



UNIVERSITY *of* WISCONSIN  
**GREEN BAY**

***OPERATING BUDGET INSTRUCTIONS  
AND TIMELINE***

***FISCAL YEAR 2024-25***

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# 2024-25 Operating Budget Timeline for UW Green Bay

## May 2023 through January 2024

- Operating budget assumptions and directions are set in accordance with the Campus Strategic Priorities and Operating Budget Guidelines.
- Division/department/branch campus meetings to establish operating budget parameters:
  - Goals and Objectives
  - New or expanded programs and initiatives
  - Uses and targets for program revenue fund balances
  - Long term capital planning & information technology plans
  - Organizational changes

## October-November 2023

- SUFAC review of student fee funded auxiliary budgets.
- Auxiliary unit's presentation dates are as follows:
  - October 26 – Pep Band
  - November 2 – Sustainability Fund, Dean of Students, Child Care, UREC, Kress Maintenance, Kress Events Center Debt Service
  - November 9 – Student Engagement, University Union, Transit, Counseling, Health, Capital Maintenance
  - November 16 – Pride Center, Inclusivity Special Projects, Athletics, Cheer
  - November 1 – November 19 – Additional Location presentations
  - December 9 – Final SUFAC Proposed Seg Fee Rate memo submitted to Chancellor

## December 2023

- Preliminary Auxiliary Rates due to UW System
- Campus forecast due to UW System – current fiscal year plus one

## January 2024

- Open FY25 budget tools, Plan UW and Compensation Admin Tool (CAT)
- January 31 - Fee Change Request and Special Course Fee forms due

## February 2024 – Early March 2024

- February 1 – PlanUW Refresher Training
- Budget review meetings with divisions & departments (scheduled separately as needed)
- Feedback to budgetary units on approved/unapproved fee changes

## March 1, 2024 at 4:30 p.m.

- Plan UW closed for Campus updates
- Requests for Campus one-time funds due

## April 1, 2024

- Final UW Green Bay budget due to UW-System

## May 2023

- Cabinet decision announced on one-time fund requests

## 2024-25 Operating Budget Overview & Assumptions

### Budget Processes:

- **Plan UW:** Plan UW is integrated with the Shared Financial System (SFS) and the CAT (see below). Budget amounts from the prior year will be loaded into the upcoming budget year. All salary updates will be made in the CAT and non-salary updates will be made directly in Plan UW. Training sessions will be held in late-January. If you would like additional training, please contact the budget office. A link to reference materials for Plan UW can be found on the Budget website.
  
- **Compensation Administration Tool (CAT):** The CAT allows users to make compensation and funding changes at the employee level which is then loaded into HRS and Plan UW. Only salary totals by department/fund/program are loaded into Plan UW and will be done hourly from 9-5 and at 3:30am. Access to the CAT will be limited to one representative per division. The following people will have access to the CAT:
  - Athletics – Steven Millard
  - CECE – Jaynie Binkowski
  - SAAS – Jaynie Binkowski
  - CSET – Amy Ibuaka
  - CAHSS – Amanda Wildenberg
  - CHESW – Brenda Beck
  - CSB – Holly Keener
  - All other Divisions – Andy Bleier, Lisa Jackovich
  
- **Revenue Budgets:** Please remember to enter revenue across all Non GPR fund codes as part of the budget process.

### Funding Sources:

- Budgeted amounts for state appropriations (Funds 102, 103, 187, 402) are limited to the total allocation received from the State.
  
- Fund 104 budgets must match IIA sent to UW Extended Campus.
  
- Budgets for the following funds should be based on the anticipated level of activity for the fiscal year:
  - Program revenue: Funds 128, 132 and 136
  - Academic Student Fees: Funds 131 and 189
  - Non-Federal Grants: Fund 133
  - Federal Grants: Fund 144
  - Federal Overhead: Fund 150
  - Gifts: Fund 233

## Compensation Planning:

- The CAT will refresh to Plan UW hourly from 9am-5pm and at 3:30am.
- Fringe benefit expenses are pre-populated in Plan UW by employee classification and fund code. The following fringe benefit rates are applied:
  - Academic Staff/Faculty/Limited – 41.0% (39.0% for Funds 133/144)
  - University Staff – 55.0% (55.0% for Funds 133/144)
  - LTE/Projects – 12.0% (7.65% for Funds 133/144)
  - Student Help – 2% (4.0% for Funds 133/144)
- If you would like to adjust the fringe rates for your area, please use 20% of salaries plus the cost of health insurance to calculate the fringe benefit amount. We have provided a fringe benefit calculator on the Budgsub\$ shared drive to be used to calculate fringe benefits for program revenue operations. If you need assistance entering a modified fringe amount, please contact the budget office.
- The 2023-25 Biennial Budget request included funding for a 2% pay plan implemented on July 1, 2024.

**Action needed:** The 2% pay plan will need to be added as a pay plan provisional (AAP salary adjustment) amount for all **Non GPR funds**.

