Budget will distribute to the departments the updated management report workbook within three working days of the actual financial month-end. The month-end schedule can be found on the Statewide Financial Systems website at:

http://www.alaska.edu/financial-systems/unrestricted/month_end_schedule.pdf

The Budget Office will begin updating the management reports upon receipt of the notification email sent out by SW Financial Systems to the BFinance Listserve that the month has been officially close. Once all of the workbooks have been update the Budget Office will email each workbook to the designated person or person within that department. The email will also contain the date the report is due back to the Budget Office, as well as, any other reminders and/or special instructions.

Each unit will receive a workbook with a minimum of three worksheets summary, detail and personal services.

Summary Worksheet

This worksheet is a roll up of the detail worksheet and shows a very high level summary. **No entries are to be made to this worksheet.**

Detail Worksheet

This worksheet is where projections and adjusting entries are made by org. Any adjusting entries made here will have no effect on Banner, they are projections only. Once you have projected an adjustment you will need to follow through with the corresponding journal, budget revision or labor redistribution.

The each detail worksheet will start with a rollup of all of the departments main orgs. These are the orgs that are budgeted routinely. Any specialty funding such as match funds, Chancellor's Special Project Funds etc. will have its own worksheet listed separately. The rollup will also shows you what month-end we are reporting on along with the last pay period to book within that month-end. **DO NOT MAKE CHANGES TO THE ROLLUP SHEET.** After the roll up, each org will be listed individually with the total year-to-date (YTD) expense by major account code and revenue by revenue type. You will make you projections in each individual org section.

Work only in the Projected Expenditure, Projected Earnings and Adjustments in Process columns (green cells). **DO NOT CHANGE THE ACCOUNT CODES LISTED, THE ACCOUNT CODE DISCRPTIONS, AUTHORIZED BUDGET, AMENDED BUDGET, YTD, ENCUMBRANCE/RESERVATION OR AVAILABLE BALANCE COLUMNS.** Projections should always be through June 30th of the current fiscal year.

Projection column: This should be your budget plan. Whatever has not already been spent or encumbered as of the month-end closure should be accounted for here.

Adjustment column: This is for corrective actions, or movement of expenditures already accounted for in banner after the month-end closure.

Please make notes as you go. There is space at the bottom of each org, you can insert cell notes or make notes to the side. **DO NOT LINK TO OTHER WORKBOOKS OR CHANGE THE FORMAT.**

Personal Service Worksheet

As with the detail worksheet, the personal services worksheet has a separate area for each org's labor projections. There are several lookup tables on this sheet. **DO NOT MAKE ANY CHANGES TO THE LOOKUP TABLES.**

Lookup Tables

Beginning at the top of the sheet, rows 1-19 are grouped together and the detail is often hidden to save space. Click on the plus sign at the top left to view the hidden detail. Here are the descriptions of the tables you will find at the top.

1. **Data thru LD#:** Last pay period included in the YTD amounts on the Detail page. Below the Data thru LD# is the LD Date: The ending date of pay period identified in the Data thru LD# above. This date is filled in, via a lookup table at the bottom of the page, when the Date thru LD# is entered. This lookup table is used to calculate the remaining number of days in an employee is to be paid during the current fiscal year.
2. **Benefit Types by ECLS code (Employee Class):** This is not a lookup table but is included for informational purposes.
3. **Leave and Staff Benefit Rates:** The leave and staff benefits percentages listed by benefit types/job categories. This lookup table is used to calculate the leave and staff benefits projections for each employee.

At the bottom of the sheet you will find three more lookup tables.

1. **Labor Distribution or Pay Periods:** A list of labor distribution numbers (LD#) with corresponding start and end dates for each pay period. This list is what is used to complete the LD Date at the top of the sheet. Some of the
2. **Holidays:** A list of holiday dates and the remaining number of holidays after a particular holiday

3. **Holiday Leave Eligibility:** A list of benefit types with a code that indicates whether or not that type of employee received holiday pay. A 1 means they receive holiday pay and a 2 means that they do not.

