

SLCC Informed Budget Process (IBP) Guidelines

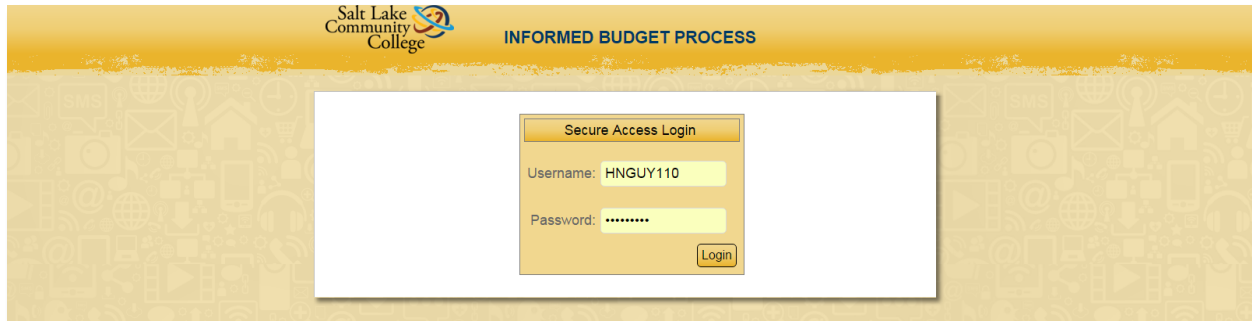
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Beginning FY2022, the IBP portal and process no longer differentiates between Operational and Strategic requests. The only type of request now is for an IBP Funding Request. The IBP portal has gone through an intensive revamp with well-rounded functionalities that complete the IBP process. Accountability reports for IBP approved and funded requests of \$50,000 or more can also be submitted directly from the portal.

If a copy of an old IBP request from prior years is needed, please contact Hoa Nguyen at x4243 or hoa.nguyen@slcc.edu.

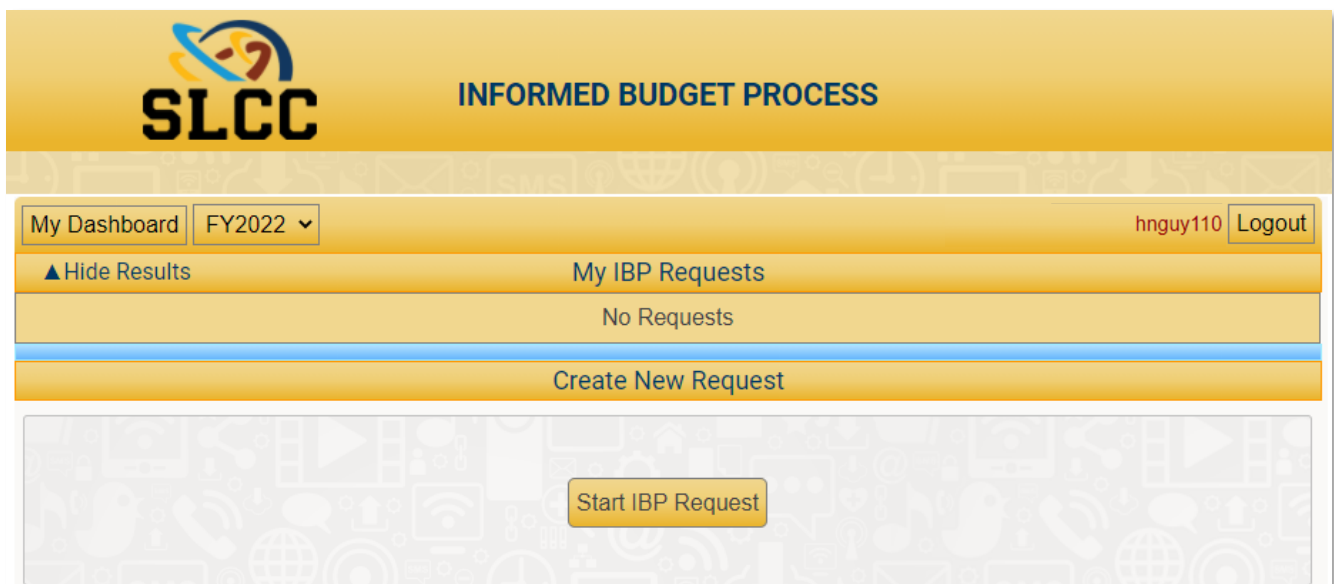
The IBP guidelines provide direction in navigating the electronic budget request submission in the IBP Portal. It is highly recommended that you review these guidelines prior to entering data and submitting requests. The instructions are as follows:

Login Screen: Use your MySLCC username and password to access the form.



