



Knowledge Services

OFFICE OF LEARNING AND COMMUNICATION

Oracle Enterprise Performance Management (EPM)

Agenda



EPM Overview

Using EPM Workspace

Reports

Position Budget Forms

Fringe Calculations

Transfer Forms

Department Budget Forms

Contacts and Resources

EPM Overview

EPM Overview

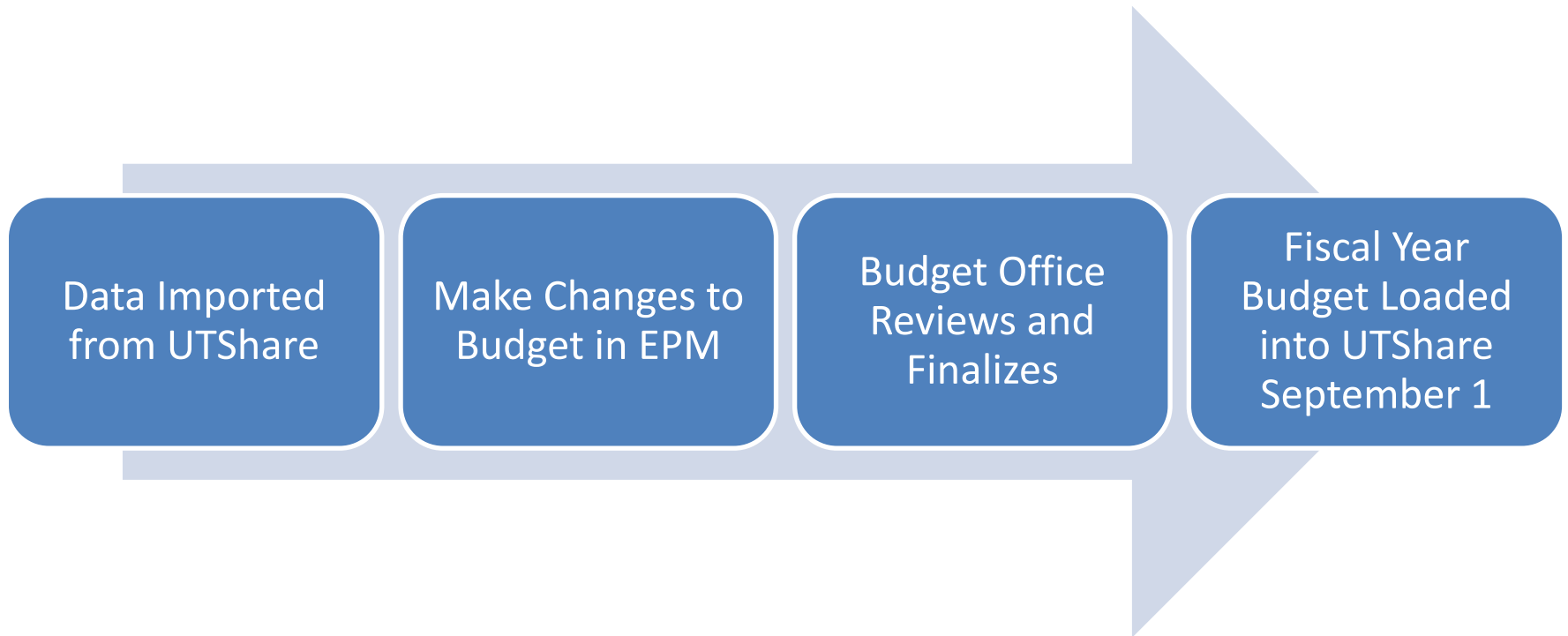
What is EPM?

Enterprise Performance Management is a budgeting and planning application that allows users to:

- Identify proposed revenues and expenditures for the upcoming fiscal year.
- Compare current and prior year's operating budgets.
- Manage position related data such as salary, distribution allocation, and position status (filled or vacant).

EPM Overview

EPM is used to create a budget plan for the next fiscal year's budget.



Budget Process Calendar is posted on Budgets, Planning and Analysis' [website](#)

EPM Overview

EPM Users are responsible for:

- Reviewing Position information to ensure all budgeted positions and employees are included in the new budget year.
- Updating Intrafund Transfers on a “Source” basis.
- Reconciling Revenues and Expenses for each Cost Center.

EPM Overview

Per Budgets, Planning and Analysis, all active cost centers must be budgeted in EPM. The only exceptions are cost centers that:

- Do not generate revenue or use carry forward balances to pay expenses.
- Begin with a 9 (Agency cost centers)

EPM Overview

Steps to Completing Budget in EPM:

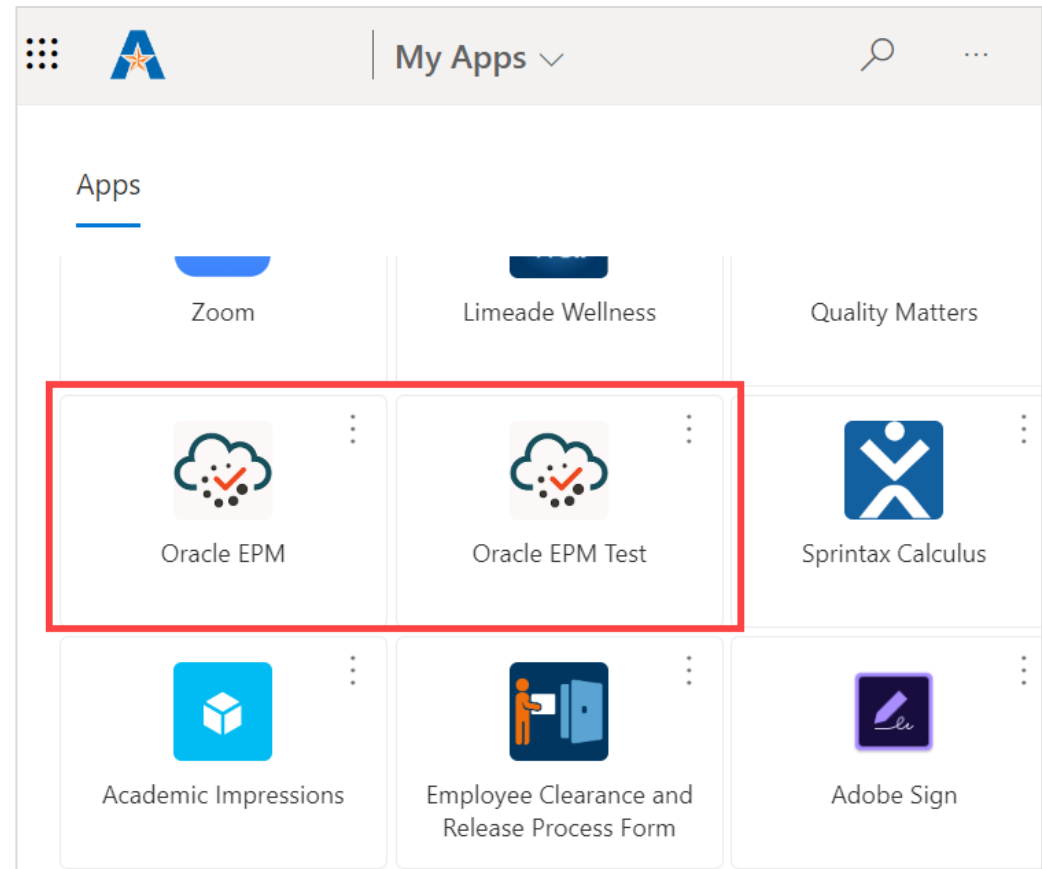
1. Salary Roster Report (Reports)
2. Position Updates (Position Budget Forms)
3. Fringe Calculations (Other Position Types and Departmental Budget Form)
4. Intrafund Transfers (Transfers Forms)
5. Department Budget Updates (Departmental Budget Form)

Using EPM Workspace

Using EPM Workspace

Browser Requirement

- Compatible with Mozilla Firefox and Google Chrome.
- Do not use Internet Explorer or Safari.
- You must enable popups.
- Access from UTA Apps page.



