



**University of Wisconsin-La Crosse
Budget Office
GPR Budget Planning Assumptions
Fiscal Year 2020-21**

The following budget planning assumptions are to be used to complete the FY2020-21 budget. These assumptions will be updated as more information becomes available from UW System Office of Budget Planning, UW-La Crosse campus cost centers, and the State of Wisconsin.

1. GPR Budget Deadlines

- a. Colleges Only:
 - i. Any personnel changes and the allocated GQA reductions for FY21 are due to the Budget Office by March 1st.
 - ii. Deans should plan to request the target replacement salary for known vacated (retirement or resignation) positions during the budget development process (prior to March 1st) so the newly approved salary can be reflected in the FY21 Redbook.
- b. 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.
- c. GPR Budget hearings, for applicable units, will be scheduled within the January-February timeframe.

2. 2020-21 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. UWL will be maintaining 0% increases to all tuition types, and 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.

FY21 Tuition and Fee Adjustments (estimated)	Percentage
Resident and Non Resident Tuition	0%
Segregated Fees (Non-Allocable Only)	1.50%
Room Rates	2.00%
Board Rates	2.00%
Parking Rates	0%
Textbook Rental Rates	0%
Special Course Fees*	0%

- a. Special Course Fees should be held constant from FY2019-20 levels unless detailed justification related to mandated costs is provided for any proposed increases to the fee. All Special Course Fee requests for modifications for the 2020-21 Academic Year are due to the Budget Office by February 15th. ([Special Course Fee Process](#))

3. Fringe Benefits

- a. For currently filled positions, use a rate that reflects your costs. For vacant positions, please use:

Staff Type	Rate
Academic Staff	42.54%
Graduate Assistants (0% during the academic year)*	16.17%
University Staff	55.79%
LTE	7.65%
Student Help (0% during the academic year)**	1.58%

- b. If Graduate Assistants elect health insurance units should factor those costs into the fringe budget by looking at history of the account and graduate assistant appointments for that particular department.
- c. For Student Help, review actual activity within the department to determine appropriate fringe rate.
- d. 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 FY21 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.

4. Health Insurance, ICI, Retirement, Social Security, Medicare

Effective January 1, 2020:

- Health Insurance premiums for Gundersen will increase by 3-4% and Mayo (WEA Trust) will increase by 6%.
- Income Continuation insurance will remain constant.
- Employee and Employer retirement contribution rates will decrease to 10.75%.
- Social Security will remain constant at 6.20%.
- 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](#).

FY21 Fringe Rates	
Fringe Type	Rate
Retirement	10.75%
Medicare	1.45%
Social Security	6.20%

5. UWL Compensation and State Pay Plan

- a. For FY20, a 2% state pay plan was built into the budgets for all state employees paid out on January 1, 2020 (2%). Since the second 2% was paid out on January 1st, the budgets only incurred 1% of those expenses.
- b. For FY21, a 2% state pay plan will be built into the budgets for all state employees paid out on January 1, 2021 (2%). Since the 2% will be paid out on January 1st, the budgets will only incur 1% of those expenses, so an offset of 1% will be included in all salary budgets.
- c. All Redbook university staff and academic staff with satisfactory evaluations that start prior to July 1, 2020 will be eligible for the FY21 state pay plan.
- d. The Graduate Assistant base will also increase 2% for the pay plan for FY21.

FY21 Pay Plan			
Staff Type	Budget Build	Pay Increase	Pay Increase
		7/1/20	1/1/21
Academic Staff	1%	0%	2%
University Staff	1%	0%	2%
Graduate Assistants	2%	2%	0%

6. Student Help

The student help minimum rate is \$7.25 per hour. The student payment schedule in a department for FY2020-21 should remain constant from FY2019-20. For more information regarding pay scales for student help positions, please visit the [Human Resources website](#).

Classification Level	Pay Rates
Entry	\$7.25 - \$9.00
Intermediate	\$9.00 - \$11.00
Advanced	\$11.00 - \$13.00

7. 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. The GA base for FY21 will increase 2% based on the FY20 pay plan.

