Agenda

- EPM Overview
- Using EPM Workspace
- Reports
- Position Budget Forms
- Fringe Calculations
- Transfer Forms
- Department Budget Forms
- Contacts and Resources
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.

Data Imported from UTShare
Make Changes to Budget in EPM
Budget Office Reviews and Finalizes
Fiscal Year Budget Loaded into UTShare September 1

Budget Process Calendar is posted on Budgets, Planning and Analysis’ website
EPM Users are responsible for:

0 Reviewing Position information to ensure all budgeted positions and employees are included in the new budget year.

0 Updating Intrafund Transfers on a “Source” basis.

0 Reconciling Revenues and Expenses for each Cost Center.
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)
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.
You must click the checkbox for “I agree to terms and conditions” before clicking the Company Sign In button.
Using EPM Workspace

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.
Setting User Preferences – First Login

• From the main page, select Tools

• Select User Preferences
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.

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

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

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)
4. Click the OK button.
5. Click the Go button.
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.
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.
Salary Roster for Selected Dept – Dept Users

This report is the “working version” so changes can be viewed as they are entered.
• 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.
Salary Roster for Selected Dept – Dept Users CURR VER

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

**Position by Version for Selected Dept**

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

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**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
Salary Roster Prior FY

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

YTD Actuals vs Budget Spending Rates

• Displays previous FY budget to actual dollars spent.

YTD Actuals vs Budget Spending Rates - FY23

The University of Texas at Arlington
FY 2023 YTD Actuals vs Budget Spending Rates
200314 DEAN OF ENGINEERING
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

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

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

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

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Position Budget Forms (within Departmental Budget)
From the home page, click the Departmental Budget icon; then click Position Budget Forms icon.
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.
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.)
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
• **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

- 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
NOTICE

Ensure the correct Department and Cost Center combo has been selected before entering any Position and Transfer amounts.
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.

– 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.
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

– 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](image)

– 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](image)

– If the employee is leaving UTA but you would like to retain the position to be filled at a later date, use Vacate Position.
The New Positions form is used to enter a new position(s) for a department.

**CONFIRM YOU HAVE SELECTED THE CORRECT DEPARTMENT AND COST CENTER COMBO FIRST.**

Enter the first new position in the New Position 1 line.

Provide all needed information to push position to the existing Position forms:
- Employee Name and Employee ID
- Employee Class (Faculty, Classified, A&P)
- Owning Department
- Head Count and FTE
- Comp Rate and Distribution
- Coverage code and benefit plan

Add the UTShare Position ID as a comment for tracking purposes.

Ensure that you SAVE the updates.

The new position will appear in the Existing Positions by Department and Existing Positions by Cost Center.

**NOTE:** 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.

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
Cost Centers by Department

- Shows all cost centers for department even if there are no budgeted revenue/expenses
- Summary that includes prior year actuals for cost centers within assigned department(s)
- Review listing of cost centers in department
- Located in Departmental Budget > Other Forms
Salary Reserve

Salary Reserve Accounts by CC – Dept with Unit

- This read only form shows the salary reserve data and departments can select at department/unit/All Depts levels. They can also select the fiscal year and version.

- Located in: Departmental Budget > Other Forms.
Prior FY Budget vs Dept Working Totals for CC by Dept

- Comparison of Prior Year Final budget to current year Department Working Total budget by cost center for all departments (budgeted cost centers only)
- Displays grand total for each department and suppresses cost centers with no data
- Available funding and total budgeted expense should balance to zero for each cost center
- Located in **Departmental Budget > Other Forms**
Budget Transfers
Budget Transfers

To manage transfers, click on the Transfer Forms icon

- 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.
Transfers appear on 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

Note: Review all changes on transfer forms and on departmental budget forms.

**If a department is transferring funds outside of their department, it is recommended to communicate to the Destination department.**
Class Activity
- Complete Budget Transfer
Departmental Budget Forms

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

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>C310122 : 310122 BUDGET AND FINANCIAL PLANNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19</td>
<td>FY20</td>
</tr>
<tr>
<td>Actuals</td>
<td>YearTotal</td>
</tr>
<tr>
<td>Load</td>
<td>Load</td>
</tr>
<tr>
<td>All Revenue</td>
<td>2,218,428</td>
</tr>
<tr>
<td>All Expenses</td>
<td>1,322,808</td>
</tr>
<tr>
<td>Total Income and Expense</td>
<td>895,620</td>
</tr>
</tbody>
</table>

R1100 - Sponsored Programs - Budget Input

R1100 Sponsored Programs
The Departmental Budget Forms display revenues and expenditures for the current and prior year budgets.

<table>
<thead>
<tr>
<th>FY21</th>
<th>FY22</th>
<th>FY21</th>
<th>FY22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals</td>
<td>Actuals</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
</tr>
<tr>
<td>Final</td>
<td>Final</td>
<td>Final</td>
<td>Post Final</td>
</tr>
<tr>
<td>Load</td>
<td>Load</td>
<td>Budget Office Adjustments</td>
<td>Budget Office Adjustments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY23</th>
<th>FY23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td>YearTotal</td>
<td>YearTotal</td>
</tr>
<tr>
<td>Working</td>
<td>Working</td>
</tr>
<tr>
<td>Baseline Budget</td>
<td>Department Working Total</td>
</tr>
<tr>
<td>Dept Working Total vs BL Budget Total</td>
<td>Bud Office vs Dept Working Total</td>
</tr>
<tr>
<td>Bud Office vs Dept Working Total (Incr (Decr))</td>
<td>Final vs Bud Office Total (Incr (Decr))</td>
</tr>
<tr>
<td>Post Final vs Final (Incr (Decr))</td>
<td></td>
</tr>
</tbody>
</table>
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.
Department Budget Form ZS

- This form can be used to budget lump sum M&O, Travel, Scholarships and Reserve dollars at the summary “B” account level.
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 Form ZS with GL

- This form can be used to budget M&O, Travel, Scholarships and Reserve at the GL account level.
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.

An update on one budget form updates all forms.
Longevity is not included in fringe benefits calculations.

- Longevity can be budgeted on either the Departmental Budget Form ZS or Departmental Budget Form ZS with GL.
- Longevity expense must be entered for all cost centers with budgeted positions.
- Departments can use the MARS Report “Employee State Service Time” to check months of state service.
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
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/business-affairs/budgeting/
  - View Budget Process Calendar
  - Find a Budget Resource
  - Budget Planning Process information

Knowledge Services:

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