Overview of Procedures
The Grant Fiscal Services (GFS) Grant Budget Analyst (GBA) is responsible for developing a yearly grant budget on a 12-month basis concurrent with the District fiscal year. This effort requires frequent interaction with Grant Program Managers (GPMs) to estimate the amount of personnel and expenditures to budget in the current year (CY) and the following request year (RY). For multi-year award grants, this will also require a carry forward analysis between fiscal years in order to derive, with the GPM, the amount of funds available and likely to be spent (programmed) in the CY and RY. Other procedures within the budgeting policy cover the carry forward analysis process and the budget cycle timeline including the variables required for analysis, inputs and outputs. See the definition of terms and acronyms below.

Procedure Details
This procedure describes the most common type of employee and position adjustments required to be made in the BOSS and BFM systems for the yearly salary projection which is the central element of budget development. Also included is the non-personnel upload format and process necessary to create a complete 12 month budget projection for the CY and RY. The specific dates that activities may occur will vary from year to year depending on external factors.

Definitions
Appropriations – Funds that are set apart for a specific purpose or use. For example, within a grant budget, a portion of the total budget is appropriated for personnel expenses or contracted services.

Appropriation Allocation (Unit) – An aggregation of Appropriations (line-items) into a single Unit where expenditures can come from any line-item in the aggregated Unit as long as the total expenditures does not exceed the aggregate budget authority of the line-items in the Unit. While control at the individual line-item is lessened in this scenario, flexibility is gained by not requiring budget authority adjustments as frequently between line-items.

Budget Optimization and Salary System (BOSS) – The salary and benefit projection engine used to allocate positions and personnel among ABC codes and fiscal years. BOSS can contain different versions of the projection. The most current projection is always labeled “Version 0”.

Budget Formulation and Management System (BFM) – The parent system in which BOSS is housed and includes data containers for the non-personnel budget (3000 to 9000 objects such as equipment, supplies, contracted services, etc.).

Baseline Budget / Current Services Budget / Carry Forward Budget – When initially constructing the CY and RY budgets during the budget development cycle, the “Current Services” of the grant will be budgeted or “carried forward” meaning the initial CY budget resource will be matched in CY for positions and non-full-time (NFT) and non-personnel services (NPS) and carried forward at that level into the RY using whatever change in benefit rates and salary increase increments are programmed into BOSS / BFM. The purpose is to derive a Current Services budget at the Baseline stage of the budget cycle from which budget adjustments can be made to get to the next stage (Lump Sum) of the budget cycle. Budget adjustments will be made to increase or decrease grant resources based on numerous factors, including fund carry forward analysis, award estimate, salary and benefit changes affecting the estimated spend, and program decisions. The budget ultimately must reflect the total available resources in the CY and the RY.
Carry Forward Analysis (CFA) – The model and process used to determine, on a SDP 12-month fiscal year basis, the amount of dollars available to program. Essentially, the process requires an analysis of the amount of the prior year award (and any PSERS and FICA reimbursement, if applicable) available to be carried over and utilized in the current year, the amount of the likely award in the current year (and estimated PSERS and FICA reimbursement, if applicable), the amount of the funds likely to be spent in the current year, and the amount of resources likely to be carried into the following year.

CY – Current Year. Refers to the Current Year budget in BOSS / BFM or the Advantage Financial System

Employee – Personnel filling a position. For example, John Smith filling the position of Financial Analyst.

FY – Fiscal Year. The 12-month District period from July 1 through June 30. All non-grant funds function on a District fiscal year as do many 12-month grants. Multi-year grants span District fiscal years.

NFT – Non-full-time salary. The supplemental pay object codes for PD, EC, OT, summer pay, etc.

NPS – Non-personnel services which includes the non-personnel major objects 3000 (Contracted Services to 9000 (Other).

Position – Title or job for specific Home Agency and Org combinations. For example, a Financial Analyst position can be setup to multiple Home Agency/Org combinations (935 9350 and 970 9700). In BFM/BOSS, this is equivalent to the Advantage HRM Home Agency and Org and Advantage HRM Position fields concatenated (i.e. 9359350V134200 or 9709700V134200).

PY – Prior Year. The dollar value of the prior year, either referring to the budget or actual expense in Advantage or BOSS – BFM.

RY – Request Year. The budget request in BOSS – BFM for the year following the Current Year.

Stage – The time period of the budget cycle (i.e. BASELINE, LUMPSUM, ADOPTED, AMENDED).

Title – Job classification that establishes salary and step table defaults for the job (i.e. Career & Technical Data Specialist). In BFM/BOSS, this is equivalent to the Advantage HRM Title and Sub-Title fields concatenated.

Vacancy – Budgeted but unfilled position at a point-in-time.
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Guidelines for the Development of 12-Month Grant Budgets in BOSS/BFM

The development of grant budgets in BOSS/BFM for CY and RY should adhere to guidelines outlined below. See GP0200.2 Fund Carry Forward Analysis and Multi-Year Budgeting for specific instructions on budget development related to multi-year grant awards.

