| **Description** | **Purpose** | **Instructions** |
| --- | --- | --- |
| Review FAS Finance Budget Guideline Letter |  |  |
| Employee Forecasting \ Budgeting |  |  |
| Review & Modify Salary and FTE by Tub-Org (WFBE104) | This form reflects the same data as FRBE122 but allows changes to be made. Use this form when forecasting/budgeting for individual employees in object codes 6050 and 6070. | Select **Navigate, Planning, Application** **PLNG0025** or click on PLNG0025 from the HUBS Home Page. Select webform **WFBE104** in the Planning tab.  To make any changes to salaries or FTEs, right-click on the words “Annual Salary” to the right of the appropriate employee’s name. Webform **WFBE10** will open.  Make edits to the white cells and press **Save** on the toolbar to register the changes. |
| Edit Employee Distributions by Individual (WFBE010) | Make the necessary changes to annual salaries, coding, FTE by employee.  **Tip**: Use the drop down menu at the top of the screen to select a new employee | To add a new distribution, right-click on the Act-Sub box and select **Add or Modify Distribution by % or Amount**.  A **Run Time Prompts** box will appear; make the necessary changes to the 33-digit funding string, FTE, distribution %, and start month.  Click **Launch** to register and save the data. |
| Enter summary level employee object codes (WFBE011e) | Forecast/budget non-employees salary data in a lump sum by object code. Use this form when forecasting/budgeting for object codes 6110, 6120, etc. | Click this task in the **PLNG0025** tab to open webform **WFEB11c**. Enter summary level employee object code budgets. |
| Run Salary Calculation Business Rule (BRBE077MT) | This function will calculate the fringe and move the data from the webform to the reporting function.  Tip: Run this rule only after all changes have been made to save time. | Click this task in the **PLNG0025** tab to open the business rule.  Click **Launch**.  If prompted, enter your Tub-Org and click **Launch** again. |
| Run Employee Data Audit report (FRBE122) | Provides a list of employees along with their annual salary, salary coding, and FTE.  **Tip**: Print this report and annotate the changes to be made.  Scenario = Plan / Version = Working  Use FY10 to forecast, FY11 to budget | Click **Explore**  Expand the **FAS** folder  Expand the **Employee** folder – **PLNG0025**  Click on **Employee**  Double click on report **FRBC122** in the Content Pane  Complete the report dimensions as required.  Review all employee/salary data and note any changes that need to be made. |
| Run Salary Expense Data Audit report (FRBE124) | Confirms employees are listed with a salary greater than $0, FTE is not greater than 1.00 and distributions do not total more than 100%.  **Tip**: A blank report signifies there are no issues to resolve. | Click **Explore** and select report **FRBC124** in the Content Pane  Complete the report dimension as required. Resolve any issues indicated on this report. |
| Run Employee Total Salary Exp report (FRBE035) | Provides detailed salary and fringe expenses for each dept’s employees by month | Click **Explore** and select report **FRBC035** in the Content Pane.  Complete the report dimensions as required. |
| Complete Non-employee (CINA) Budgeting |  | Open **PLNG0025** to complete the CINA forecast or budget. |