Using EPM Workspace

You must click the checkbox for “I agree to terms and conditions” before clicking the Company Sign In button.

SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Welcome a706259 [change domain](#) ?

Can't access your account?

Want to use your company account?


Use to be redirected to the company single sign-on.

OR

Remember my choice ?

WARNING: YOU ARE ABOUT TO ACCESS AN INFORMATION SYSTEM THAT CONTAINS US GOVERNMENT DATA. THIS SYSTEM IS ONLY FOR AUTHORIZED US GOVERNMENT USE. ALL INFORMATION SYSTEM USAGE (TO INCLUDE ANY PERSONAL INFORMATION PLACED ON OR SENT OVER THE SYSTEM) MAY BE MONITORED, EXAMINED, RECORDED, COPIED AND SUBJECT TO AUDIT BY AUTHORIZED US GOVERNMENT ENTITIES. YOUR USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING AND RECORDING. UNAUTHORIZED USE IS PROHIBITED AND SUBJECT TO CRIMINAL PROSECUTION AND CIVIL PENALTIES.

ADDITIONALLY, FOR ORACLE EMPLOYEES AND CONTRACTORS: USE OF THE ORACLE NETWORK AND APPLICATIONS IS INTENDED SOLELY FOR ORACLE'S AUTHORIZED USERS. THE USE OF THESE RESOURCES BY ORACLE EMPLOYEES AND CONTRACTORS IS SUBJECT TO COMPANY POLICIES, INCLUDING THE CODE OF CONDUCT, ACCEPTABLE USE POLICY AND INFORMATION PROTECTION POLICY; ACCESS MAY BE MONITORED AND LOGGED, TO THE EXTENT PERMITTED BY LAW, IN ACCORDANCE WITH ORACLE POLICIES. UNAUTHORIZED USE MAY RESULT IN TERMINATION OF YOUR ACCESS, DISCIPLINARY ACTION AND/OR CIVIL AND CRIMINAL PENALTIES.

I agree to terms and conditions 

Using EPM Workspace

The screenshot shows the EPM Workspace interface. At the top left is the UTA logo and the text "EPM Cloud Planning: BDGTANAL". At the top right are navigation icons (home, user, settings) and the email address "brooklyn.cotten@uta.edu". The main content area is divided into a left sidebar and a right grid of tiles. The sidebar includes a user profile for "Brooklyn", the text "EPM PRODUCTION" and "EPM PRODUCTION Environment", and an "Activity" section with "Recent" and "Favorites" tabs, showing "1 Announcements". The right grid contains six tiles: "Departmental Budget" (green), "Tools" (orange), "Reports" (blue), "Unit Allocations I" (green), "Unit Allocations II" (green), and "Unit Allocations PRINT" (green).

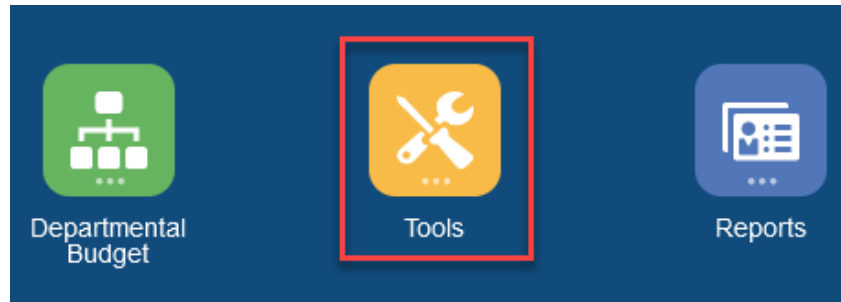
EPM Homepage:

- Here you can access reports, data forms, and set user preferences.
- Monitor the Announcements Box for updates regarding EPM.
- Use the UTA logo or the House icon to return to the Homepage.

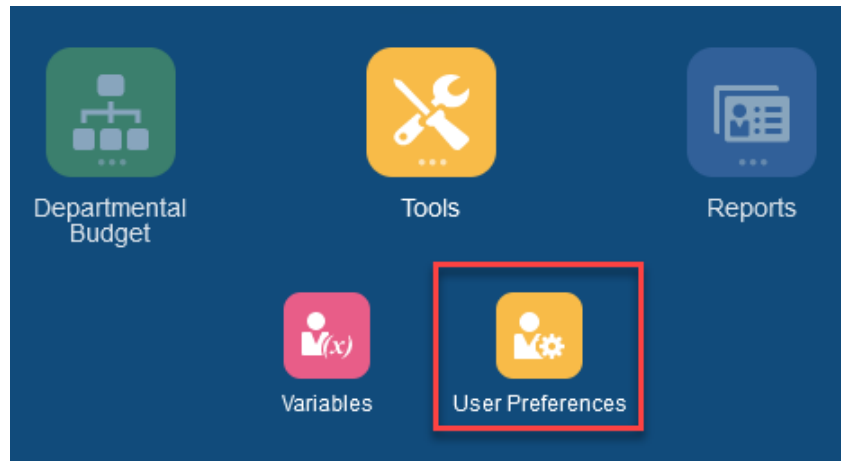
Using EPM Workspace

Setting User Preferences – First Login

- From the main page, select Tools



- Select User Preferences



Using EPM Workspace

Preferences

Save

General

Display

Notifications

Strategic Modeling

Ad Hoc Options

User Variables

Reports

Form Printing

Display

Number Formatting

Use Administrator's Settings

Thousands Separator

Decimal Separator

Negative Sign

Negative Color

Page Options

Use Administrator's Settings

Indentation of Members

Number of Items on the Page Drop-down

Using EPM Workspace

The screenshot displays the EPM Workspace interface. At the top, the UTA logo and 'EPM Cloud Planning: BDGTANAL' are visible. A navigation bar contains several icons: 'Forms' (highlighted with a red arrow), 'Position Budget Forms', 'View Fringe Rates', 'Transfer Forms', 'Departmental Budget Forms', 'Position Current View', and 'Other Forms' (highlighted with a yellow arrow). Below this, a breadcrumb trail shows 'Departmental Budget Form ZS' as the current form, indicated by a green arrow. The main content area shows the 'Departmental Budget Form ZS' for 'Cost Center C200001 : 200001 PRESIDENTS OFFICE'. A table displays budget data for FY 2022, FY 2023, and FY 2024, with columns for Actuals, Budget, and Working. A purple arrow points to the 'Data Worksheet' column. The table includes a 'Total Expenses' row and a '54402 - Longevity Pay' row.