Org Entry Areas

Each org will have an area for regular funded, staff benefited positions and an area for pool positions (students, adjuncts, overloads, and temporary employees). The following is an explanation of each column, indicating which cells are can be entered into and which cells are formula base and should not be changed in anyway:

- A. **PCN-Position Control Number (Entry):** Each regular funded person will have their own separate PCN (Juneau begins with an 8, Ketchikan begins with 52 and Sitka begins with 64). Pool positions can have multiple people within one PCN and all begin with 98.
- B. **Name (Entry):** Employee's name
- C. **Hourly Wage (Entry):** For regularly funded, students and temporary employees enter their hourly rate. For adjuncts and overloads enter their entire amount for their assignment.
- D. **Acct (Entry):** The account number the employee's salary will post to.
- E. **Benefit Type (Entry):** Benefit code from Table 2. Will be a number from 0 to 12 depending on the type of employee.
- F. **Begin Date (Entry):** Beginning employment contract date. For most staff positions it will be July 1 of the current fiscal year. For all other positions it will be the beginning of their current contract. For new employees it will be their start date.
- G. **Stop Date (Entry):** Ending employment contract date. For most staff position it will be June 30 of the current fiscal year. For all other positions it will be the ending of their current contract. If their current contract crosses fiscal years the end date should be June 30 of the current fiscal year because we only project for the current fiscal year we are working in.
- H. **Hrs Per Day (Entry):** Number of hours worked each day for regular funded position, students and temporary employees. All others leave blank and the sheet will chop their salary into equal payments per pay period, which is how they are paid.
- I. **Formula-Do Not Change:** Date adjustment calculation. You must include this column when you add rows and fill down to complete all of the formulas.
- J. **Formula-Do Not Change:** Date adjustment calculation. You must include this column when you add rows and fill down to complete all of the formulas.
- K. **Days Per Contract (Formula):** Calculates the total days per contract based on the begin and stop dates of employment.
- L. **Days Remaining (Formula):** Calculates the remaining days of employment based on the begin and stop dates of employment and the number of pay periods remaining.
- M. **Sick (Entry):** Projected days of sick leave to be used from the last recorded pay period through the end of the fiscal year. This should be entered as a negative number and updated as the year proceeds.
- N. **Holiday (Formula):** Remaining number of holidays from the last recorded pay period through the end of the fiscal year. This is filled via the lookup table at the bottom of the sheet.

- O. **Annual (Entry):** Projected days of annual leave to be used from the last recorded pay period through the end of the fiscal year. This should be entered as a negative number and updated as the year proceeds.
- P. **Personal (Entry):** Projected personal holiday to be used from the last recorded pay period through the end of the fiscal year. All Non-Exempt staff receive one personal day to be used within the current fiscal year. This should be entered as a negative number and deleted upon passing of pay period it was used in.
- Q. **Other (Entry):** Optional adjustment column. This can be used to record other types of leave not covered by sick or annual leave. Days should be entered as a negative number and updated as the year proceeds.
- R. **Total Days of Leave (Formula):** Summarizes the total remaining leave days in the fiscal year.
- S. **Blank:**
- T. **Net Hrs Remaining (Formula):** Calculation converts the number of days into hours.
- U. **Gross Earnings (Formula):** Calculates gross earnings based on net hours multiplied by hourly rate.
- V. **Annual Leave (Formula):** Calculates annual leave charges based on gross earning and benefit type.
- W. **Sick Leave (Formula):** Calculates sick leave charges based on gross earning and benefit type.
- X. **Holiday Leave (Formula):** Calculates holiday leave charges based on gross earning and benefit type.
- Y. **Total Leave (Formula):** Calculation of total leave charges from columns V-X.
- Z. **Total Salary (Formula):** Calculation of total gross earnings and leave charges.
- AA. **Total Benefits (Formula):** Calculation of staff benefits charges on total salary based on benefit type.
- BB. **Total Labor (Formula):** Total labor (total salary plus total benefits)

The total projected salary and benefits will automatically transfer to the Detail sheet.