

## Introduction of the SU Budget Request Cycle

Each year during the November-January time frame, the Support Units (SU) will go through the SU Budget Request cycle for next fiscal year. It is the time of year for the support units to request how much funding they need to operate in the new fiscal year. In a regular year, the support unit will need to submit a flat budget and an optimal budget. If the university budget is going down, the support unit may need to submit a budget cut scenario.

The University Budget Office will preload existing positions/employees and payroll distribution to Hyperion. It is important to know that the UBO takes a snap-shot of positions at a specific time and that information is loaded into Hyperion. You will often find that personnel transactions have taken place since the snap-shot was taken. These transactions need to be accounted for in Hyperion. You needs to review the information in Hyperion and make necessary adjustments for any changes. For example:

1. Delete departing faculty and staff.
2. Add new hires or transfers.
3. Correct payroll distribution because the preloaded distribution may not apply in the new fiscal year.
4. Update salaries changes.
5. Add vacant positions and to-be-hired for approved searches. We recommend you to put a label or some comments to the to-be-hired Employee Number and Employee Name fields.
6. Add vacant positions and to be hired to balance to the unit allocations in state funds if applicable. Again we recommend you to make some comments in the Employee Number and Employee Name fields.

These processes will ensure the accurate salary and fringe request for the next year. All the changes made to positions and employees are performed under the Budget Preparation folder in Hyperion. The updated salary/fringe and distribution will be pushed over to the financial side which is under the Support Unit Budgets folder in Hyperion. Please note the distribution for SU Budget only requires the Entity, Cost Pool, Commitment Source and Distribution Percent fields. Fund, Department Flex and Program Code are eliminated from this process. If the Provost, SVP of Health Affairs, UAA or Shands provide funding directly to a support unit, make sure to request the budget in proper commitment sources.

Hyperion provides the last two years' actual revenue and the current year's final budget request. You can use this information to facilitate the budget request for the new fiscal year.

Below is a summary of the whole SU Budget Request cycle. Please note that you can work on the Budget Preparation tasks and the Support Unit Budget tasks in any order.