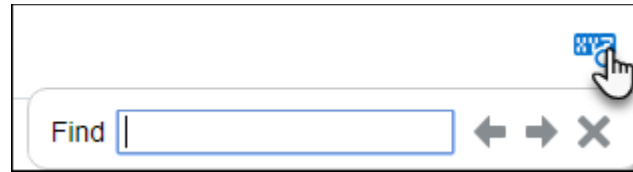
	FY 2022	FY 2023	FY 2022	FY 2023	FY 2024	FY 2024	
	Actuals	Actuals	Budget	Budget	Budget	Budget	
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	
	Final	Final	Post Final	Post Final	Working	Working	
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Wc vs BL B Incr (D
Total Expenses	668739	331348	1037609	1036074	1036074	1113197	
54402 - Longevity Pay	8726	3835	8610	8610	8610	8610	

Only one form needs to be modified. A change on any one of the forms updates all the forms.

Using EPM Workspace

Search Page Icon

- Click on the magnifying glass icon.
- Enter search parameter.



- Row will be highlighted.

100146528		CL	320105	Vacant	0	0
-----------	--	----	--------	--------	---	---

NOTE: This function allows for text and/or numbers search only on the displayed form.

Using EPM Workspace

Edit Members

- Member Selection allows you to choose the needed Department or Cost Center.
- Verify the Member before making changes.



Departmental Budget Form ZS Departmental Budget Form ZS wi...

Departmental Budget Form ZS i

Cost Center
C200001 : 200001 PRESIDENTS OFFICE

	FY 2022	FY 2021
Actuals		Actu
Budget		

Using EPM Workspace

Departmental Budget Form ZS

Cost Center
C200001 : 200001 PRESIDENTS OFFICE

1

1. Click on the Department or Cost Center number
2. Search for the needed Department or Cost Center number and press the “Enter” key
3. Click on it to select it (blue check mark)

Select a Member

Cost Center
C310012

310012

2

3

OK Cancel

4

ALL_DEPTS_CC ALL_DEPTS_CC	PRESIDENT_DEPT PRESIDENT_DEPT	<input checked="" type="checkbox"/> C310012 310012 TIER ONE STRATEGIC I...
PRESIDENT_DEPT PRESIDENT_DEPT	Dc110000 D110000 - President	C310120 310120 TIER ONE STRATEGIC I...
GOVERNMENT RELATIONS_DEPT		C311773 311773 IDC-PRESIDENT
INTERNAL AUDIT_DEPT INTERNAL AUDIT_DEPT		C311853 311853 TRIP - President
OFFICE OF LEGAL		C470006

4. Click the OK button.
5. Click the Go button.

Departmental Budget Form ZS

Cost Center
C310012:310012 TIER ONE STRATEGIC INITIATIVES

5

Go

FY 2022 FY 2024 FY 2025

Using EPM Workspace

Different cell colors in a data form indicate the following:

- Yellow - Data entered or changed, but not saved.
- Gray – Read-only.
- White – Data can be entered or changed.

Comments - Triangle in the upper-right corner of a cell.

Department Working Total	BaselineIncDec Increase (Decrease) from Baseline	Budget Office Adjustments	
200,000			Yellow Cell
4,048,723	(294,573)		
4,048,723	(294,573)		Gray Cell
330,945	(55,294)		
13,370			Comment
344,314	(55,294)		
344,314	(55,294)		White Cell
20,800	20,800		

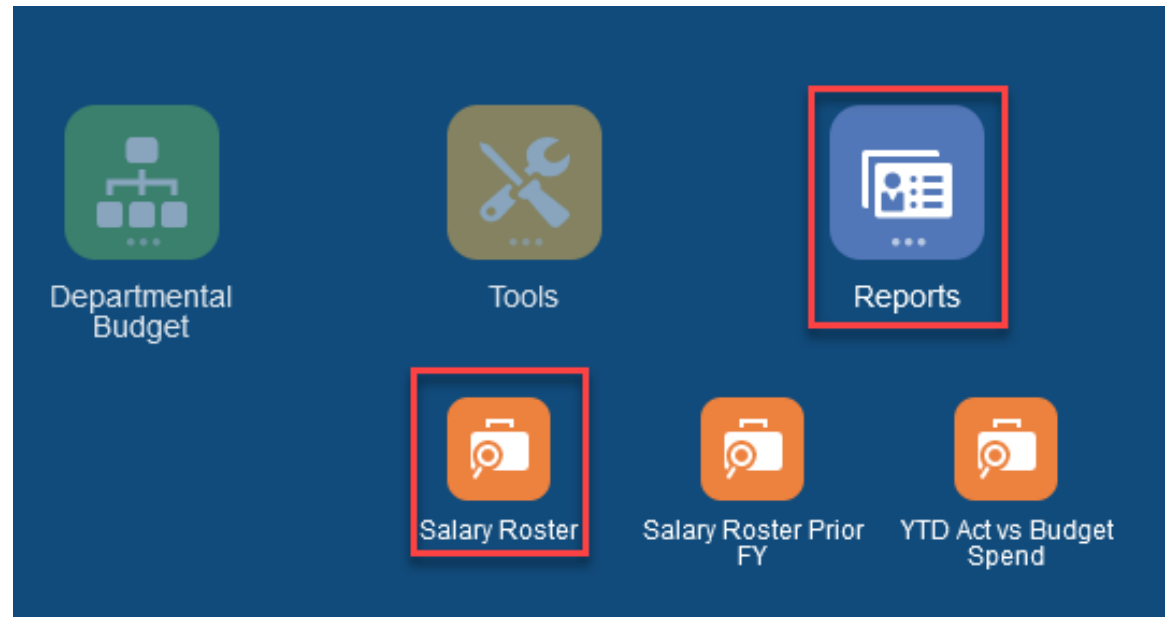
Reports

Reports

Salary Roster

Within their security access, users can view, print, and download a salary roster report in HTML, PDF, or XLS format.

From the home page, click on **Reports**, then **Salary Roster**.



Reports

Salary Roster for Selected Dept – Dept Users

This report is the “working version” so changes can be viewed as they are entered.

Salary Roster Salary Roster Prior FY YTD Act vs Budget Spend

Salary Roster for Selected Dept - Dept Users Salary Roster for Selected Dept - Dept Users CURR VER Salary Roster for Selected Dept - Dept Users FINAL Salary Roster for Selected Dept - Dept Users

Salary Roster for Selected Dept - Dept Users

File Format: PDF

Department: 320103

Select Output: PDF Preview

Salary Roster for Selected Dept - Dept Users 1 / 1 97% [Print] [Refresh]

The University of Texas at Arlington
FY22 Salary Roster for Department(s) - Working Version
320103 - Budget, Planning and Analysis

Cost Center	Total New and Existing Positions	Employee Name	Employee ID	A&P Salaries	Classified Salaries	Faculty Salaries	Wages Salaries	FTE Subtotal
-------------	----------------------------------	---------------	-------------	--------------	---------------------	------------------	----------------	--------------

Reports

- The File Format dropdown allows the selection of PDF, HTML, and Excel file output.
- Click the Department number to change Departments.
- Once selected, the report will automatically open.