The screenshot shows the login interface for the SLCC Informed Budget Process. At the top left is the Salt Lake Community College logo. To its right, the text "INFORMED BUDGET PROCESS" is displayed. The main content area features a "Secure Access Login" box with a "Username" field containing "HNGUY110", a "Password" field with masked characters, and a "Login" button.








My Dashboard Screen: The dashboard is where you begin a new budget request or manage your existing requests.



The screenshot displays the user's dashboard. At the top left is the SLCC logo, and to its right is the text "INFORMED BUDGET PROCESS". Below this is a navigation bar with "My Dashboard" and "FY2022" (with a dropdown arrow), and a "Logout" button next to the username "hnguy110". The main content area shows "My IBP Requests" with "No Requests" listed below it. A "Create New Request" button is visible. At the bottom, there is a large "Start IBP Request" button.

Existing requests will show on the Dashboard screen only after you have entered information either in draft or final submission phase.

- The fiscal year always defaults to the **upcoming** fiscal year. The upcoming year is when new funding may be available for your IBP request(s) being currently submitted.
- Once a request has been saved in draft form or final submission, hovering the cursor over each request title will show the request number and the person who saved or submitted the request.
- Requests that have been saved as a draft can be edited until submitted as final by clicking the Edit button on the left of the request.
- Requests that are submitted as final can only be viewed (not edited) by clicking the View button on the left of the request.
- All draft and submitted requests can be deleted at any time by clicking the Delete button on the right of the request.
- IBP requests have the following status indicators on the Dashboard.

IBP Request Status Indicator Legend	
 EDIT	Saved as Draft
 VIEW	Submitted (not editable)
 VIEW	Prioritized by your Cabinet member
 VIEW	Not Approved
 VIEW	Division Approved & Funded
 VIEW	IBP Approved & Funded (less than \$50,000)
 VIEW AddRpt	IBP Approved & Funded (\$50,000 or more) <i>*Accountability Reports required for 2 years</i>

To create a new request, select Start IBP Request at the bottom of My Dashboard.

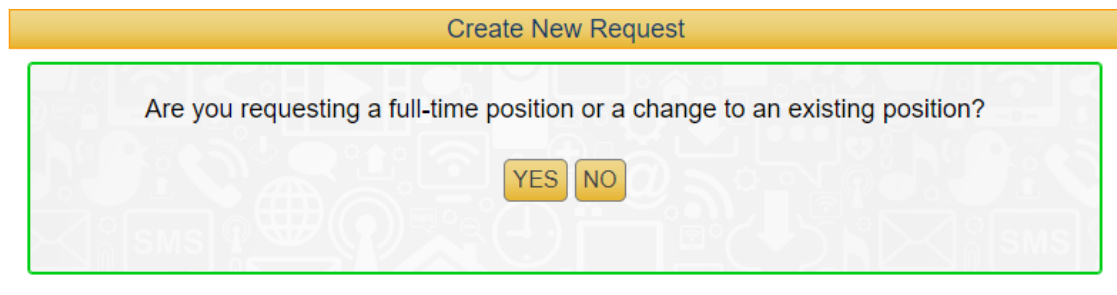
Guidelines to the IBP Funding Request Form

1. The IBP form can be saved as a draft for later editing and submission.
2. Please be advised that the IBP form will **automatically log out after 30 minutes of no activity**. It is recommended that you complete filling out the form in one sitting or save your work as a draft often to avoid losing your data.
3. If you have been working on or have completed narrative for your IBP request in an external document (emails, Word documents, etc.), simply copy and paste that narrative in the respective data field.
4. Each budget request title is limited to 60 characters, including spaces.

