

A lighthouse on a cliff overlooking the ocean at sunset. The lighthouse is white with a dark top section. The sky is a mix of orange, yellow, and pink. The ocean is visible in the background.

*Human Resources
Budget Request Recommendation
Training*

February 2008

HR Budget Request Review & Recommendation

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Budget Request Process Overview

The Budget Request submission process has been automated and is accessible through Banner. Forms have been created in Banner which standardize the budget request entry process as well as the review and recommendation process used by Human Resources.

Budget Requests requiring Human Resources review and recommendation may be entered during any of the budget processes, as ordered and listed below:

- Biennial Budgets
 - Continuation Budget (August-October)
 - Expansion Budget (July-August)
 - Capital budget (July-August)
- Supplemental Budget -2nd Year of Biennial Cycle (November-January)
- Enrollment Growth (August-September)
- Campus-Initiated Tuition Increases (CITI) (July-December)
- Student Fee Funding (September-December)
- Special Funds (September-December)
- Annual Allocations (March-June)
- Mid-Year Review (January-March)

A lighthouse on a rocky island with a sunset in the background. The lighthouse is white with a dark top section. The sky is a mix of orange, pink, and purple. The water is visible in the distance.

HR Budget Request Review & Recommendation

When a budget request is initially entered into Banner is when it is determined if a Review and Recommendation by Human Resources is needed.

Human Resources Review and Recommendation is required any time there is a Budget Request for a NEW position

Any position which is already PERMANENTLY FUNDED or EXISTING does NOT require Human Resources review or recommendation

HR Recommendation Form

Log into Banner. To navigate to the Human Resources Recommendation form type FWABRHR in the Go To box and hit “Enter”.

The screenshot displays the Banner Developer Forms Runtime - Web interface. The window title is "Drelec Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The address bar shows "General Menu GUAGMNU 7.4.1.1 (DEV2) - Tuesday October 30, 2007". The "Go To..." field contains "FWABRHR" and the user is logged in as "Welcome, LEEAC". The "Products:" dropdown is set to "Banner".

The main content area is divided into two sections:

- My Banner**: A tree view showing the following folders:
 - Banner
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Financial [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
- Banner Broadcast Messages**: A section with a vertical scrollbar.

On the right side, there is a "My Links" section with the following links:

- Change Banner Password
- Check Banner Messages
- Banner Bookshelf
- Personal Link 2
- Personal Link 3
- Personal Link 4
- Personal Link 5
- Personal Link 6

Below the links is a "My Institution" section featuring a photograph of a bird perched on a stone pedestal.

At the bottom of the window, a status bar indicates "Record: 1/1" and "<OSC>". A message at the bottom left reads: "Press ENTER to start selection or expand/collapse menu."

HR Recommendation Form ~ Header Record

Oracle Developer Forms Runtime - Web: Open > FWABRHR

File Edit Options Block Item Record Query Tools Help

Budget Request Human Resources Approval Form FWABRHR 7.0 (DEV2)

Budget Year: Budget Cycle:

Division Code: Budget Request ID:

Header Record Line Item Request


Budget Request Header Information

Budget Req Id	Title	Total Current		Total Next Year		Final Decision
		Permanent Amount	OneTime Amount	Perm Amount	OneTime Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the 4 digit budget year of the request

Record: 1/1 | ... | <OSC>

HR Recommendation Form ~ Header Record

- To begin the Review and Recommendation process for Human Resources for a Budget Request go to Budget Year and type in the year as provided to you by the Budget Office in the Guidance for the Budget Process you are in (i.e., 2008)
- Click on Budget Cycle and choose the Budget Process as noted in the Guidance provided by the Budget Office (may use drop down box)
- At this point, you may click on Budget ID to look at a particular request (may use the drop down box), or hit Next Block  to see queried requests. Budget Request IDs are listed in alphabetical order by division (i.e., AA08001 is for Academic Affairs). A Divisional abbreviation listing is shown below:

AA – Academic Affairs

IT - Information Technology

UA – University Advancement


BA – Business Affairs

PS – Public Service

CH – Chancellor's Office

SA – Student Affairs

- Arrow down/up between the Budget Requests to the request you wish to review. The scroll bar on the right side will indicate whether or not you have additional requests.
- Click on the Line Item Request tab to get to the individual line items for that request

Click on Line Item Request to check (✓) the HR Reviewed box and enter a HR Recommendation comment. Then hit Save .

Oracle Developer Forms Runtime - Web: Open > FWABRHR

Budget Request Human Resources Approval Form FWABRHR 7.0 (DEV2)

Budget Year: 2008 Budget Cycle: AA Annual Allocation

Division Code: ALL All Divisions Budget Request ID:

Header Record Line Item Request

Line Item Information

Line Ref No: 001 Final Decision: PF Partially Funded

Desc: tech Support of Director of Assessment FTE: 1

Fund: 162540 Vcsa 160 Operations EPA/SPA Position Title: Social Research Assts (CB) JMR

Organization: 40000 Student Affairs Account: 912100 SPA Regular Salaries

Program: 160 Student Services Activity: Category Code: SALB Salary & Benefits

Current Year Perm Amt: 47,474 Current Year One Time Amt: 47,474 Next Year Perm Amt: Next year One-Time Amt:

Year + 2 Perm Amt: Year + 2 One-Time Amt: Year + 3 Perm Amt: Year + 3 One-Time Amt:

Year + 4 Perm Amt: Year + 4 One-Time Amt: Recurring Amount:

Approvals Required: Facility: Purchasing:

HR Approved: HR Approval Comment:

Fac Com: Tab to the HR Recommendation field and enter comments as appropriate


Facility Approved: Purch Approval Comment:

Check (✓) box to acknowledge your Review of the line item request

Budget Office Comment:

Record: 1/1 <OSC>

HR Recommendation Form~ Line Item Request

- In the Line Item Requests tab the HR Reviewed box and HR Recommendation field are the only two fields which are enterable. ALL other fields are view only
- Upon entering this screen you will automatically be at the HR Reviewed box.
 1. Check (√) box to acknowledge your review of this line item request
 1. Tab to the HR Recommendation field and enter comments as appropriate
 1. Use the down Arrow to get to other line items, if appropriate. The scroll bar on the right side will indicate whether or not you have additional line items.
 1. Repeat Script until all items have been reviewed and a recommendation made
 1. Hit Save  and Exit form



Questions....