The screenshot shows a web application interface for generating a salary roster report. The title bar at the top contains three browser tabs, each labeled "Salary Roster for Selected Dep...". The main heading is "Salary Roster for Selected Dept - Dept Users". Below this heading, there is a form with two input fields: "File Format" set to "PDF" and "Department" set to "110000". A red rectangular box highlights these two fields. Below the form, there is a "Select Output:" dropdown menu set to "PDF Preview". At the bottom of the interface, there is a navigation bar with a search icon, up and down arrows, a page indicator "1 of 1", and a zoom level of "90%". The footer text reads: "The University of Texas at Arlington
FY 2024 Salary Roster for Department(s) - Wor
110000 - President".

Reports

Salary Roster for Selected Dept – Dept Users CURR VER

- This version is the current view as the Budget Office makes updates in EPM

The screenshot displays the EPM interface for generating a salary roster. At the top, there are three camera icons for different report versions: 'Salary Roster' (orange), 'Salary Roster Prior FY' (grey), and 'YTD Act vs Budget Spend' (grey). Below this is a navigation bar with five tabs, each with a camera icon. The second tab, 'Salary Roster for Selected Dep...', is highlighted with a red rectangular box. The main content area is titled 'Salary Roster for Selected Dept - Dept Users CURR VER'. It includes a 'File Format' dropdown set to 'PDF', a 'Department' input field with 'Department' entered, and a 'Select Output' dropdown set to 'PDF Preview'. A dark grey header bar at the bottom of the report area shows a hamburger menu icon, the report title, and navigation controls: '1 / 122', a minus sign, '100%', a plus sign, a full-screen icon, and a refresh icon. The footer of the report area contains the text: 'The University of Texas at Arlington', 'FY23 Salary Roster for Department(s) - Working Version', and 'Department'.

Reports

Salary Roster for Selected Dept – Dept Users FINAL*

- Displays the final fiscal year operating budget that is loaded into UTShare.
- If applicable, includes merit adjustments.
- Updated data available in Production after budget period closes.
- Can be used at beginning of fiscal year to create a “planning budget” for the next FY.

*This could be Final or Post Final depending on fiscal year.

Reports

Salary Roster for Selected Dept – Dept Users CY vs Prior FY

- Compares the prior FY's final budget (final or post final version) to the current budget year
- Can select Version and Unit/Departments
- Includes salary, fringe, and FTE account groups with variance columns.
- Positions listed are based on the current budget year version selected.

Salary Roster Salary Roster Prior FY YTD Act vs Budget Spend Other Reports

Salary Roster for Selected Dep... Salary Roster for Selected Dep... Salary Roster for Selected Dep... **Salary Roster for Selected Dep...** Positions by Version for Selec...

Salary Roster for Selected Dept - Dept Users CY vs Prior FY

File Format: PDF

Version: Working Department: AUXILIARY SERVICES

Select Output: PDF Preview

Reports

Position by Version for Selected Dept

- Lists all changes for each position by version.
- Helpful for viewing changes made to a position.

The University of Texas at Arlington
 FY 2023 Positions by Version for Selected Dept(s)
 635000 - Nursing

Positions	Version	Data Type	Employee Name	Load	Comp Rate	Merit Rate	Other	Salary Grades	Fringe Subtotal	Distrb %
565 EXECUTIVE DIRL	Working	Baseline Budget	Maverick, Sam	1.0000	271,475	7,873	0	279,348	43,486	100.00000
565 EXECUTIVE DIRL	Working	Department Working Total	Maverick, Sam	1.0000	279,348	0	0	279,348	43,791	100.00000
565 EXECUTIVE DIRL	Budget Office	Budget Office Adjustments	Maverick, Sam	1.0000	279,348	0	0	279,348	43,791	100.00000
565 EXECUTIVE DIRL	Draft	Budget Office Adjustments	Maverick, Sam	1.0000	279,348	0	0	279,348	43,791	100.00000
565 EXECUTIVE DIRL	Final	Budget Office Adjustments	Maverick, Sam	1.0000	279,348	0	0	279,348	43,791	100.00000
565 EXECUTIVE DIRL	Post Final	Budget Office Adjustments	Maverick, Sam	1.0000	279,348	6,984	0	286,332	44,738	100.00000

DataTypes:

- Baseline Budget – Copy of Budget from Prior Fiscal Year
- Dept Working Total – changes made by Department
- Budget Office Adjustments – changes made by Budgets, Planning and Analysis

Reports

Salary Roster Prior FY

- Displays the **prior** budget year, i.e. current FY when budgeting for new FY.

The screenshot displays the EPM Cloud Planning interface. At the top, the UTA logo and 'EPM Cloud Planning: BDGTANAL' are visible. A navigation bar contains four icons: 'Salary Roster', 'Salary Roster Prior FY' (highlighted with a red box), 'YTD Act vs Budget Spend', and 'Other Reports'. Below this, the 'Salary Roster for Selected Dept...' section is active, showing the report title 'Salary Roster for Selected Dept - Dept Users PRIOR FY'. The interface includes a 'File Format' dropdown set to 'PDF', a 'Department' dropdown set to 'AUXILIARY SERVICES', and a 'Select Output' dropdown set to 'PDF Preview'. A PDF viewer toolbar at the bottom shows '1 of 3' pages and a 90% zoom level. The footer text reads: 'The University of Texas at Arlington FY 2023 Salary Roster for Department(s) - Post Final Version AUXILIARY SERVICES'.

Reports

YTD Actuals vs Budget Spending Rates

- Displays previous FY budget to actual dollars spent.

YTD Actuals vs Budget Spending Rates - FY23

File Format: PDF
 Cost Center: C200114
 Select Output: PDF Preview

1 of 1 | 80%

**The University of Texas at Arlington
 FY 2023 YTD Actuals vs Budget Spending Rates
 200114 DEAN OF ENGINEERING**

	Actuals Sep	Actuals Oct	Actuals Nov	Actuals Dec	Actuals Jan	Actuals YTD	Budget Annual	YTD Actuals vs Annual Budget	Target Spending Rate (Pct)	Actuals Spending Rate (Pct)	Spending Rate Difference
E&G Allocation	0	0	0	0	0	0	2,568,476	(2,568,476)	41.7	0.0	(41.7)
Revenue Transfers	0	0	0	47,276	162,000	209,276	0	209,276	41.7	0.0	(41.7)
All Revenue	0	0	0	47,276	162,000	209,276	2,568,476	(2,359,201)	41.7	8.1	(33.5)
Fac Salaries	33,701	33,701	33,701	33,701	33,701	168,507	295,915	(127,408)	41.7	56.9	15.3
Staff Salaries	123,938	122,906	135,072	124,823	153,421	660,161	1,748,480	(1,088,319)	41.7	37.8	(3.9)
Wages	1,210	1,436	1,246	1,208	1,549	6,650	35,983	(29,333)	41.7	18.5	(23.2)

Reports

Operating Budget - Expenses by CC in Dept CY vs Prior FY

- Compares current year operating budget expenses against the prior fiscal year by cost center

Salary Roster Salary Roster Prior FY YTD Act vs Budget Spend **Other Reports**

Operating Budget - Expenses by... Operating Budget - Revenue by ...

