

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Personnel Budget Development and Processing

Date: August 9, 2005

Time: 8:00 am

Location: ACR207

Participants: Tanya Romero, Laura Lannom, Judy Perry, Gail Collier, Carolyn Todd

Session Lead: Laura Lannom, Visio; Tanya Romero, Narrative

Narrative/Description: Annual budget preparation begins the personnel budget development process. VPBA office requests employee salary and benefit data from HR. HR begins by capturing prior year salary data and ensures all employees are identified. Salary data includes base salary, BRP, longevity, hazardous duty, stipends (academic, administrative, or travel). Benefits include insurance, retirement and FICA. HR provides updated insurance rate information for inclusion in the budget. Benefit rates are established by ERS. OIT provides updated data on longevity and hazardous duty pay for inclusion in the budget.

VPBA requests estimates of salary with raise projections for staff and faculty. HR provides VPBA with salary estimates at various percentage rates for review and approval by Executive Committee. VPBA analyzes recommendations for any pay increases within the context of the budget as a whole. Faculty salaries are based on merit and promotion according to policy and provided by the Provost for inclusion in the budget. Staff salaries are based on across the board and on merit recommendations approved by EC for inclusion in the budget.

Approved data is inputted into budget document for review and approval by EC. The budget document is submitted to the Board of Regents for final approval. Once data has been approved, budget information is loaded in HRS and FRS for fiscal year by VPBA office (Admin Assistant performs this duty).

Electronic Inputs: Downloads from HRS system to Excel spreadsheets.

Manual/Paper Inputs: Excel spreadsheets, Lotus spreadsheets, focus reports, payroll reports.

Key Decision Points (list all): Approved appropriations. Tuition and fee collection estimates. Funding availability for salaries and possible raises. Performance and merit recommendations.

Related Policy(s): Pay plan including staff merit policy, staff performance appraisal policy. Faculty merit policy and promotion policy. State mandated benefits for longevity, insurance, retirement, BRP.

Interface to Other Systems: None

Web Features: None

Electronic Outputs: Focus reports

Manual/Paper Outputs: Budget document

Customer(s): All departments staff and faculty

Regulatory Items: Benefits are regulated by the Legislature, ERS, and TRS.

Frequency/Volume: Annual

Potential Break Points: Data entry errors, information delays, and decision delays.

Sul Ross State University
Business Process Analysis – Finance Module

Automation: FRS and HRS systems.

Issues: Need to use automated budget development system.