5. The IBP form has the autofill function for the Program/Office/Area and Person/Title fields to improve data entry consistency. This will allow you to directly type in the first few letters and select your area or name from the drop-down list.
6. Please complete all data fields that are required on the forms. Use the “Tab” key or your mouse and cursor to navigate through the form. All green highlighted fields are non-editable. These fields will populate automatically if dollars are requested for salaries and/or wages. Also, built into the web-based IBP form is a benefit and current expense calculator for NEW full-time and hourly position requests. The detail behind the calculations can be found in Appendix A to these guidelines.
7. If desired, requests can be printed after being saved as a draft or submitted as final. However, it is optional and not necessary to print because they are accessible through My Dashboard.
8. As you proceed through the IBP electronic process, please respond to the prompts in order to advance to the next page. After responding to the series of prompts, you will reach the IBP request form.

The prompts are as follows:

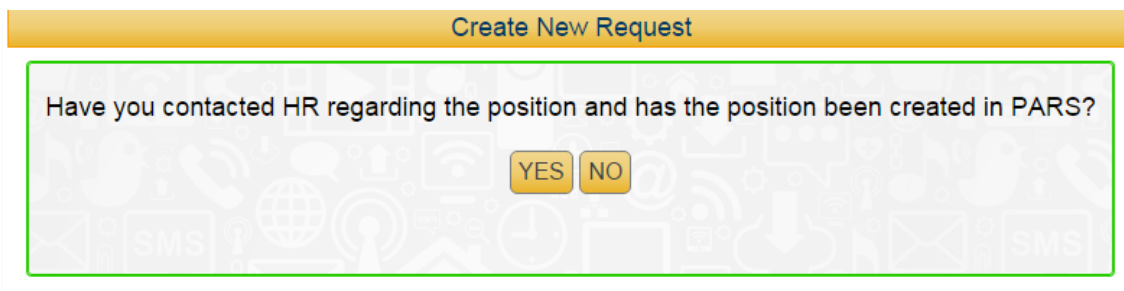
First Prompt – Full-Time Position: This prompt asks whether you are requesting a full-time position or a change to an existing position. **Note:** if you are not requesting a new full-time position or a change to an existing position, respond “No” and it will automatically advance you to the third prompt.



The screenshot shows a yellow header bar with the text "Create New Request". Below it is a white box with a green border containing the question "Are you requesting a full-time position or a change to an existing position?". At the bottom of the box are two yellow buttons labeled "YES" and "NO".

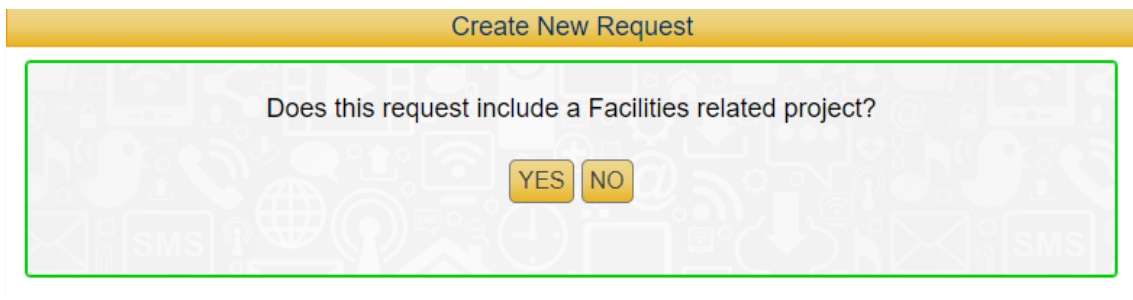
Second Prompt – Position Created in PARS: If you answered “Yes” to the first prompt to request a new full-time position or upgrade to an existing position, it will need to be entered into PARS **before** continuing. If you have not already done so, please work with Marni Fisher (ext. 4812) in HR to complete this step. When working with HR, please indicate that it is an IBP FY 2022 request. HR will determine the correct salary, grade and title to be applied to staff position requests. For all faculty requests, academic departments will need to work with James Broadbent (ext. 4672) in HR.