Development of Baseline Budget for the Current and Future Fiscal Year (typically during the winter)

- The budget in the BOSS/BFM system for CY/RY is to be a 12-month budget of likely CY spend and spend for the following RY. This 12 month estimate should be based on the following:
  - All active personnel and vacancies in the current year after reconciling the data set with the GPM. The BOSS salary projection system will automatically budget existing active and vacant positions (added to the system by the GBA) for the following year. Any new positions effective for the following fiscal year should be budgeted with a start date of July 1st unless direction is provided otherwise.
  - All NFT salary expenses and 3000 to 9000 object budgets entered into BOSS/BFM in the CY and RY should be the same number as the CY budget representing a carry forward Baseline Current Services budget. If the numbers need to change, it should be based upon a discussion with the GPM. You should consult with the Director of GFS prior to accepting and inputting “material” GPM changes. The goal is to create a 12 Month budget on a District FY basis of likely spend, regardless of what fund year from which that spend occurs. The RY budget will be the budget loaded into Advantage on or before July 1.
- Position Funding Dates. Ensuring the position funding date is correct is important. See instructions on funding dates within this procedure.

Special Instructions Regarding the BOSS / BFM CY & RY Projection for School Positions Also in SMS

OMB creates an average salary for school positions to use during the Principal school budgeting process. The average is based on District positions. GFS uses the same average for consistency. However, it is often the case that the specific personnel selected for grants have higher or lower seniority and therefore higher or lower pay than the District average. Therefore, the grant CY and RY budgets need to both capture the District average for school budgeting purposes, and account for and budget the differential between the District average budgeted school position and the actual average of personnel on the grant in both the CY and RY.
To implement the concepts above, perform the following analysis and calculations:

**Note:** The date of hire of on-board personnel brought in from the Advantage HR download in November does not get changed in BOSS.

1. Compare the school based on-board personnel downloaded from Advantage HR by PID and compare it to the SMS system and PAMT Authorizations (which should be the same) to determine vacancies. Add an adjusting record(s) by PID to BOSS to bring the projection FTEs using the average salary up to the SMS authorized count (or down if overfilled). Set the start date of vacancies to be 1/1/20XX.

2. Rerun projection.

3. Compare the school positions total salary and benefits from the BOSS projection to the total of the salary and benefits of the same position sets in SMS (original CY budget at average salary) to determine the total dollar difference between the actual on-board personnel for the CY (projected) to the total dollar value in SMS at the average salary which is also the budget number loaded into Advantage for each school for salary and benefits. The total difference number will either be higher in the CY meaning the actual personnel and estimate of new hires are in aggregate costing more than the average salary budgeted in SMS for the CY, or lower (the reverse). That salary/benefit dollar difference needs to be added as a single adjustment number to the CY grant budget in order to make the budget as accurate and as close to what is likely to be spent as possible.

4. Do a second adjusting entry for salaries 10CR / benefits 20CR in BOSS for the CY to get the total school based position data set in dollars (by PID at the 888X school rollup) to match the dollar value of the SMS system (and by extension Advantage) which are based on average salaries. Doing this will ensure the CY BOSS projection for personnel in schools matches the SMS and Advantage PS/Benefit number in aggregate while providing for an adjusting entry in BOSS (step #3) to adjust for the actual projected likely spend. The net result of executing #3 and #4 is that the BOSS data set for the PIDs in SMS will match in total for salaries and benefits, while the total grant will have an adjusting entry in BFM that captures the actual to average salary differential.

5. Do the same analytical process and adjustments for RY as described in #3 and #4.

6. Examine the rate (%) of school NFT and NPS lapse spending in PY to help set an estimate for CY & RY. Determine a lapse dollar value for this category and add to the "Lapsed Appropriations" section of the CFA worksheet, if applicable.

7. Performing these analytical tasks and adjustments should produce an CY and RY expenditure Baseline Budget Carry Forward Current Services estimate as close to likely spend as possible for salary and benefits, and for NFT and NPS for both administrative offices (to include cancelled encumbrance estimates based on discussion with central offices) and schools (same, but estimated). The only thing in the lapsed appropriation estimate category in the CFA worksheet should be appropriations not encumbered that are estimated to lapse which would include a turnover/delayed hiring factor for on-board positions brought over from the on-board actual HR download through the end of the CY and RY, and an estimate of NFT/NPS funds that will lapse.