Operating Budget - Expenses by CC in Dept CY vs Prior FY - Dept Users

File Format: PDF

Department: 625000

Select Output: PDF Preview


1 of 1 370%


Department	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	FY 2023 Budget Post Final	FY 2024 Budget Working	Budget Variance CY vs PY	
200114 DEAN OF ENGINEERING	1.0000	1.0000	0.0000	8.1020	9.1623	1.0603	8.7025	8.7091	0.0066	0.0000	0.0000	0.0000	303,313	303,313	0	0	0	0	1,279,0
200123 ENGINEERING CENTER FOR DISTANC	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.4693	0.4855	0.0162	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
200126 ENGINEERING-DEAN'S UNALLOCATED	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1,449,749	1,449,749	0	3,026,912	3,026,912	0	0
310477 COLLEGE OF ENGINEERING	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
310478 COMPUTER USE: ENGINEERING	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.5162	0.5000	(0.0162)	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
310479 ENG RESEARCH ACCOUNT	0.0000	0.0000	0.0000	0.8000	0.8000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	264,6
310480 ENGINEERING ON-LINE COURSE	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
310487 ENHANCED DESIGNATED TUITION EN	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	2.0000	1.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
310732 ENGINEERING RESEARCH SUPPLEMEN	0.0000	0.0000	0.0000	0.0512	0.0512	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	16,3
310734 DEAN OF ENGINEER/INDIRECT COST	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.2500	1.0000	(0.2500)	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
311606 ENGG GRAD TUITION ASST PGM	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	0
313170 Eng Center Fair & Coop	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0	0	0	0	0	0


Reports


Operating Budget - Revenue by CC in Dept CY vs Prior FY

- Compares current year operating budget revenue against the prior fiscal year by cost center


Salary Roster


Salary Roster Prior FY


YTD Act vs Budget Spend


Other Reports

Operating Budget - Expenses by... [Operating Budget - Revenue by ...](#)

Operating Budget - Revenue by CC in Dept CY vs Prior FY - Dept Users

File Format:


Department:


FY 2024	Budget	FY 2023	FY 2024	Budget		FY 2023	FY 2024	Budget		FY 2023	FY 2024	Budget		FY 2023	FY 2024	Budget	FY 20
Budget	Variance	Budget	Budget	Variance		Budget	Budget	Variance		Budget	Budget	Variance		Budget	Budget	Variance	Budg
Working	CY vs PY	Post Final	Working	CY vs PY		Post Final	Working	CY vs PY		Post Final	Working	CY vs PY		Post Final	Working	CY vs PY	Post Fi
Reserve	Reserve	Debt Service	Debt Service	Debt Service		Operating Budget Total	Operating Budget Total	Oper Bud Tot		All Revenue	All Revenue	All Revenue		Net Tuition and Fees	Net Tuition and Fees	Net Tuition and Fees	R110 Sponsc Progra
0	0	0	0	0		2,052,068	2,235,337	183,269		2,052,067	0	(2,052,067)		0	0	0	
0	0	0	0	0		52,013	52,013	0		52,013	0	(52,013)		0	0	0	
0	0	0	0	0		24,362	25,246	884		24,362	24,362	0		0	0	0	
0	0	0	0	0		6,508	6,485	(23)		6,509	6,509	0		0	0	0	
0	0	0	0	0		124,646	124,005	(641)		124,645	118,497	(6,148)		0	0	0	
0	0	0	0	0		130,479	129,599	(879)		130,479	0	(130,479)		0	0	0	
0	0	0	0	0		128,427	127,300	(1,126)		128,427	0	(128,427)		0	0	0	
0	0	0	0	0		576,008	655,348	79,340		576,008	0	(576,008)		0	0	0	
0	0	0	0	0		659,761	651,607	(8,153)		659,760	0	(659,760)		0	0	0	
0	0	0	0	0		1,890	1,890	0		1,890	1,890	0		0	0	0	
0	0	0	0	0		1,667	1,667	0		1,667	1,667	0		0	0	0	


Reports


Operating Budget - Exp by CC for Selected Dept with Funding


Displays expense groups by cost center for selected department with operating budget total and revenue funding groups



Salary Roster



Salary Roster Prior FY


YTD Act vs Budget Spend


Other Reports

 Operating Budget - Expenses by...

 Operating Budget - Revenue by ...

 Operating Budget - Exp by CC f...

Operating Budget - Exp by CC for Selected Dept with Funding

File Format: HTML

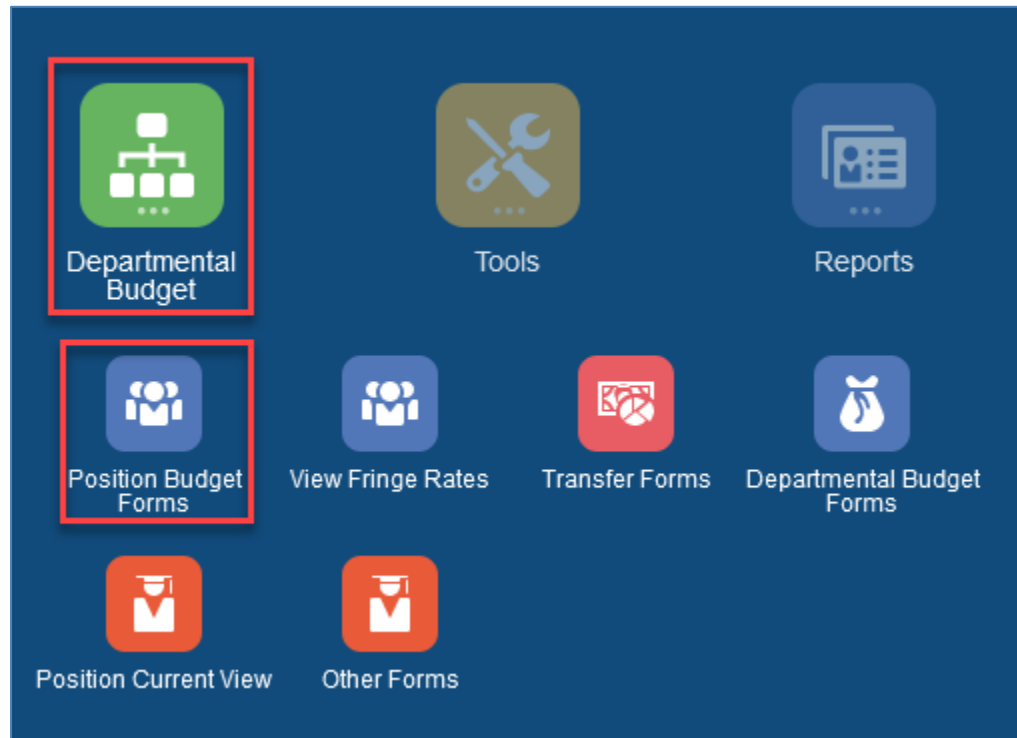
Years	Version	Department
FY25	Working	625000