If you have not worked with HR regarding this new position or upgrade to an existing position, respond “No”; however, you will be unable to proceed to enter data on the IBP form at this time.



The screenshot shows a yellow header bar with the text "Create New Request". Below it is a white box with a green border containing the question "Have you contacted HR regarding the position and has the position been created in PARS?". At the bottom of the box are two yellow buttons labeled "YES" and "NO".

Third Prompt – Facilities Related Projects: This prompt asks whether you are requesting a Facilities related project. **Note:** If you are not requesting a Facilities related project, respond “No” and it will automatically advance you to the fifth prompt.

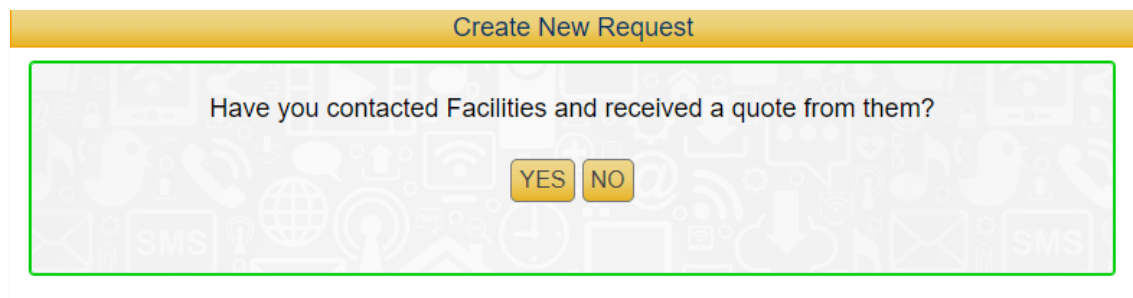


The screenshot shows a yellow header bar with the text "Create New Request". Below it is a white box with a green border containing the question "Does this request include a Facilities related project?". At the bottom of the box are two yellow buttons labeled "YES" and "NO". The background of the white box features a faint pattern of various icons.

Fourth Prompt – Consult with the Facilities Services Planning & Design Division: If you responded “Yes” to the third prompt to request a Facilities related project, i.e. the remodel of a space, or the purchase of furniture, you will need to consult with the Facilities Services Planning & Design Division to address both the feasibility and budget of your proposal. Please do so **well in advance** of any deadlines for submittals.

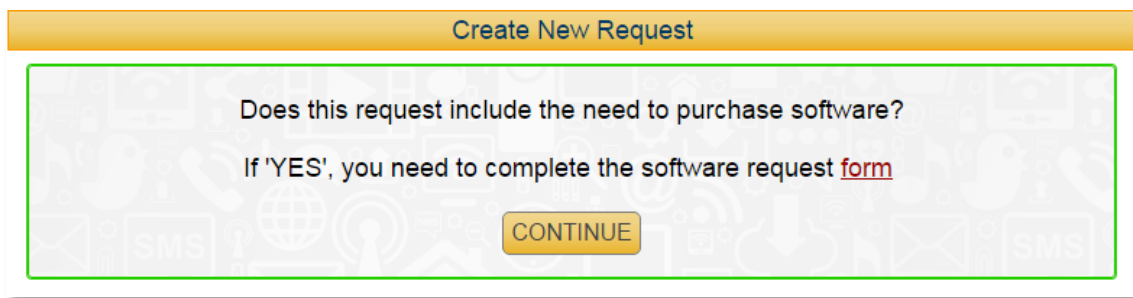
If you have not worked with the Facilities Services Planning & Design Division regarding your project, respond “No”; however, you will be unable to proceed to enter data on the IBP form at this time.

Contact Jessica Davenport at jessica.davenport@slcc.edu to schedule a time to meet in order to discuss these types of projects.



The screenshot shows a yellow header bar with the text "Create New Request". Below it is a white box with a green border containing the question "Have you contacted Facilities and received a quote from them?". At the bottom of the box are two yellow buttons labeled "YES" and "NO". The background of the white box features a faint pattern of various icons.