8. Special note regarding reimbursements from the Pennsylvania School Employee Retirement System (PSERS) and FICA taxes. The Commonwealth reimburses LEA PSERS contributions and FICA contributions for non-federal awards for employees at a rate that depends on when the employee matriculated into the system. The reimbursement to - funds becomes –PSERS or FICA income (for non-federal awards) and can be expended for purposes of the Award. The reimbursement rate is based on two classes of employees; existing and new with existing defined as any employee who has been employed by a Commonwealth public school entity on or prior to
June 30, 1994. A new employee is any employee hired by a Commonwealth public school entity after June 30, 1994 for the first time. PSERS expense incurred by the employer for all existing employees is reimbursed at the rate of 50%. The employer PSERS expense for all new employees is reimbursed at the greater of 50% or the MV/PI Aid ratio which changes yearly. The amount of PSERS reimbursement is approximately around 69.42% (blended rate of new and existing employees) of the SDP’s cost of contribution based on each employee’s salary. This blended rate will be calculated each year by SDP OMB and GBAs will use that rate as an estimate of the actual PSERS reimbursement to be received by the fund during the course of the fiscal year. When PSERS revenue is received each quarter from the state account, Fund – Agency – Activity 1100 – 083 – 7820 is credited for the revenue. The determined reimbursement rate is multiplied by the total amount in the fringe benefit code 2311 (Retirement Contributions) for each fund. The state revenue for the first quarter PSERS expense for the months of July, August, and September is received by the District in December and will be allocated to all funds in December/January. The state revenue for the second quarter PSERS expense for the months of October, November, and December is received by the District in March and will be allocated to all funds by the Accounting Department in March/April. The state revenue for the third quarter PSERS expense for the months of January, February and March is received in June and the journal voucher entry by the Accounting Department will be done in June. The state revenue for the fourth quarter for the months of April, May and June is received in September of the next fiscal year so a receivable is booked by the Accounting Department for the revenue due from the state as of June 30.

Here are the Retirement JV entries (PSERS):

1st, 2nd, and 3rd quarter

Debit: 1100-083-7820
Credit: Grant Fund – G83-REVB-7820-RPTG

4th quarter & Payroll Accrual

Debit: Grant fund – 2207 (balance sheet receivable)
Credit: Grant fund–G83–REVB-7820-RPTG

This last entry is reversed next fiscal year.

In Fiscal month 13, accounting posts another PSERS entry for salaries moved after June 30. The entry for FICA reimbursement is calculated by the GFS analyst at year end.
Once this PSERS JV is posted if any salaries and associated fringe benefits are moved from either a grant fund to another grant fund or from the general fund to a grant fund an entry to adjust PSERS reimbursement must also be created.

Example transferring salaries and fringe benefits form one grant fund to another after fiscal month 13:

Multiply the amount in account 2311 PSERS that is part of the benefit entry by the blended rate to arrive at the reimbursement revenue.

For the fund receiving the payroll expense:

Grant Fund–2207 debit
Grant Fund–G83–REVB-7820-RPTG credit

For the fund being relieved of the payroll expense:

Grant Fund –G83–REVB-7820-RPTG debit
Grant Fund–2207 credit

For the following fiscal year, reverse these entries.

State Share Retirement entry when transferring salaries and fringe from operating to a grant fund after fiscal month 13:

Calculate state share retirement by multiplying blended rate times PSERS expense in account 2311 to be moved:

Grant Fund–2207 debit
Grant Fund-G83–REVB-7820-RPTG credit
1100-083–7820 debit
1100-2207 credit

For the following fiscal year, reverse these entries.

**Development of Final “Adopted” Budget for the Current and Request Fiscal Year (by the end of May)**

Reassess and change each grant’s budgeted personnel, NFT amount, and 3000 to 9000 objects for the CY and the RY IN CONSULTATION WITH THE GPM by examining:

- Any change to the announced or anticipated future grant award.
- The amount of expenditures in the CY and its impact on the CY 12 month budget and the 12 month estimate for the RY.
- Any information from GPMs regarding a change in current or future year budgeted personnel or spending plans.

**BOSS System Budget Development Procedures (Positions and Employees)**

**Comparing (Reconciling) Existing Positions in BOSS to an External Data Source**

The following procedure should occur immediately after the download of Advantage HR on-board Actual personnel into the BOSS salary projection which typically occurs in November after ABC Code
Correction is complete. The purpose of this reconciliation is to compare the on-board actual with GPMs to determine if there are any funded and vacant positions that need to be added to the projection.

a. Use the Salary and Benefits Empl Pstn Verification BOSS 90 Report to look up, by charge ABC code, the employees in the current BOSS salary projection (which is always Version 0).

b. Compare the BOSS 90 results with the list of employees external to the BOSS system to determine adjustments needed to be entered into BOSS. Each unit may have a different external source for comparison. Grant personnel will interact with program personnel to verify the accuracy of the on-board data set and to determine vacancies to be added, while schools may use Staffing Management System (SMS) data.

c. As a result of the comparison, employee records in BOSS may need to be added, deleted or modified.

Searching for Employee Records in BOSS
There are several Search features within the Employee Maintenance screen that can be used in combination or independently:

Employee Category Search
a. Select the desired list of employees by Funding Category.
Record Status Search

a. Select the desired list of employees by a specified employee record status. Search is good for finding employee records with errors or missing allocation data.

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>02790020V751500</td>
<td>000007879</td>
<td>Earle Contee</td>
</tr>
<tr>
<td>02790099V751500</td>
<td>0000082922</td>
<td>VACANT</td>
</tr>
<tr>
<td>02790099V756000</td>
<td>000008719</td>
<td>Michael Christinio</td>
</tr>
<tr>
<td>02790099V756000</td>
<td>0000082932</td>
<td>William Rossbri</td>
</tr>
</tbody>
</table>

Search Limiter

a. Select the desired list of employees by a specified element (i.e., Chart of Account Element – Fund, Activity, etc or a specific Employee or Position Code). Search is used for finding a specific set of employee records (i.e. Employees charged to Title I – Fund = 201X or employees assigned to specific Position – Position Code = V134200).