  - Please use the description “PAY PLAN”
  - Pay plan should be built in as a lump sum in individual departments and not attributed to individuals
  - Do not budget pay plan for GPR funds
- **27th Pay Period:** This budget year returns to a standard 26 pay period payroll. Department GPR salary budgets will be adjusted to reverse the 27<sup>th</sup> pay period allocation made for FY24. No budget entries are necessary for this adjustment.
- **Promotion:** All areas are required to budget the full amount for the promotion. Please include the base increase amount as a separate line item in the AAP salary adjustments with a description of “CAREER PROGRESSION – EMPLOYEE LAST NAME”. The promotion amounts for 2024-25 are as follows:
  - Professor: **\$5,880**
  - Associate Professor: **\$3,674**
  - Teaching Professor: **\$4,998**
  - Associate Teaching Professor: **\$3,123**Please note – the rates have been increased by the 4% payplan that was effective July 2023.
- **Sabbaticals:** Individuals on one-semester sabbaticals should be coded 50% to Program 2 and 50% to Program 6. Individuals on full-year sabbaticals should be coded 35% to Program 2 and 65% to Program 6.

- **FY25 Budget Reductions:** Each division has been asked for base budget reductions in FY25. These reductions have been assigned a funding string to match the anticipated reduction in PlanUW. A separate spreadsheet will be sent to impacted areas.
- For questions about the Plan UW budget system please contact the Budget Office.

## Instructions for Completing Campus Budget in Plan UW

- A link to Plan UW instructions can be found on the Budget website for reference. If you have any questions, please reach out to Lisa Jackovich or Andy Bleier.

## Auxiliary and Program Operations Budget Request Assumptions

### Reporting Threshold

- For 2024-25, there will not be a reporting threshold for rate increases for Housing rates, Parking, and Segregated Fees. When submitting the auxiliary budget to UW System, campuses are required to provide an explanation for all rate changes. Any departments with rate changes will need to submit a written narrative explaining the changes including the planned use. Increases in rates should be limited to the following reasons:
  - Pay plan and associated fringe benefit increases for 2024-25
  - Market factor salary adjustments and fringe
  - Documented contractual increases
  - Debt Service
  - Enumerated capital projects
  - Proposed student-initiated programming
  - Student safety
  - Capital Improvement/Maintenance Fund

### Other Information

- The Department of Employee Trust Funds (EFT) has indicated an overall 11.8% increase for health insurance in calendar year 2024. Unlike previous years, there are not surplus reserve funds available to reduce rate increases in 2024, but there is a multi-year plan to bring reserves back to an acceptable level, which will hopefully keep rate increases in future years at a more reasonable rate. Fringe benefit costs are estimated at 20% of salary plus the cost of health insurance. See the fringe rate calculator on the Budgsub\$ share drive for specific information regarding health insurance rate estimates.
- The auxiliary and program budget submissions, both in terms of dollars and positions should be as accurate as possible. Because these are continuing funds, spending authority and position count can be adjusted as needed.
- The interest rate for the State Investment Fund is estimated at 5.0% for the next year. This rate should be used when estimating your interest earnings.

- Auxiliaries that receive SUFAC funding should ensure that the approved SUFAC action agrees with the information contained in the area budget submission. With the earlier SUFAC timeline for 2024-25, all rates were approved with a “not to exceed” provision.
- UW-System will provide the 2023-24 debt service (Fund 123) allocations.

## Administrative Charges

The Business & Finance Administrative Charge to auxiliary operations is recalculated every three years, FY25 is the first year of a new 3-year cycle. We are currently reviewing the FY25 calculation and will reach out to the areas impacted with updated amounts shortly (for planning the purposes, the FY24 rates listed below can be used).

Residence Life	\$77,270
Parking	\$10,899
Union	<u>\$ 8,773</u>
Total Assessment	\$96,942

## Master Fee Schedule

### Instructions for Fee/Charges Proposals:

UW System Administrative policy requires regular review of all fees. Each division is responsible for reviewing fees within their respective area. The Budget Office will provide a comprehensive list of fees charged to divisions for review. This form will require acknowledgement of all current fees, amount charged and plan for the upcoming fiscal year.

If a fee is unchanged, no further action is required. If an increase or decrease to a fee is proposed or a new fee is requested, a fee change form must be completed and routed for approvals. The fee change requests should be sent to the Budget Office, requests will be routed to the CBO and Chancellor for approval as a single request. The Budget Office will notify all requestors of the fee status after final reviews and update the master fee schedule (budgsub\$ share drive) as needed.

All approved fees will be effective July 1, 2024.

### Special Course Fees:

Each college is responsible for an annual review of fees that are listed on the Master Fee Schedule for courses within their college. The Budget Office will provide a Special Course Fee Review Form that lists all the courses with a Special Course Fee and the fee amount assessed to each college. The special course fees should be reviewed in conjunction with the provided dashboard. The dashboard will include a summary of financial information from the prior fiscal year.

Using the Special Course Fee Review Form, indicate the plan for the fee for the upcoming academic year by marking the appropriate check box for each course. If “Increase” or “Decrease” is selected, a Special Course Fee Form must be filled out. Upon completion of the form, the College Dean will review and approve/deny the fee. Approved forms are then submitted to the Budget Office and will be routed for review by the Provost and CBO.

Please review relevant guidelines for all fees, especially course fees. Keep in mind that [UW System Administrative Policy 825: Special Course Fees](#) covers instances where course fees can and cannot be charged, and states:

*“Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained by students; and private lessons provided to non-music majors.*

*Special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.*

*Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget.”*