**University of Wisconsin-La Crosse**

**Budget Office**

**GPR Budget Planning Assumptions**

**Fiscal Year 2018-19**

**The following budget planning assumptions are to be used to complete the FY2018-19 budget. These assumptions will be updated as more information becomes available from UW System Budget Planning, UW-La Crosse campus cost centers, and the State of Wisconsin.**

1. **GPR Budget Deadlines**
	1. Colleges Only:
		1. Any personnel changes for FY19 are due to the Budget Office by March 1st.
		2. Deans should plan to request the target replacement salary for known vacated (retirement or resignation) positions during the budget development process (prior to April 1st) so the newly approved salary can be reflected in the FY19 Redbook.
	2. Non-College GPR Units: All other budget requests for S&E and personnel changes are due to the Budget Office by March 1st, or prior to your scheduled budget hearing, if applicable.
	3. GPR Budget hearings, for applicable units, will be scheduled within the February-March timeframe.
2. **2018-19 Tuition and Student Fees**

UW System and the State Legislature continues to remain focused on the cost of attendance for students at the UW System campuses. Due to the high priority placed on college affordability for 2018-19, UWL will be maintaining 0% increases to all student fees, except for externally mandated fee increases. Student fees, including special course fees cannot be increased to offset any reductions in S&E operating budgets and any fee requests must adhere to all applicable UWL and UW System policies.

* 1. FY2018-19 tuition (undergraduate and graduate) will be held at a 0% increase from FY2017-18.
	2. FY2018-19 Segregated Fees will be held at a 1.75% increase from FY2018-19 levels to include the previously approved increases that are associated with major capital projects (Fieldhouse).
	3. FY2018-19 Special Course Fees should be held constant from FY2017-18 levels unless detailed justification related to mandated costs is provided for any proposed increases to the fee.
		1. All Special Course Fee requests for modifications for the 2018-19 Academic Year are due to the Budget Office by February 15th. ([New Special Course Fee Process](https://www.uwlax.edu/budget/special-course-fees/))
1. **Fringe Benefits**
	1. For currently filled positions, use a rate that reflects your costs. For vacant positions, please use:

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| --- | --- |
| **Staff Type** | **Rate** |
| Academic Staff | 50.14% |
| Graduate Assistants (0% during the academic year)\* | 7.65% |
| University Staff  | 65.47% |
| LTE | 15.16% |
| Student Help (0% during the academic year)\*\* | 1.85% |

* 1. If Graduate Assistants elect health insurance should factor those costs into the fringe budget by looking at history of the account and graduate assistant appointments for that particular department.
	2. For Student Help, review actual activity within the department to determine appropriate fringe rate.
	3. If departments are proposing to transfer S&E budget to Salary budget (Student Help, Unclassified, etc), there is a conversion cost to move the budgets up to salary lines due to the fringe benefit assessment. For FY19 the cost of any SE to salary conversion is 38.69%. If there is an ongoing salary charge to an account that has historically been funded through S&E savings the department will be requested to make a permanent budget change to reflect actual activity in the account within the appropriate expenditure category.
1. **Health Insurance, ICI, Retirement, Social Security, Medicare**

Effective January 1, 2018:

* Health Insurance premiums for Gundersen will decrease by 3.40% and Health Traditions will 3.30%.
* Income Continuation insurance will remain constant.
* Employee and Employer retirement contribution rates will decrease by 0.20% to 11.15%.
* Social Security will remain constant at 6.2%.
* Medicare will remain constant at 1.45%.
* Ad-hoc appointments are generally charged Retirement, Social Security, and Medicare. Retirement may not be charged if the employee’s total appointment is less than the percentages mentioned [on the UW System WRS website](https://www.wisconsin.edu/ohrwd/benefits/ret/wrs/).
1. **UWL Compensation and State Pay Plan**
	1. The state budget was recently approved to include a 2% state pay plan for FY18 and FY19 for all state employees to be paid out on July 1, 2018 (2%) and January 1, 2019 (2%).
	2. As a result for FY19 the following compensation adjustments should be built in the budgets:
		1. 1% FY19 Compensation Plan only for the following University Staff Occupational Groupings noted below. (UWL Self-Funded)
		2. 2% FY18 Pay Plan
		3. 2% FY19 Pay Plan
			1. Since the FY19 2% will be paid out January 1st, the budgets will only incur 1% of this expense in FY19. This amount will be built into the budgets as a provisional offset.
	3. The planning assumptions for the compensation funded by the state are based on an adjustment for all staff. The compensation funded by UWL will be applied for the following University Staff occupational groupings:
		* 1. Power Plant: $0.19/hour
			2. ITS: $0.26/hour
			3. Police: $0.21/hour
			4. Financial Services: $0.19/hour
			5. Health Services: $0.25/hour
	4. Note: The FY18 and FY19 pay plans will require a 2% base salary adjustment for the FY19 budget plus the compensation plan amounts required for University Staff Occupational Groups.
	5. In FY19, UWL is also providing a self-funded 1% lump sum payment to staff based on CUPA comparisons for NIAS, occupational groupings for University Staff and PTS approved plan for Faculty and IAS.
2. **Student Help**

The student help minimum rate is $7.25 per hour. The student payment schedule in a department for FY2018-19 should remain constant from FY2017-18. For more information regarding pay scales for student help positions, please visit the [Human Resources website](https://www.uwlax.edu/human-resources/student-employment/student-employees/).