Department by Cost Center	All Funds	All Funds	All Funds	All Funds	All Funds	All Funds	All Funds	All Funds	All Funds
	FTE Faculty	FTE Admin and Prof	FTE Classified	FTE Wages	FTE Total	Faculty Salaries	TA Salaries	A&P Salaries	Classified Salaries
▶ 200114 DEAN OF ENGINEERING	0.0000	7.5000	15.0840	0.0000	22.5840	0.00	0.00	652,490.05	879,099.84
▶ 200126 ENGINEERING-DEAN'S UNALLOCATED	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	3,566,502.00	0.00	0.00
▶ 310477 COLLEGE OF ENGINEERING	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 310478 COMPUTER USE: ENGINEERING	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 310479 ENG RESEARCH ACCOUNT	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 310480 ENGINEERING ON-LINE COURSE	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 310487 ENHANCED DESIGNATED TUITION EN	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 310732 ENGINEERING RESEARCH SUPPLEMEN	0.0000	0.0512	0.0000	0.0000	0.0512	0.00	0.00	17,612.01	0.00
▶ 310734 DEAN OF ENGINEER/INDIRECT COST	0.0000	0.0000	1.0000	0.0000	1.0000	0.00	0.00	0.00	94,546.38
▶ 311696 ENGG GRAD TUITION ASST PGM	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 313170 Eng Career Fair & Co-op	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
▶ 313289 Engineering Advisors' Salary	0.0000	0.0000	2.3133	0.0000	2.3133	0.00	0.00	0.00	119,740.91
▶ 313821 COE Supplemental DF	0.0000	0.0000	0.0000	0.0000	0.0000	2,096,989.79	0.00	0.00	0.00
▶ 315114 COE-Engineering Growth Fund	1.0000	6.1488	0.5000	0.0000	7.6488	312,488.09	0.00	1,282,499.79	19,055.00
▶ 550397 ENGINEERING DEAN'S EXCELLENCE	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00

**Position Budget Forms
(within Departmental Budget)**

Position Budget Forms

From the home page, click the **Departmental Budget** icon; then click **Position Budget Forms** icon.



Position Budget Forms

The **Position Data** forms are used to view and edit position data in a department.

- Position data can be displayed by Department, Cost Center, or Departments by Position. *Updates to one form copies to all forms.*
- Positions are pulled into EPM by **Funding** Department and Cost Center.
- Split funded positions will appear on separate rows for each affected cost center.

Position Budget Forms

EPM users will need to review and make the necessary changes to the position data forms, such as:

- Add new hires or transfers
- Change funding allocation
- Make salary changes
- Fill or Vacate a Position
- Budget Other Position Types (Part-time, Faculty, Wages, etc.)



Position Forms

UNIVERSITY OF TEXAS ARLINGTON Planning and Budgeting Cloud: BDGTANAL pbcstest@uta.edu

Position Budget Forms View Fringe Rates Transfer Forms Departmental Budget Forms Position Current View Other Forms

Existing Positions by Department Existing Positions by Cost Center Departments by Position New Positions Other Position Types Existing Positions - All Departments

Existing Positions by Department

Years	Scenario	Version	Data Type	Department	Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head
FY21	Budget	Working	Department Working Total	320103 : 320103 - Budget, Planning and Analysis							
10010220	ASSISTANT DIRECTOR BUDGET & FI		200018 OFFICE OF BUDGETS & PLANNING	100133097	1000393734			A&P	320103	Filled	
10016025	Senior Fin Analyst-Budget		200018 OFFICE OF BUDGETS & PLANNING	100133097	1000417211			CL	320103	Filled	
10016110	Administrative Assistant II		200018 OFI								
10016244	SENIOR DIRECTOR		200018 OFI								

- ▶ The **Positions** forms are used to manage positions.
- ▶ The forms provide information such as:
 - Employee Name and Employee ID
 - Position Name and Number
 - Position Status (Filled, Vacant)
 - Employee Class and FTE
 - Owning Department

Position Forms

- **Employee Classes**
 - A&P - Administrative & Professional
 - CL – Classified
 - CLN – Classified Paid Hourly*
 - FA1 – Faculty (Regular/Tenure/Tenure Track)
 - FA2 – Faculty Non-Tenure Track
- **FTE_Load - Full-Time Equivalency**
 - Full-time or 1 FTE – 40 hours-per-week position
 - Part-time or 0.5 FTE – 20 hours-per-week position
- **Headcount - The physical number of employees in a position**
 - 1 Headcount, 1 FTE – one person in a 40 hours-per-week position
 - 1 Headcount, 0.5 FTE – one person in one 20 hours-per-week position
 - 0 Headcount, 1 FTE – vacant position

*for budgeting purposes only

Position Forms

Existing Positions by Department

Used to:

- Fill a vacant position that is already listed
 - Vacate an existing position
 - Update employee's annual salary
 - Update funding distribution percentage
 - Delete positions that will be inactivated for next FY
- To edit existing information, click in the appropriate cell and enter the updated information.

Position Forms

► Additional Actions to Existing Position

The screenshot displays a software interface for managing positions. A table titled "Existing Positions by Department" is visible, with a context menu open over it. The table has columns for "Version", "DataType", "Department", "Working", and "Total". The context menu lists the following actions:

- Clear Empty Blocks (Rows)
- Copy Position
- Transfer Position
- Delete Position
- Vacate Position
- Transfer Employee (and Vacate Source Position)
- Positions by Department
- Positions by Cost Center
- Position Focus
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells

Version	DataType	Department	Working	Total
Working		Department	Working	Total
Analyst I	310172	BUS AFF TECHNOLO		
Analyst II	310172	BUS AFF TECHNOLO		
nce Analyst	310172	BUS AFF TECHNOLO		
raining Spec	315132	Knowledge Services1		
ECTOR	310172	BUS AFF TECHNOLO		
ecialist	310172	BUS AFF TECHNOLO		
ECTOR*	310172	BUS AFF TECHNOLO		
Assistant	315132	Knowledge Services1		
Analyst I	310172	BUS AFF TECHNOLO		

Employee Class
CL
CL
CL
A&P
CL
A&P
CL
CL

Position Funding

Position Funding Change

- If the position changes funding from one department/cost center to another department/cost center and the user has security access to both areas, then use Transfer Position.

