

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Payroll Budget Changes Interface

Date: September 8, 2005

Time: 8:00 AM

Location: ACR207

Participants: Judy Perry, Karlin DeVoll, Tanya Romero, Carolyn Todd, John Young

Session Lead: Judy Perry, Visio; Tanya Romero, Narrative

Narrative/Description: The need for a budget change is identified through various processes. Reasons for budget changes include: Changes in employees, vacancy in a position, monthly salary reconciliations, change in the funding source, identification of a problem. VPBA office is notified or identifies a need for change to the budget. VPBA office approves budget change. VPBA office determines if the change involves HR. If no HR involvement is required, VPBA processes a budget adjustment, enters revised budgets to HRS (screen 62 and 63) and submit documentation to Accounting to manually adjust budget in FRS. If the adjustment requires HR, VPBA office will determine the type of change involved. Is a salary change needed? If the answer is yes, the salary is adjusted in assignment by HR which feeds changes to FRS on EBA520 (encumbrances). If the answer is no, account changes are made on HRS 63 screen (account number set-up) by VPBA Office. Does account change affect prior payrolls? If the answer is no, no further action is required. If the answer is yes, HR will process a recast/reallocation and feed to FRS by EBC425 (labor distribution). Salary encumbrances must be adjusted in FRS manually. Is a state account involved? If the answer is no, no further action is required. If the answer is yes, a reallocation must be manually entered in USAS.

Electronic Inputs: None

Manual/Paper Inputs: Budget adjustment document, PAF's, written notification.

Key Decision Points (list all): Does the budget change require HR involvement. Does budget change affect salary or account? Is the change retroactive? Are state accounts involved?

Related Policy(s):

Interface to Other Systems: USAS

Web Features: None

Electronic Outputs: EBC425 & EBA520

Manual/Paper Outputs: Budget Adjustments

Customer(s): HR, Accounting, Budget Office

Regulatory Items: State and Grant account regulations.

Frequency/Volume: As needed, estimate 50 a year.

Potential Break Points: Funding availability, data entry errors.

Automation: None

Issues: Timing of submission of corrections. Manual adjustments required for USAS.

Manual adjustments required to FRS for encumbrances.