Fifth Prompt – Software Advisement: Any new software proposals require a completed OIT software request form prior to consideration.



The screenshot shows a yellow header bar with the text "Create New Request". Below it is a white box with a green border containing the question "Does this request include the need to purchase software?". Below the question is the text "If 'YES', you need to complete the software request form". At the bottom of the box is a single yellow button labeled "CONTINUE". The background of the white box features a faint pattern of various icons.

IBP Request Submission

My Dashboard
FY2022 ▾
hnguy110
Logout

IBP Funding Request

Division and Type of Request

Please Select Division ▾

Please Select Department ▾

Full-time Positions Request (Base Request Only)

New Position
 Position Funding Change
 Position Upgrade
 Other

Please select your Division (Vice President/Provost level) and your Department (Associate or Assistant Vice President/Dean level) and the Type of Request for the form to populate. When New Position, Position Funding Change, or Position Upgrade is selected, the form will show three sections: Full-time Positions, Hourly Support, and Non-Personnel Budget. When Other is selected, the form will only show two sections: Hourly Support and Non-Personnel Budget.

New Position: is to request a brand new, non-existing position. The position must have been evaluated and given a salary range by HR through PARS. FTE always defaults to 1. The benefit will be calculated automatically based on the salary amount entered.

Required Resources

New Full-Time Positions (Base Request Only)

	FTE	HR Approved Title	Total Salary	Benefits & Other	Total
Faculty 1	1	<input type="text"/>	0	0	0
Faculty 2	1	<input type="text"/>	0	0	0
Staff 1	1	<input type="text"/>	0	0	0
Staff 2	1	<input type="text"/>	0	0	0
Staff 3	1	<input type="text"/>	0	0	0
					\$0

Salary Related Benefits (SRB)	23.50%
Summer Contract Pool Formula	23.5% Salary + SRB
Health Benefit Package	\$16,000
Current Expense	\$1,000
Technology Cost	\$500

Position Funding Change: is to request a funding change for an existing position from self-generated funding sources or grants and contracts to E&G. A funding change can be requested for full FTE or partial FTE. Please change the FTE accordingly. The requested amounts will include an estimated increase to salary and benefit costs. Please work with Arlene Ray (x4229) before proceeding.

Required Resources					
Full-Time Position Funding Change (Base Request Only)					
	FTE	HR Approved Title	Req. Salary	Req. Benefits	Total
Faculty 1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Faculty 2	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 2	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 3	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
					\$0

The requested amounts will include an estimated increase to salary and benefit costs. Please work with Arlene Ray (x4229) before proceeding.

Position Upgrade: is to request an upgrade to an existing position. The upgrade must have been evaluated and given upgraded salary and benefit amounts by HR through PARS. A Position Upgrade can be requested for a full or partial E&G funded position. Please change the FTE accordingly. Please use the actual position benefit amount provided by the Budget Office under the Budget Comments section in PARS. Contact Arlene Ray (x4229), if needed.

Required Resources					
Full-Time Position Upgrade (Base Request Only)					
	FTE	HR Approved Title	Req. Salary	Req. Benefits	Total
Faculty 1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Faculty 2	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 2	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Staff 3	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
					\$0

Please use the actual position benefit amount provided by the Budget Office under the Budget Comments section in PARS. Contact Arlene Ray (x4229) if needed.

Other: is to request Hourly and Non-Personnel Support dollars only. *The Index and By June 30* are required fields, please make sure they are filled or selected before saving or submitting the request.

Required Resources				
Hourly Teaching and Non-Teaching Support				
	Index*	Total Wages	Benefits	Total
Teaching	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	<input type="text"/>
Non-Teaching	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	<input type="text"/>
				\$0
Hourly Benefits 10%				
* If a new index is needed, enter "NEW". If approved, follow normal protocol for requesting a new index.				
Non-Personnel Budget Support				
	Index*	Base Request	One-time Request	By Jun 30**
Current Expense	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	Select <input type="button" value="v"/>
Travel	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	Select <input type="button" value="v"/>
Equipment	<input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	Select <input type="button" value="v"/>
Remodel (one-time only)	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	Select <input type="button" value="v"/>
		\$0	\$0	
* If a new index is needed, enter "NEW". If approved, follow normal protocol for requesting a new index.				
** One-time requests only: If approved, can it be spent or encumbered by June 30th of the current fiscal year?				