Action Menu - Transfer Position Ruleset



* Select Position	<input type="text" value="P10010637"/>		* Source Cost Center	<input type="text" value="C315111"/>	
* Destination Cost Center	<input type="text" value="C200120"/>		* Source Department	<input type="text" value="625104"/>	
* Destination Department	<input type="text" value="625104"/>		* Select DataType	<input type="text" value="Department Working Total"/>	



- If the department user does not have security access to make changes in both departments, contact your budget resource to have the position transferred.
- If a Position is no longer needed and will not be budgeted for the next FY, the department can use Delete Position.

Action Menu - Delete Position Ruleset



* Select Position	<input type="text" value="P10010637"/>		* Select Department	<input type="text" value="625104"/>	
* Select Cost Center	<input type="text" value="C315111"/>		* Select DataType	<input type="text" value="Department Working Total"/>	

Position Funding

Split-funded Positions

- Each department that partially funds a position will take responsibility for budgeting their portion of the split.
- Each department can see only their portion of the split unless they have access to both areas.
 - Using the Departments by Position data form will show the other funding departments, so that a department will know all the funding sources. (Does not show other departments monetary portion of the funding).
- No audit is in place to know whether a position is budgeted in full (100%) or has matching comp rates.

Communication with the other department is necessary.

Employee Transfers

Employee Transfers

- If the employee transfers from one position to a vacant position within the same department or within a department that the user has security access to, use Transfer Employee (and vacate source position) action. (Employee attributes follow).

Action Menu - Transfer Employee Ruleset

Launch Cancel

* Destination Cost Center	<input type="text" value="C200088"/>		* Source Position	<input type="text" value="P10010941"/>	
* Destination Department	<input type="text" value="640000"/>		* Destination Position	<input type="text" value="P10012441"/>	
* Source Cost Center	<input type="text" value="C200088"/>		* Select DataType	<input type="text" value="Department Working Total"/>	
* Source Department	<input type="text" value="640000"/>				

- If the employee transfers from one position in one department to a position in a different department that the user does not have security access to, contact your budget resource to have the employee transferred to the receiving department.

Action Menu - Vacate Position Ruleset

Launch Cancel

* Select Position	<input type="text" value="P10011173"/>		* Select Department	<input type="text" value="640000"/>	
* Select Cost Center	<input type="text" value="C310390"/>		* Select DataType	<input type="text" value="Department Working Total"/>	

- If the employee is leaving UTA but you would like to retain the position to be filled at a later date, use Vacate Position.

Combo Codes

Ensure that you have selected the correct **Department and Cost Center** combo before Adding a New Position or Transfer amount.

New Positions ⓘ						
Years	Scenario	Version	Data Type	Department	Cost Center	
FY24	Budget	Working	Department Working Total	625000 : 625000 - Engineering	315114 COE-Engineering Growth Fund	
Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head Co
New Position 1	100160373				None	
New Position 2	100160373				None	
New Position 3	100160373				None	
New Position 4	100160373				None	
New Position 5	100160373				None	
New Position 6	100160373				None	
New Position 7	100160373				None	
New Position 8	100160373				None	
New Position 9	100160373				None	
New Position 10	100160373				None	
New Position 11	100160373				None	
New Position 12	100160373				None	
New Position 13	100160373				None	

New Positions ⓘ						
Years	Scenario	Version	Data Type	Department	Cost Center	
FY24	Budget	Working	Department Working Total	625000 : 625000 - Engineering	200116 CIVIL ENGINEERING	
Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head Co
New Position 1					None	
New Position 2					None	
New Position 3					None	
New Position 4					None	
New Position 5					None	
New Position 6					None	
New Position 7					None	
New Position 8					None	
New Position 9					None	
New Position 10					None	
New Position 11					None	
New Position 12					None	
New Position 13					None	

STOP: No Combo Code do NOT enter Position information

If the Combo Code does not automatically load, there is a mismatch between the department and cost center.

Other Position Types

The Other Position Types data form allows for salary budgeting not specifically associated with position IDs but as a fiscal year total along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA's, etc.

- Confirm you have selected the correct Department and Cost Center combo.
- Enter the amount for the specific position type.
- The new amounts will be visible on the departmental budget forms.

Other Position Types ⓘ							
Years	Scenario	Version	Data Type	Department	Cost Center		
FY20	Budget	Working	Department Working Total	320105 : 320105 - Business Technology Services	315131 Business Analysis1		
		BegBalance			BegBalance		
		Combo Code	Comp Rate	Part-Time and Other Positions - Fringe Input	Salary Subtotal	Part-Time and Other Positions - Fringe Subtotal	Fringe Subtotal
Additional Fringe Adj		100168496					
GRA Positions		100168496					
GTA Positions		100168496					
Part-Time Faculty Positions		100168496					
Part-Time Staff Positions		100168496					
Student Positions		100168496					
Summer Faculty Positions		100168496					
Work-Study Positions		100168496					
Other Position Types							

Additional Fringe Adj field is for use by those departments wishing to budget for additional fringe dollars not associated to any salary specification.

Class Activity

- Use the Departmental Budget > Position Budget Forms to view and update your position data
- Change Funding Source
- Add a New Position



Fringe Calculations and Rates

Fringe Calculations and Rates

- **Filled Budgeted Positions** - Fringe amounts for filled budgeted positions are automatically updated with the employee's current elections at the time the position data is pulled from UTShare and loaded into EPM. Users do not have access to modify the fringe amounts for filled budgeted positions. Any changes to a position's benefits during the budget process will cause the fringe amounts to automatically recalculate.
- **Employee Transfers** - Fringe rates for filled budgeted positions will follow an employee who is transferred during the budget process.
- **Vacant Budgeted Positions** - Fringe rates for vacant budgeted positions are calculated using TRS as the retirement option and a weighted average for health insurance. Users do not have access to modify the fringe rates for vacant budgeted positions.
- **Other Position Types** - Other position types include part-time faculty, wages, graduate students, etc. Fringe rates can be found using the MARS Payroll Fringe Cost Analysis report or viewing the current fringe rates on the UTA Payroll webpage. (MARS > Dashboard dropdown list > Payroll > Fringe Cost Analysis.)

Other Forms

Budget Transfers

Budget Transfers

To manage transfers, click on the Transfer Forms icon

Cost Center Transfer Summary | Intrafund Transfer Out ZS | **Intrafund Transfer Out - Add Transfer** | Intrafund Transfer In - View Transfers

Intrafund Transfer Out - Add Transfer i

Period Sep	Years FY20	Scenario Budget	Version Working	Data Type Department Working Total	Cost Center C315131 : 315131 Business Analysis1	TransCostCenter T_310172 BUS AFF TECHNOLOGY SERVICES
		71400 - Tran IntraFund Out	Transfer Comment			
Transfer Out 1						
Transfer Out 2						
Transfer Out 3						
Transfer Out 4						

- Transfer updates are input into the **Intrafund Transfer Out – Add Transfer** form ONLY
- The Cost Center Transfer Summary tab, Intrafund Transfer Out ZS tab, and the Intrafund Transfer In – View Transfer tab are for summary and view only.
- All transfer information needs to be entered by source department.

