**University of Wisconsin-La Crosse**

**Budget Office**

**GPR Budget Planning Assumptions**

**Fiscal Year 2017-18**

**The following budget planning assumptions are to be used to complete the FY2017-18 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. GQA reductions plans are to be submitted by December 1st to include the Instructional Staff positions and Non-Instructional S&E reductions.
	2. Colleges Only:
		1. Budget requests for S&E are due to the Budget Office by December 15th.
		2. Any personnel changes for FY18 are due to the Budget Office by March 1st.
		3. 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 FY18 Redbook.
	3. 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.
	4. GPR Budget hearings, for applicable units, will be scheduled within the February-March timeframe.
2. **2017-18 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 2017-18, 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. FY2017-18 tuition (undergraduate and graduate) will be held at a 0% increase from FY2016-17.
	2. FY2017-18 Segregated Fees will be held at a 0% increase from FY2016-17 levels except for previously approved increases that are associated with major capital projects (REC Center Addition and Fieldhouse).
	3. FY2017-18 Special Course Fees should be held constant from FY2016-17 levels unless detailed justification related to mandated costs is provided for any proposed increases to the fee.
1. **Fringe Benefits**
	1. For currently filled positions, use a rate that reflects actual costs. For vacant positions, please use:

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| --- | --- |
| **Staff Type** | **Rate** |
| Academic Staff | 48.00% |
| Graduate Assistants (0% during the academic year) | 7.65% |
| University Staff  | 68.51% |
| LTE | 16.75% |
| Student Help (0% during the academic year) | 7.65% |

1. **Health Insurance, ICI, and Retirement**

Effective January 1, 2017:

* Health Insurance premiums for Gundersen will increase by 2% and Health Traditions will increase 4.03%.
* Income Continuation insurance will increase by 20%.
* Employee and Employer retirement contribution rates will increase by 0.20%.
1. **Compensation Plan**

A 2% compensation plan (1% state-funded and a 1% UWL funded) will be included in all budgets for FY17-18. The planning assumptions for the compensation funded by the state are based on a 1% adjustment for all staff. The compensation funded by UWL will be based on an additional 1% for all Graduate Assistant positions, for Non-Instructional Academic Staff below 100% of their CUPA comparison and a 1% pool for all Instructional positions to be allocated per the approved PTS model. For University Staff, the additional 1% will be applied for the following occupational groups: Administrative Support, Human Resources, Custodial/Grounds, and Facilities. University Staff in occupational groups for Financial Services, Information Technology, Medical, Police and Power Plant will have the additional 1% compensation plan built into the FY19 budget.

1. **Student Help**

The student help minimum rate is $7.25 per hour. The student payment schedule in a department for FY2017-18 should remain constant from FY2016-17. For more information regarding pay scales for student help positions, please visit the Human Resources website.

1. **Graduate Assistants**

Graduate assistantships (GA’s) may be offered from 33% for 14 hours work per week up to 50% for 20 hours per week. Stipends for graduate assistantships are based upon the amounts scheduled for the period during which the assistantship begins. The following rates include a 2% compensation plan for all graduate assistant positions.

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| --- |
| **Estimated GA Rates for FY2018** |
| FTE | Academic Year | Semester |
| 33% | $7,091 | $3,546 |
| 50% | $10,745 | $5,373 |
| 100%  | $21,489 |  |

1. **Fair Labor Standards Act (FLSA) Considerations**

Effective December 1, 2016, the U.S. Department of Labor (DOL) has announced changes to FLSA, raising the salary threshold required to qualify for exemption from overtime to $47,476 per year, an increase from $23,600 per year. Employees making less than $47,476 will be eligible for overtime pay. UWL is implementing a campus policy to allow up to 80 hours of worked overtime per year, with supervisor approval, at a rate of 1.5 times their regular rate for these Academic Staff and previously exempt University Staff individuals below the threshold.

UWL has adopted a university-wide approach to this policy change and budget increases for overtime are not permitted. Any approved overtime will be funded using a unit’s existing resources with vacancy savings, student help savings or PR cash balances. The use of S&E will not be permissible to fund overtime. The university is not raising employees up to the new threshold so units should not build in any base increases to raise their employees up to the $47,476 minimum. In addition, units should not build in any new budget allocations for potential overtime costs. The university is managing the fiscal implications related to the FLSA threshold change on a cost neutral basis and with consistency across the units and funding sources.

The Budget Office and Human Resources will work with business managers and department heads to establish a process for tracking employee overtime for departments and confirming the funding source.

1. **Terminal Banked Leave Assessment**

Terminal Banked Leave assessment (ALRA) should be built into the budget for 2017-18, with the projected amount based on prior year actuals. This equates to 0.18% of the University Staff salary and 0.16% of the Academic Staff salary in a particular account.

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 FY18 budget.

1. **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.