Estimated GA Rates for FY2021		
FTE	Academic	One Semester
33%	7,452	3,726
50%	11,291	5,646
100% (FTB)	22,582	11,291

9. Terminal Banked Leave Assessment

Terminal Banked Leave assessment (ALRA) should be built into the S&E budget for 2020-21, with the projected amount based on prior year actuals. This equates to 0.20% of the University Staff salary and 0.19% of the Academic Staff salary in a particular account.

Estimated FY21 ALRA Rates	
Staff Type	Rate
Academic Staff	0.19%
University Staff	0.20%

10. Educational Assistance

The Educational Assistance program is funded by distributing the cost based upon 0.1210% on salary dollars associated with Redbook FTE per unit. On a \$50,000 salary the annual assessment equals \$60.50. The GPR portion is funded through Fund 102 and the PR portion is allocated to each unit based upon Redbook FTE levels as outlined in the linked chart to achieve a total budget for the campus of \$85,000. The PR funded 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](#))

11. Travel Service Fee

UW System assesses each campus for the cost to fund the UWS Travel Service program based on FTE. 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 is funded centrally and PR accounts need to budget the assessment within their SE budgets for FY21. ([Travel Service Fee Assessment Chart](#))

12. Administrative Overhead Rate

For FY21 the Administrative Overhead will remain at 15% which helps to support the growing costs of Common Systems on campus and from UW System. The Administrative Overhead is applied on accounts that generate program revenue and where the unit does not pay the annual Auxiliary Chargeback. The assessment is built in the FY21 budgets for program revenue accounts.

13. Supply & Expense Budgets

Supply and expense budgets should be budgeted by the budget category and explanations provided for any adjustments from the previous year. S&E budgets are due to the Budget Office upon completion of the FY21 budget.

14. S&E Class Code Updates

- a. UWS recently inactivated a number of previously used expenditure class codes associated with travel in the 21xx series.
- b. As a result units should budget their travel expenditures for FY19 in the following default travel class codes:
 - i. 2800 – Travel – In State
 - ii. 2801 – Travel – Out of State
 - iii. 2802 – Travel – Foreign
- c. For a complete listing of all active UWS expenditure class codes please see the [UWS Chart of Accounts website](#).

15. Fund 233 Accounts

- a. For FY21 any ongoing expenditures that are funded through Fund 233 resources should be noted within the department budget. At the start of FY21, 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 so multiple check requests do not need to be completed throughout the year when additional funding is needed in the account.
- b. For more information on the Policies and Procedures for 233 (Gift) accounts please see the [Business Services Gift Funds website](#).

16. 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 \$25,000 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.

17. **Budgeting to Actual Anticipated Expenditure Levels:** The 2020-21 annual budget should reflect all anticipated expenditures, including those that are one-time and coming from fund balances. Fund 231 (Academic Student Fees – Carryforward Contribution) should be used in the budget for anticipated expenditures beyond an institution's allocated Fund 131 budget authority. This will allow the budget to reflect all anticipated expenditures (including nonrecurring one-time expenditures) while also allowing easy identification of one-time expenditures vs. on-going base budgets. All expenditures in the financial system will continue on Fund 131 or 1(a) – there will not be actual expenditures on Fund 231.
 - a. Funds 128 and 136 should have one-time expenditures budgeted within their operating budgets and corresponding accounts.
 - b. Fund 131 should have one-time expenditures budgeted within the corresponding 231 account.

18. Enrollment Projections

- a. In reference to upcoming enrollment changes in the State of Wisconsin, the University has developed and continued to discuss high level projections related to projected decreases in J-

Term, Summer, transfer and undergraduate students over the next four years. The current modeling that has been discussed with Joint Planning and Budget and will be the guide for future decision making at the university level is the below outline for the next four years. Please utilize these enrollment adjustments when making revenue projections for future years during the budget planning process.

- i. FY21: Decline of 60 transfer students
- ii. FY21: Decline in J Term and Summer (estimated 100 SCH per term)
- iii. FY23: Decline of 50 undergraduate students
- iv. FY24: Decline of 50 undergraduate students