1. **Graduate Assistants**

Graduate Assistantships (GA’s) may be offered from 33% (14 hours/week) or up to 50% (20 hours/week). Stipends for Graduate Assistantships are based upon the amounts scheduled for the period during which the assistantship begins and are also slated to receive the 2% Pay Plan for FY18 and a secondary 2% adjustment which is UWL funded. The second portion of the pay plan, the FY19 2%, will be implemented in FY20 on the GA full time base.

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| --- |
| **Estimated GA Rates for FY2019** |
| FTE | Academic | One Semester |
| 33% | 7,306 | 3,653 |
| 50% | 11,070 | 5,535 |
| 100% (FTB) | 22,139 | 11,070 |

\*The rates include the 2% pay plan (paid out July 1st), and 2% UWL-funded adjustment (paid out July 1st).

1. **Terminal Banked Leave Assessment**

Terminal Banked Leave assessment (ALRA) should be built into the S&E budget for 2018-19, with the projected amount based on prior year actuals. This equates to 0.33% of the University Staff salary and 0.43% of the Academic Staff salary in a particular account.

1. **Educational Assistance**

As part of the ‘Investing in Our People” pillar of the University’s strategic plan, the University is making an investment in an Educational Assistance program for staff and faculty. The cost allocation model was developed by distributing the cost based upon 0.1306% on salary dollars associated with Redbook FTE per unit. On a $50,000 salary the annual assessment equals $65.30. The GPR portion is funded through the 102 Lapse return funds from UW System and the PR portion is allocated to each unit based upon Redbook FTE levels as outlined below to achieve a total budget for the campus of $85,000. This portion of the assessment will be built into the SE budget within the respective PR unit’s account. The program will be reviewed annually to determine an appropriate funding target to match the demand. ([Educational Assistance Cost Chart](https://uwlax.sharepoint.com/sites/budget-office/_layouts/15/guestaccess.aspx?guestaccesstoken=Sy8Gxa50kyxBekJoWoMevmN49VrOf9DPTD%2BvMFGA7nM%3D&docid=2_188e94d0ff2224f3da600b268d7e23f2d&rev=1&e=ba39ef7b26754a689e53d09217a79ebd))

1. **Travel Service Fee**

UW System has moved away from billing individual travelers the $14.50 travel service fee when they contact a representative on a travel issue or question. UWS has implemented a System-wide assessment which is allocated to each campus based on total FTE. The assessment will then support the overall UWS Travel Service program (online transactions support, group block transactions, administrative work for cancellations, after-hours service, etc.) and individual travelers will no longer be billed. The total annual cost to UWL is $44,000 which is allocated to all units based on the percentage of travel expenditures in the prior fiscal year. The GPR portion of the assessment will be covered centrally. The remaining accounts will need to budget this assessment within their SE budgets for FY19. ([Travel Service Fee Assessment Chart](https://uwlax.sharepoint.com/sites/budget-office/_layouts/15/guestaccess.aspx?guestaccesstoken=BcfX%2BG3dDU%2FJTIWSCu2jenlBZQdGkD3kwEZPgj9jZdY%3D&docid=2_1e8ec7ff5a723479e808d522c5f7c1f45&rev=1&e=f33f774481144cda88755b7c2cfb13ad))

1. **Administrative Overhead Rate**

For FY19 the Administrative Overhead will increase to 14.50%. The Administrative Overhead is applied on accounts that generate program revenue and have a non-instructional activity code. The increased assessment should be built in the FY19 budgets for program revenue accounts.

1. **Supply & Expense Budgets**

Supply and expense budgets should be budgeted by the class code detail and explanations provided for any adjustments from the previous year. For the colleges, this detailed information will be collected from the academic departments between April–June, with the need for the details to match the departmental totals submitted for the Redbook budget. For non-college units, class code detail for S&E is due to the Budget Office upon completion of the FY19 budget.

1. **S&E Class Code Updates**
	1. For 2017-18 UWS recently inactivated a number of previously used expenditure class codes associated with travel in the 21xx series.
	2. As a result units should budget their travel expenditures for FY19 in the following default travel class codes:
		1. 2800 – Travel – In State
		2. 2801 – Travel – Out of State
		3. 2802 – Travel – Foreign
	3. For a complete listing of all active UWS expenditure class codes please see the [UWS Chart of Accounts website](https://www.wisconsin.edu/financial-administration/account-codes/).
2. **Fund 233 Accounts**
	1. For FY19 any ongoing expenditures that are funded through Fund 233 resources should be noted within the department budget. At the start of FY19, the amount budgeted in each particular 233 account will be the amount of funding that will be requested from the Foundation to deposit in the 233 account. This front loading of revenue is in accordance with UWL’s Foundation Policies and Procedures and will also save time for the department with not having to complete multiple check requests throughout the year every time additional funding is needed in the account.
	2. For more information on the Policies and Procedures for 233 (Gift) accounts please see the [Business Services Gift Funds website](https://www.uwlax.edu/business-services/our-services/gift-funds/).
3. **PR Balances and Spend Plans**

Board of Regents Policy 21-6 requires institutions to report annually on program revenue balances at fiscal year-end for each fund category by level of commitment. The Budget Office will provide departments with fiscal year-end reports for all account balances in the program revenue fund categories above the university’s 10% policy threshold. A five-year expenditure plan and related justification is required to be submitted by July 15th of each fiscal year for account balances exceeding the threshold for the purpose of reducing the balance below the 10% threshold and ensuring compliance with the policy. Accounts with program revenue balances below $10,000 that exceed the policy threshold are not required to submit an expenditure plan. The Budget Office will review the status of cash balances quarterly and as part of the annual budget process to ensure Program Revenue balances are being expended according to submitted plans.