IBP Results

After the SLCC Executive Cabinet has prioritized and approved IBP Requests, results will be posted in the IBP portal. Requesters will also receive an email for each approved or not approved request.

Result of approved requests, including dollar amounts, accountability report requirements, and admin notes (if any), can be viewed in the IBP portal by clicking the button on the right of each request.

Accountability Report Submission

Accountability reports are required for 2 consecutive years following the funding of all IBP Approved and Funded requests of \$50,000 or more. Requestors of IBP Approved and Funded initiatives will receive a reminder email when it is time to submit accountability reports.

If a request was IBP approved and funded for \$50,000 or more, its status button will appear as shown below.



Click **AddRpt** on the status button to access the request Edit page. For each approved amount of \$50,000 or more, links for Year1 and Year2 will appear to the right of the amount.

Apprvd OT	Apprvd Base	Acct. Report		
50000	0	Yes	Year1	Year2
0	0			
0	50000	Yes	Year1	Year2
0	0			

Click on the corresponding year for the Accountability Report being submitted to navigate to the report submission form. See the form screenshot on the next page.

Notes:

- At least one accountability report needs to be submitted for each IBP request that was approved for \$50,000 or more.
- A single accountability report can be submitted for multiple approved amounts of \$50,000 or more on the same IBP request if they are all related to one project.
- All data at the top of the accountability report form is automatically retrieved from the IBP request.
- The first two questions are required for both one-time and base dollars.
- The third question is applicable to base dollars only.

Informed Budget Process - FY requested 2022
Accountability Report - Year # 1

Request Title:

Request ID 1703

Requested By:

Approved Amount:

What was the planned use of the new dollars, and were you able to spend them? *

Characters Remaining : 3000

How has this supported the Mission, Vision, and Goals of the College? Please list the outcomes/benefits. *

Characters Remaining : 3000

If this is ongoing funding, what do you expect to accomplish this coming Fiscal Year?

Characters Remaining : 3000

Save

Note: Please email additional documents (if any) to hoa.nguyen@slcc.edu

Appendix A

Calculation Examples on the IBP Form

Once the user inputs the salary amount for a faculty or staff member on the IBP form, the total benefits and other costs will auto-populate based on the calculation formulas as shown in the detailed examples below. The calculator assigned to each new full-time position includes: a full benefits package; a departmental current expense adjustment; technology expense adjustment; and a summer contract for faculty positions. The calculator for hourly requests only includes 10% hourly benefits.

<i>Faculty - Salaried Benefits & Other Cost Calculations</i>		
1	Salary – Faculty	\$50,000.00
2	Salary Related Benefits (SRB) = 23.5% * \$50,000	11,750.00
3	Summer Contract Pool = (23.5% * \$50,000) + (23.5% * \$11,750)	14,511.25
4	Health Benefit Package	16,000.00
5	Current Expense	1,000.00
6	Technology Cost	500.00
	Total Benefits & Other Costs	43,761.25
	<i>Total</i>	<u>\$93,761.25</u>

<i>Staff - Salaried Benefits & Other Cost Calculations</i>		
1	Salary - Staff	\$40,000.00
2	Salary Related Benefits (SRB) = 23.5% * \$40,000	9,400.00
3	Summer Contract Pool	N/A
4	Health Benefit Package	16,000.00
5	Current Expense	1,000.00
6	Technology Cost	500.00
	Total Benefits & Other Costs	\$26,900.00
	<i>Total</i>	<u>\$66,900.00</u>

<i>Hourly Benefits & Other Cost Calculations</i>		
1	Total Wages	\$30,000.00
2	Hourly Related Benefits = 10%	3,000.00
	<i>Total</i>	<u>\$33,000.00</u>