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee Code</th>
<th>Search Limiter String</th>
</tr>
</thead>
<tbody>
<tr>
<td>02790020V751500</td>
<td>000007879</td>
<td>Fund = 201X</td>
</tr>
<tr>
<td>02790099V751500</td>
<td>0000082922</td>
<td>Position Code = V134200</td>
</tr>
</tbody>
</table>

b. Once you select a Search Limiter, enter your desired Search Criteria string and select the Apply Search Criteria button.
Adding Employees in BOSS

**Adding Employee Vacancies using “Duplicate”**

a. Search the Employee Maintenance Screen using the Search Limiter filters for an employee with the same position.

b. Select an employee by clicking on a row (it will appear highlighted) and select the action button “Duplicate Employee.”

c. Using “Duplicate Employee” will create an identical clone of the selected employee using the same target position code. The target employee code must be unique, enter a unique number you can choose to enter same number with A as suffix. Click “Create Duplicate.”

NOTE: Do not use symbols or include spaces in the employee code. Code should be kept to less than 20 characters.
d. The underlying employee search screen will refresh and include the duplicated record.

![Employee Maintenance - Mozilla Firefox](image)

  - [Create a Duplicate of Employee: 0000041835](image)
  
  **Enter a unique target Position / Employee Code**

  **Target Position Code:** 634634A0281000
  **Target Employee Code:** 00000041835

  ![Create Duplicate](image)

  - [Create Duplicate](image)

  - [Cancel](image)

![Edit Employee - Modal Response Form](image)

- [Manage Funding Date and Allocation Records]
- [Manage Benefit Categories]
- [Close]

Validation issued warnings for ‘0000041835’ during update.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Position</th>
<th>Employee Code</th>
<th>Name</th>
<th>Home Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>634634A0281000</td>
<td><strong>Vacant</strong></td>
<td>634</td>
</tr>
</tbody>
</table>

**Update an Employee Record**

- **Employee Code:** *0000041835*
  - **Employee Name:** *Vacant*

**Employee**

- [Salary]
- [Other]
- [Projection]
- [Validation]
- [System]

- **Position:** 634634A0281000
  - **Elementary K-8**

- [Job Title:] 041542
  - [Teacher Full Time]

- [Employee Answer:] *Vacant*

- **First Name:** Vacant
- **Last Name:** Vacant
- **Middle Initial:** Mary

- [Active: ]
- [Inactivate]


e. To update the duplicated record, click Edit on the duplicated record.

f. For vacant employees, add the word “Vacant” in both the first and last name fields.
g. You must always change the “Employee Code” and “Step Increase Date” (this controls their step date). Make the “Step Increase Date” the same as the date in the “Employee Funding Start Date” field (see below).

h. Duplicate employees are created as Inactive. These employees must be made Active after duplication. Check the active flag and Save the record.

i. Click on Manage Funding Date and Allocation Records at the top of the screen.

j. Review the funding date records for the employee.

Position Funding Dates
For all positions loaded into BOSS from Advantage (i.e., Active, On-Board positions), do not change the FY18 funding date. Instructions may be provided later if those dates need to change.
For school vacancies, the funding date should be set to January 1, 20xx. This applies to all funds.

For central office funded vacancies, whether they are school positions or central office personnel, the default funding date will be January 1, 2017. However, GBAs shall work with their GPMs and if a date after January 1st is more realistic, then use a later date.

All Active positions and vacancies should be fully funded (annualized) throughout FYxx with the “Employee Funding End Date” field containing “12/31/2020” or greater.

For grant funds, if the Award is scheduled to end during FY18, then use the appropriate end date in FY18 for positions.

For split funded position vacancies to be added, the grant analyst will take the lead with either adding the position including the split funded percentage after conferring and receiving approval from the Office of Management and Budget (OMB) analyst counterpart.

If any dates need to change, click “Edit” on the target row and update the dates.

Expand the Allocation lines for the Funding Date lines and ensure the funding allocation for the Funding Date range is correct.

If the Line Allocation needs to be changed, click the Edit button next to line that needs changed.

Edit the desired COA Element by either directly entering the code or using the Search icon to find the desired codes.
o. The Allocation percentage must also be entered. The total of all allocation lines for a specified Funding Date range must equal 100%. A percent is entered as a decimal (i.e. 50% is entered as .5 and 100% is entered as 1.00). The Calculate Remaining Allocation button will automatically calculate the remaining percent based on the other allocation lines for the Funding Dates. For example, if the allocation has 2 lines at 20% each and on the third line you select the Calculate Remaining Allocation button it will calculate 60% for that line to cover the remaining allocation amount.

p. Click Update Allocation Record.

q. If the Employee is split funded for the Funding Dates, you can either add a new blank allocation line by clicking the Add New Allocation button or highlighting an allocation line and clicking the Duplicate Allocation Record.
r. Allocation percentages for split-funded employees must equal 100%.

s. Close the Employee Record.

