

## FY21 Budget Planning Schedule and Guidelines Update

### General Fund Carryforward: Due Friday, August 7<sup>th</sup>

- Carryforward memos due Friday, August 7<sup>th</sup> for units with CF limit greater than the 10% threshold
- Automatic carryforward sub-funds to be posted to ledgers after accounting completes its year-end process
- Carryforward feedback provided to units by September 4<sup>th</sup>
- Carryforward balances (GA, GC, GD) applied to ledgers on September 4<sup>th</sup>

### Unrestricted Fund Balance Review – Due Friday, August 21<sup>st</sup>

- The Unrestricted Fund Balance Review application (URFB) is available in Planning Analytics
- FY21 Year End Estimate and Narrative to be completed in the “MAU All Funds Summary” tab as shown below –

**Commit when Finished**

	2016	2017	2018	2019	2020	2021 Projection
Plant Fund	\$7,048,838	\$7,700,225	\$7,711,704	\$8,830,453	\$10,038,102	
General Fund	\$189,664,282	\$142,367,139	\$69,549,874	\$174,248,381	\$177,158,059	
Designated Fund	\$2,988,758	\$1,643,763	\$1,179,478	\$4,758,053	\$4,828,611	
Auxiliary Fund						
<b>Total</b>	<b>\$287,288,432</b>	<b>\$260,995,098</b>	<b>\$195,014,331</b>	<b>\$318,866,925</b>	<b>\$320,217,996</b>	

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Description

- Indicate projected FY21 Year End balance for each fund group under 2021 Projection column
- Provide Narrative in the Description field, including a discussion of the current balances and their planned use in FY21
- “Commit” when finished entering responses
- Complete and submit by Friday, August 21<sup>st</sup>

### Unit Budget Planning: Due Friday, August 21

- Unit Budget Planning (UBP), Budget Control (BCN) and in-budget Program Allocation Description (PAD)

### Temporary FAS Salary Reduction - True-up Adjustments: Due Friday, September 18

- OPB will process true-up adjustments for employees who were included in FAS detail list and meet the following criteria -
  - Signed an offer letter PRIOR to July 1 and began employment at MSU for the **FIRST TIME** on or after July 1
  - H1B Visa Holders
  - Employees whose salary on the detail report varies at least \$25K from the salary utilized in the estimate due to a pending action. MAUs to document salary included in the FAS report, revised salary and reduction difference for these employees in their submission to OPB.
  - Submit all adjustments to OPB by **Friday, September 18**
  - OPB will review and indicate MAU-level true-up in Program Allocation and Program Allocation Detail as an after-budget allocation by **Wednesday, September 30**

### Temporary FAS Salary Reductions Guidelines

- **The salary reductions apply to employees who meet the following criteria –**
  - Non-Union (non-UNTF)
  - Non H-1B Visa Status
  - Full-Time Status with employment percent or capacity utilization of 90% or greater
  - Executive Managers
  - Faculty and Academic Staff (tenure system, continuing system or fixed term) with an annual salary of \$50,000 or greater
  - **Offer of employment extended on or after July 1, 2020. This includes New Hires, Re-Hires and Re-Appointments.**
    - *Please note that New Hire is intended to mean First-Time Hire as per the classification of Faculty and Academic Staff.*
- **The following provides additional clarification on employees who are excluded from the Temporary FAS Salary Reductions:**
  - Union Employees – Employees covered by the Union of Non-tenure Track Faculty (UNTF) collective bargaining agreement
  - Individuals on H-1B or non-immigrant visas
  - Individuals with an employment percent or capacity utilization of 89% or less
  - New Faculty and Academic Staff – **New or First-Time Hires** whose offer of employment was extended **prior to July 1, 2020**. They will receive Salary Rate included in their Offers of Employment.
  - Individuals appointed as Research Associates or Senior Research Associates (also referred to as Postdocs) regardless of their salary level

- **Additional HR Resources -**
  - Guidance for specific language to include in the Offer Letters or to attach to Fixed Term Memoranda -  
<https://hr.msu.edu/ua/hiring/faculty-academic-staff/index.html>
  - Fixed Term Attachment regarding the pay reductions -  
<https://hr.msu.edu/ua/forms/faculty-academic-staff/index.html>