Budget Transfers

Review transfers from the Departmental Budget Form

- Transfers Out reflect on 71400 GL
- Transfers In reflect on 70400 GL

Transfer Out/In Definitions

- Transfers Out refers to **source** Cost Center
- Transfers In refers to the **destination** Cost Center

Intrafund Transfer Out - Add Transfer				Source	Destination	
Period	Years	Scenario	Version	Data Type	Cost Center	TransCostCenter
Sep	FY20	Budget	Working	Department Working Total	C315131 : 315131 Business Analysis1	T_310172 BUS AFF TECHNOLOGY SERVICES
	71400 - Tran		Transfer			
	IntraFund Out		Comment			
Transfer Out 1	Dollar Amount		Comments			
Transfer Out 2						
Transfer Out 3						
Transfer Out 4						
Transfer Out 5						
Transfer Out 6						
Transfer Out 7						
Transfer Out 8						
Transfer Out 9						
Transfer Out 10						
Total Transfer Out						

Do **NOT** set up budget transfers on **E&G, Service, and Restricted** cost centers in EPM. Other fund groups should follow UTA budget transfer rules in EPM.

****If Transferring Funds outside of your department, it is recommended to communicate to the Destination department.****

Class Activity

- Complete Budget Transfer



Departmental Budget Forms

Departmental Budget Forms

Changes made on position and transfer forms update Departmental Budget form in real time.

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Position Budget Forms View Fringe Rates Transfer Forms Departmental Budget Forms

Departmental Budget Form ZS Departmental Budget Form ZS with GL PRINT VERSION

Departmental Budget Form ZS

Cost Center C310122 : 310122 BUDGET AND FINANCIAL PLANNING

	FY19	FY20	FY21		FY21	
	Actuals	YearTo	Budget	YearTotal	Budget	YearTotal
	Final	Load	Working	Budget Office		
			Department Working Total	Dept Working vs Dept BL Incr (Decr)	Budget Office Adjustments	
All Revenue	2,218,428	1,9	456,878	456,878	0	456,878
All Expenses	1,322,808	1,033	456,878	222,181	(234,697)	222,181
Total Income and Expense	895,620	922	(0)	234,697	234,697	234,697
R1100 - Sponsored Programs - Budget Input						
R1100 Sponsored Programs						

Column for Entry

Departmental Budget Forms

The Departmental Budget Forms display revenues and expenditures for the current and prior year budgets.

[Departmental Budget Form ZS](#)
[Departmental Budget Form ZS with GL](#)
[Departmental Budget Form - All KK](#)
[Departmental Budget Form PRINT VERSION](#)

Departmental Budget Form - All KK ⓘ

Cost Center
C200155 : 200155 HONORS COLLEGE

FY21	FY22	FY21	FY22	FY23	FY23					
Actuals	Actuals	Budget	Budget	Budget	Budget					
YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal					
Final	Final	Final	Post Final	Working	Working					
Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final vs Final Incr (Decr)	

Departmental Budget Forms

EPM Users must review and make the necessary changes or adjustments to the **Departmental Budget Form** *by Cost Center*, such as:

- Verify the salary totals. If changes are required in salaries, return to appropriate position budget form to make changes.
- Enter estimated income if applicable.
 - Current fiscal year actuals in EPM
 - MARS > Finance > Revenue > Recognized Revenue – Running Sum Report
- Verify transfer totals. If changes are required, return to the transfer form to make changes if you are the source of the funds OR follow-up with appropriate department if you are the destination.
- Enter estimated expenses not tied to a specific input form, e.g. travel, M & O, etc.

NOTE: Your total income and expense **must** equal zero.

Departmental Budget Forms

When the Budget information is loaded back in to UTShare, it will be loaded at the “B” level (ex: B1000, B1100, B4000, etc.)



Departmental Budget Forms

Department Budget – All KK/GL Accounts

- This form is used to add a GL account that has not been used in the previous budget years.

Departmental Budget Form ZS Departmental Budget Form ZS with GL **Departmental Budget - All KK/GL Accounts** Departmental Budget Form PRINT VERSION

Departmental Budget Form - All KK ? 🔍 Actions Save Refresh

Cost Center
C313255 : 313255 OIT OCI Communication ✎ ⚙️ Data Format

	FY20	FY21	FY20	FY21	FY22	FY22		FY22		FY22	
	Actuals	Actuals	Budget	Budget	Budget	Budget		Budget		Budget	
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal		YearTotal		YearTotal	
	Final	Final	Post Final	Final	Working	Working		Budget Office		Final	
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Budget Office Adjustments	Bud Office vs Dept Working Incr (Decr)	Budget Office Adjustments	Fin. Of
60104 - Other Professional Services											
60105 - Consultants IT Comp											
60106 - Consultants Other											
60107 - Fin & Acct Services											
60108 - Medical Services											
60109 - Veterinary Services											
60110 - Arch Engr Services											
60111 - Officiating Athletic Event											
60151 - Expert Witness Fee						2500					
60153 - Investment Counseling											
60154 - Legal Services AG App											
60155 - Legal Services											

An update on one budget form updates all forms.

Departmental Budget Forms

Departmental Budget Form PRINT VERSION

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Position Budget Forms View Fringe Rates Transfer Forms **Departmental Budget Forms** Position Current View Other Forms

Departmental Budget Form ZS Departmental Budget Form ZS with GL Departmental Budget - All KK/GL Accounts **Departmental Budget Form PRINT VERSION**

Departmental Budget Form PRINT VERSION

Actions Save Refresh

Cost Center
C310122 : 310122 BUDGET AND FINANCIAL PLANNING

Data Ad hoc Format

	FY19	FY20	FY19	FY20	FY21
	Actuals		Budget		Budget

Use this data form to hardcopy the Departmental Budget form data.

- Click on the ACTIONS button.
- Scroll down through list and click on "Spreadsheet Export."
- A Spreadsheet Export box displays. Click on the EXPORT button.
- Open and or save the file. Default format is Excel.
- The spreadsheet opens in a separate window.
- In the Spreadsheet Export box, click Close to exit the print function.

Class Activity

- Edit Departmental Budget Form
- Add new GL Account



Summary

Summary

In today's class, we covered...

- Setup and basic navigation for EPM.
- How to run a Salary Roster Report.
- How to update Position Budget Forms.
- How to update Transfer Forms.
- How to reconcile and update Departmental Budget Forms.

Here's your budget checklist...

- Review and update position data for your Cost Center using the Existing Position by Department or Cost Center forms along with the Other Position Types and New Position Forms if applicable.
- Review and update Budget Transfers if applicable.
- Review and update the Departmental Budget form for each Cost Center. Adjust other expenses as necessary to stay within the approved baseline budget and ensure the revenue minus expense equals zero.

Contacts & Resources

Contacts & Resources

Budgets, Planning and Analysis:

- Web page: <https://www.uta.edu/administration/budgets-planning-and-analysis>
 - View Budget Process Calendar
 - Find a Budget Resource
 - Budget Planning Process information

Knowledge Services:

- Web page: <https://resources.uta.edu/business-affairs/training/index.php>
 - Register for Classes
 - Join Business Affairs Listserv
 - View and/or Print Training Materials
 - PowerPoints
 - Training Guides
 - Job Aids