Adding Employee Vacancies without Duplicating an Employee

If you choose to Add New Employee Record rather than using the Duplicate Employee feature, a Create an Employee screen will open.

a. Enter or Search for the desired Position Code for the Employee.

b. Enter a unique Employee code. If the employee code is not unique you will get an error stating Employee code must be unique.

c. Once you click Create Employee, the Employee Maintenance screen will open.

d. You must enter all required fields, identified by an asterisk, including Employee and Salary tabs, Activate the employee, and then Save the employee record.
e. Select Manage Funding Date and Allocation Records and enter the employee funding and location line information.

f. Select Manage Benefit Categories and enter or select the appropriate Benefit Category (typically equal to Salary Table).

g. Save Employee Record.

Modifying Employees in BOSS

Modifying Existing Employees

a. To make employee adjustments (such as ABC code changes) search the Employee Maintenance Screen using the filters. Select the employee, click Edit, and make the needed adjustments. Changes that shift employees from one funding source to another should not be made without consulting your analyst counterpart to ensure agreement. The analyst on the receiving end of the code is responsible for making the adjustment in BOSS.

b. For central office personnel that are split funded and were brought in from the Advantage HR download that require adjustment, the grant analyst will take the lead with making adjustments including the split funded percentage after conferring and receiving approval from the OMB analyst counterpart.

Deleting or Removing Employees

a. Employees can be permanently deleted from the system. However, we have elected to make employees inactive rather than deleting them. Therefore, uncheck the “Active” flag on an Employee Detail record and Save if the employee needs to be excluded from the salary projection.
Adding Job Titles and Positions in BOSS

**Adding New Job Titles**

a. If a new Title is required, the analyst should check with HR to see if it has been established in Advantage. The analyst should check the Job Title Screen in BOSS to ensure it does not already exist. Remember Job Titles in BOSS are a concatenation of Title and Sub-Title in Advantage HRM.

b. You can use the Quick Search filters to search by code or Name.

c. If you find a similar Title (first 4 characters), you can highlight the row and use the Copy feature to add the new Job Title in BOSS. If a Title has an incorrect name, you can use the Edit button to modify the record.

d. If you add a New code the following default fields on the Budget Formulation Fields tab must be completed for the Title.
Adding New Positions

a. If a new Position is required, the analyst should check with HR to see if it has been established in Advantage. The analyst can also check the Position Maintenance Screen in BOSS to ensure it does not already exist. Remember Positions in BOSS are a concatenation of Home Agency, Home Organization and Advantage HRM Position Code.

b. If it has been established in Advantage but is not in BOSS, inform the Position Control Unit of the Position and it will be loaded into BFM. Please supply the following information (use the template provided at the end of this document):

Title Code (6 digits)
Position Code (7 digits)
Title Name, Default Salary Table
Default Grade/Step
Default Fund
Agency
Activity
Org Code
Union
12 month or 10 month position
Home Agency
Home Org
This information is necessary to properly input a new position into BOSS.

c. If the position has not been established in Advantage, select an employee with a similar position for this employee. Duplicate the record and edit the record as required as a placeholder until it is loaded into Advantage. Please be aware that the title name of the similar position selected will be displayed as the new position in the Budget Book and HC Tracking system reports.

Adding Chart of Account Elements in BFM

**Adding a COA Element**

If a new COA element is needed in BFM, inform the Position Control Unit of the element and name and it will be loaded into BFM.

**Adding a Reporting Group or Program**

If a new Reporting Group (Fund-Agency-Activity combination) is needed in BFM, inform a Principal Financial Analyst of the code, name, Managers, and the appropriate place in the Functional Hierarchy and it will be loaded into BFM.

Note: Actuals are loaded into BFM at the end of each month and any new codes added into Advantage Financial during the month are added into BFM during this process.

**Adding a Grant/Reporting Category**

a. Access the Grant screen from the Subsystem menu area.

b. If a grant's PY Reporting Category code exists, use the Quick Search features to search by code or name.
c. Highlight the row of the PY grant (i.e., 1A14 – Title I Basic 2014) and select Copy.

d. Enter the new Grant FY, the new Reporting Category with the year incremented, and a Formal Name and then click Create Copy.

e. If the grant is new and needs a new Reporting Category assigned, select Add New on the Grant screen.

f. New Grant quick entry screen opens, complete all required fields. Reporting Category code must be unique, please consult GFS BOA if you need a new Reporting Category code assigned.

g. Select Add.
BOSS/BFM Reporting Information

1. The reports contained in the BOSS/Personal Reference category contain all reference data in the BOSS system, even employees not in the salary projection. These reports are “live” and will change dynamically as data is entered and updated (saved) in BOSS. These reports include:
   - BOSS 21 – Position and Employee ABC Prompt
   - BOSS 23 – Position and Employee Null ABC
   - BOSS 24 – Employee and Position Filled by Charge Code
   - BOSS 95 – Position and Employee Error Checking

2. The reports in the BOSS/BOSS Results category contains only employees included in the salary projection and is only updated when the salary projection is run. The current version for running reports is defaulted to “0”. If the version is not set to “0” when you are running a report, change it to “0”. These reports will have the most recent results of the salary projection. These reports include:
   - BOSS 90 – Salary and Benefits Empl Pstn Verification
   - BOSS 91 – Salary Verifications with Ranges
   - BOSS 92 – Salary and Benefits Empl Pstn One Payroll Only
   - BOSS 94 – Salary and Benefits Empl Pstn Verification Vacants Only

3. Note that in addition to reports, there are many edit checks validating the input of data to help ensure accuracy and consistency. The system will not allow you to save a record unless it passes the edit checks. The error message should help diagnose the problem. See your supervisor first then the Position Control Unit with any problems or issues.
FTE and Count Scenarios and Instructions

The following are FTE and Count Scenarios for Multiple Positions, Split Funded Positions, Partial FTEs and Changing Funding Sources.

Example A: Multiple Count in One Employee Record (10 Employees and One Funding Source)

Enter: Count = 10
FTE = 10
Sal Pct = 1.0
Benefit Pct = 1.0
Employee Funding Date = 7/1/2013
Employee Funding End Date = 12/31/2029

Salary Table: 1285C_12012
Grade: 2449A2449
Progression Year: YR06
Step Duration: 1285C_12012
Step Inc Date: 08/21/1995

Salary Override: $52,127.00
Non Step Table: 2449A2449

Employee Count: 10
Employee FTE: 10.000000

Actions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Funding Start Date</th>
<th>Funding End Date</th>
<th>Comments</th>
<th>Active</th>
<th>Allocation Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>[EDIT]</td>
<td>07/01/2012</td>
<td>12/31/2029</td>
<td></td>
<td></td>
<td>100.0000 %</td>
</tr>
</tbody>
</table>
Example B: Multiple Count in One Employee Record (10 Employees, Each with an FTE of Less Than 1 in One Funding Source - i.e. Food Services 81.25%)

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>10</td>
<td>0.8125</td>
</tr>
<tr>
<td>Sal Pct</td>
<td>0.8125</td>
<td>(10 count x .8125%)</td>
</tr>
<tr>
<td>Benefit Pct</td>
<td>1.0</td>
<td>(calculates full fixed benefit package)</td>
</tr>
<tr>
<td>Employee Funding Date</td>
<td>7/1/2015</td>
<td></td>
</tr>
<tr>
<td>Employee Funding End Date</td>
<td>12/31/2029</td>
<td></td>
</tr>
</tbody>
</table>

![Update an Employee Record](image1)

![Manage Funding Date and Allocation Records](image2)
Example C: Changing the Funding Source for a Current Employee from One Funding Source in the Current Year to a Different Funding Source in the Request Year

Enter: Count  =  1
FTE      =  1
Sal Pct  =  1.0
Benefit Pct =  1.0
Employee Funding Date = 7/1/2015
Employee Funding End Date = 6/30/2016
ABC Code on Allocation 100%

2nd Funding Date Record
Employee Funding Date = 7/1/2016
Employee Funding End Date = 06/30/2017
Enter: New ABC Code on Allocation 100%
Example D: Splitting an Employee Funded 80% 20% between Two ABC Codes

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>= 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>= 1</td>
<td></td>
</tr>
<tr>
<td>Sal Pct</td>
<td>= 1.00</td>
<td></td>
</tr>
<tr>
<td>Benefit Pct</td>
<td>= 1.00</td>
<td>(Splits cost of the fixed benefits)</td>
</tr>
<tr>
<td>Employee Funding Date</td>
<td>= 7/1/2015</td>
<td></td>
</tr>
<tr>
<td>Employee Funding End Date</td>
<td>= 6/30/2016</td>
<td></td>
</tr>
<tr>
<td>ABC Code on Allocation</td>
<td>0.8000</td>
<td></td>
</tr>
<tr>
<td>2nd ABC Code on Allocation</td>
<td>0.2000</td>
<td></td>
</tr>
</tbody>
</table>

2nd Funding Date Record

| Employee Funding Date | = 7/1/2016 |
| Employee Funding End Date | = 6/30/2017 |
| ABC Code on Allocation | 0.8000 |
| 2nd ABC Code on Allocation | 0.2000 |
Example E: Reducing FTEs - Positions are authorized at 250 and BOSS has 300 positions

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>= -50.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>= -50.0</td>
<td></td>
</tr>
<tr>
<td>Sal Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td>Benefit Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td>Employee Funding Date</td>
<td>= 7/1/2015</td>
<td></td>
</tr>
<tr>
<td>Employee Funding End Date</td>
<td>= 12/31/2029</td>
<td></td>
</tr>
</tbody>
</table>

Example F: Salary Override – One employee making $50,000

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>= 1.0</th>
<th>One employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>= 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sal Pct</td>
<td>= 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Pct</td>
<td>= 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Funding Date</td>
<td>= 7/1/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Funding End Date</td>
<td>= 12/31/2029</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Override</td>
<td>= 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Salary</td>
<td>= 50000</td>
<td>Value of one Employee’s Salary</td>
<td></td>
</tr>
</tbody>
</table>
Example G: Salary Override – Multiple employees each making $50,000

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>= 2.0</th>
<th>Two employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>= 2.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sal Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benefit Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Funding Date</td>
<td>= 7/1/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Funding End Date</td>
<td>= 12/31/2029</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Salary Override</td>
<td>= 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Default Salary</td>
<td>= 50000</td>
<td>Value of one Employee’s Salary</td>
</tr>
</tbody>
</table>

Example H: NFT in Operating

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Count</th>
<th>= 1.0</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>= 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sal Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benefit Pct</td>
<td>= 1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Funding Date</td>
<td>= 7/1/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Funding End Date</td>
<td>= 12/31/2029</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benefit Cat</td>
<td>= NFT</td>
<td>Applies all benefits</td>
</tr>
</tbody>
</table>
### Example I: NFT in Categorical

<table>
<thead>
<tr>
<th>Enter:</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>1.0</td>
</tr>
<tr>
<td>FTE</td>
<td>0</td>
</tr>
<tr>
<td>Sal Pct</td>
<td>1.0</td>
</tr>
<tr>
<td>Benefit Pct</td>
<td>1.0</td>
</tr>
<tr>
<td>Employee Funding Date</td>
<td>7/1/2015</td>
</tr>
<tr>
<td>Employee Funding End Date</td>
<td>12/31/2029</td>
</tr>
<tr>
<td>Benefit Cat</td>
<td>NFT_G</td>
</tr>
</tbody>
</table>

Applies only SS, PSERS, WC, UC
BFM System Development (3000-9000 NPS Objects)

Non-Personal Service (3000-9000) Base Budget

Base budgets for all NPS objects (3000-9000) are created in BFM based on actual budgets from the CY at a specified time period (typically November or December month-end). These budgets are loaded into BFM for both the CY and RY into the "BASE" stage for the current Budget FY (BFY). Once the Base budgets are created Budget forms will be created for each Fund. These forms will be used to enter NPS (3000-9000) Base Budget Adjustments.

Operating and Grant Budget Forms are located under the Budget Formulation menu:

Each Budget Form will have instances created for each Fund. Select **Edit** to make budget adjustments for selected Fund.

Form will open and a valid Budget Stage must be selected. SDP will control the stages for all forms and automatically move forms to desired stage at specified times.
Once stage has been selected, the form will open to the Budget Header – Header Detail tab. At this point the header dimensions are read-only. Select the Expense Budget tab to open the budget lines. Note: It is executing a query once you click the tab; you may have to wait a few seconds for the screen to open, there is no hourglass.

The budget form will query the data for all CY Adopted or CY Base Initial budget lines that roll up to the header Fund. Budget amount additions/changes and associated text can be entered or imported from Excel on this tab.

Budget Lines- In-Line Edit
Budget line request amount changes can be entered using one of two methods. In-Line Edit can be used to make quick changes and add line text.

1. Double click on budget line.
2. Enter new amount or text in any of the editable columns. If the original amount is 200 and you change it to 300, the audit trail will post a 100 change (delta amount) with the current time stamp and user information.
3. Click Save All button at bottom. Note: Multiple lines can be entered on a Single Save.
Important: The entries on the visible screen must be saved before moving on to another page. For example, the screen below is showing 25 out of 72 records. If two rows are edited, and the Save All button is not clicked before the advance the page is clicked, the changes on this page will NOT be saved.

Once line(s) are saved the Audit trail is updated with delta amounts and timestamp and the CY Adopted and RY Adopted columns are recalculated with change amounts.

**Budget Lines- Full Edit**

If more detailed audit text is required, you can select the Edit button.

The Edit Budget Form Line window will open and allow you to enter both data amounts as well as more detailed Audit Text for each request amount.

---

**Menu Path:** Budget Form/Edit

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1 (e.g. CY ADJUSTMENTS)</td>
<td>Defaults to the amount in the form when you clicked Edit. Enter the new amounts. In the screen above, CY ADJUSTMENT was updated from 5,000 to 7,000; a 2,000 delta amount will be posted upon save. If you make no changes, the original amount will be preserved. If you change the amount to 0, it will zero out the row.</td>
</tr>
</tbody>
</table>
1. Enter the amounts for any lines which need adjustments. Audit text is optional.
2. Click Update button. This saves the changes and returns to the form lines.
3. Click Cancel to not save changes and return to the form lines.

**Budget Lines- Export and Import**
Budget line request amount changes can also be exported to Excel and changes can be made in Excel and re-imported into Budget Form. The Export step is not required but is encouraged since it confirms the required format.

1. Click Export to Excel button at top of form.

The Open Export window opens to select desired source to open file. Depending on your browser and settings, you may have different prompts or default actions.

1. Click Ok.
Excel opens and a warning message concerning the file format displays. The message is generated because the web page creates an xml export, not native Excel.

1. Click Yes.

Excel opens file with budget lines and any prior budget form adjustment entries.

**Budget Lines – Import**
To import, use the export file as a starting point, enter changes, and import back into the online form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Budget Form Import</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter a valid Fund</td>
</tr>
<tr>
<td>Agency</td>
<td>Enter a valid Agency</td>
</tr>
<tr>
<td>Activity</td>
<td>Enter a valid Activity</td>
</tr>
<tr>
<td>Organization</td>
<td>Enter a valid Organization</td>
</tr>
<tr>
<td>Function</td>
<td>Enter a valid Function. Enter 0 for default.</td>
</tr>
<tr>
<td>Object</td>
<td>Enter a valid Object</td>
</tr>
<tr>
<td>CY Adjustments</td>
<td>Enter CY Adjustment amount.</td>
</tr>
<tr>
<td>RY Adjustments</td>
<td>Enter RY Adjustment amount.</td>
</tr>
<tr>
<td>Text</td>
<td>Line text</td>
</tr>
</tbody>
</table>
1. To update an existing line, enter the new amounts in the Amount columns. A delta amount will be calculated upon import; if a line is updated from 200 to 300, the 100 delta will be posted and the form will now display 300.

2. To delete a line, zero out the entries. Removing the line from the import template will NOT zero out the entry.

3. To add a new line, add a row to the spreadsheet. It does not have to be added to the bottom of the spreadsheet but blank rows should be avoided. The Budget Form import will verify that codes are valid and fail within the user's Organization security.

4. Click File/File Save As to save as an Excel file.

The Save As window opens.

1. Enter the File Name.
2. Select the File Location from folder structure.
3. Select Save as Type to be Excel Workbook.
4. Click Save to save Excel file.
5. Close the file.
1. From the budget form, click *Import Lines from Excel* button on form header.

![Budget Form Entry - Lines](Image)

The Online Budget Form upload window opens.

```plaintext
1. Click *Browse* button.
2. Select the *Import File*.
3. Click *Load Selected File* to load Excel file.
```

Once file is loaded into staging tables and validations are processed, the Upload Details and Statistics will populate with details of load. If there are no errors, text will be in black and show details of load.
If there are errors, the text will be in Red as shown below. All uploads are currently set to only load records when there are 0 validation errors on file. Thus, “No Records were loaded” when the file contains a validation error. To view errors on file.

1. Select See Validation Results for Last Upload button.
The Message Details window opens, displaying the errors on file.

To view the load history for the Budget Form.

1. Click *Import Lines from Excel*.
2. Select *See Upload History* button.
1. **Select Close button to return to Budget Form**

**Budget Lines- Audit Trail**
Budget line Audit Trail stores the delta amount and text changes with the corresponding user and date timestamp.

1. Click on Magnifying Glass icon on a budget line.

The Budget Form Expense Line History window opens with complete audit of all budget line changes.

**Budget Form Expense Line History**

1. Click **Export to Excel** to export audit trail to Excel.
2. Click **Close** button to return to list of budget lines.

**Non-Personal Service (3000-9000) Reports**
Analyst can view the NPS (3000-9000) budgets on a series of reports in the Budget Development/Expenditure Budgets folder. These reports will show the results of the 3000-9000 base budget and load process and BOSS projections that have been posted. These reports include:

- BFM 96 – Object 1-9 Check Report
- BFM 97 – Object 1-9 Check Report with Orgs
- BFM 98 – Expense Budget Detail Grants Adopted
Procedure GP0200.1: Budget Development in the BOSS – BFM Module

- BFM 100 – PY Actual to RY Adopted
- BFM 101 – Schools and Admin Report

Request for a Position to be Added to the BOSS Salary Projection System

Complete the field below and submit to Position Control Unit. See the instructions for “Adding Positions in BOSS” earlier in this document. Complete all fields.

<table>
<thead>
<tr>
<th>Analyst Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code (6 digits):</td>
<td>Position Code (7 digits):</td>
</tr>
<tr>
<td>Title Name:</td>
<td>Default Salary Table:</td>
</tr>
<tr>
<td>Default Grade/Step:</td>
<td>Default Fund:</td>
</tr>
<tr>
<td>Agency:</td>
<td>Activity:</td>
</tr>
<tr>
<td>Org Code:</td>
<td>Union:</td>
</tr>
<tr>
<td>12 month or 10 month position:</td>
<td>Home Agency:</td>
</tr>
<tr>
<td>Home Org:</td>
<td></td>
</tr>
</tbody>
</table>

Policy
- **GP0200: Grant Budgeting**

Forms

Definitions

Contacts
- **Office of Management and Budget (OMB)**
- **Grant Fiscal Services (GFS)**
- **System Administration Unit (SAU)**
- **Accounts Payable (AP)**

Frequently Asked Questions

Related Information

History
- Amended on 11/18/13 to revise report names and employee funding dates in examples.
- Amended on 5/1/15 to include reference to PSERS reimbursements to be used as federal program income.
- Amended on 11/16/2015 to include instructions on the use of 3000 to 9000 object edits through screens instead of an upload process, and to make other adjustments.
- Amended on 10/30/2017 for minor technical adjustments to BOSS /BFM system.
- Amended on 5/14/18 for technical updates.