WORKDAY BUDGET DEVELOPMENT FAQ’s

What is required?

For FY-22, **core fund** budgets will be required; **non-core fund** budgets are optional.

Core fund deliverables are shaded in the table below and include an EIB template for 12/31/2020 PBL, 7.5% reduction targets, and enrollment-based funding, if applicable.

PBL, enrollment funding, and benefits account for about 95% of core fund allocations. This table describes the FY-22 core fund allocation plan for these and other typical core fund allocations:

<table>
<thead>
<tr>
<th>Allocation Type</th>
<th>Allocation Plan</th>
<th>Target Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBL Allocations</td>
<td>PBL as of 12/31/2020 will be loaded to Workday as the 'Initial' FY-22 budget. Areas will complete EIB templates to assign allocations to Cost Centers &amp; Programs.</td>
<td>End of July</td>
</tr>
<tr>
<td></td>
<td>Changes in PBL from 1/1/2021 - 6/30/2021 will be loaded as FY-22 Budget Amendments in the fall along with other final FY-22 allocations. (These changes will be minimal with the conversion to Workday)</td>
<td>October</td>
</tr>
<tr>
<td>7.5% Reduction Targets</td>
<td>Reduction targets will be loaded as FY-22 Budget Amendments in Workday. Areas will complete EIB templates to assign the reduction to Cost Center, Program, Ledger, and Region.</td>
<td>End of July</td>
</tr>
<tr>
<td>Enrollment-based Funding</td>
<td>Estimated FY-22 Enrollment funding will be loaded as FY-22 Budget Amendments in Workday. Areas will complete EIB templates to assign the funding to Cost Center, Program, Ledger, and Region.</td>
<td>End of July</td>
</tr>
<tr>
<td>Facilities and Administrative Cost Recovery Funds (F&amp;A)</td>
<td>Revised EP-2 will be implemented July 1, 2021. Libraries and Office of Research will receive formula funding per the legacy policy for FY-21. The level of funding after the FY-21 adjustments will be provided as PBL. FD076 PBL will be allocated as described above.</td>
<td>See 'PBL Allocations' above</td>
</tr>
<tr>
<td></td>
<td>One time / Temporary F&amp;A commitments will be identified in area consideration files and allocated in the fall along with other final FY-22 allocations. Budget Office will facilitate either an EIB or manual Budget Amendment to make these allocations.</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Quarterly allocations will continue for all special allocations, college and department earnings, and campus support. These quarterly EIB loads are prepared by Budget Office. (4th quarter FY-21 adjustments, if needed, will occur in 1st quarter FY-22)</td>
<td>October, January, April, June</td>
</tr>
<tr>
<td>One-time / Temporary Allocations</td>
<td>One-time / temporary allocations will be identified in area consideration files that will be distributed in the fall once final FY-22 allocations are known after the budget hearings. Budget Office will facilitate either an EIB or manual Budget Amendment to make these allocations.</td>
<td>October</td>
</tr>
<tr>
<td>Proviso funds</td>
<td>Proviso fund allocations will be identified in area consideration files that will be distributed in the fall once final FY-22 allocations are known after the budget hearings. Budget Office will facilitate either an EIB or manual Budget Amendment to make these allocations.</td>
<td>October</td>
</tr>
<tr>
<td>Benefits</td>
<td>Budget office will allocate benefits monthly after the second pay period via EIB.</td>
<td>Monthly</td>
</tr>
</tbody>
</table>
What are core funds?
Core funds include General Fund FD001 (Legacy 001-xx), Indirect Cost Recovery FD076 (Legacy 148-02 & 148-03), and Administrative Fees & Interest FD080 (Legacy 148-05).

Why are core fund benefits being allocated monthly?
Monthly benefit allocations can be done at the program level such that allocations equal expense for each pay period. This method of benefit allocation (vs. an annual up front allocation of estimated benefits) will alleviate the need for areas to track benefit budget variances and true-up allocations and actuals at the program level.

What about budgets for non-core funds?
Areas that choose to prepare non-core fund budgets will prepare a separate non-core EIB template that will include both revenue and expense budgets.

What are non-core funds?
Non-core funds for the budget development process include all other funds not listed as ‘Core’ above, except for gifts, projects and grants.

Where do we get the EIB templates?
Templates will be posted to area folders on the Budget Office SharePoint site. Area fiscal staff have access to these folders and will receive an email granting access to the site when materials are available.

Can we modify the templates to fit our needs or to provide additional information?
No, the templates include embedded formulas and lookup tables that will be disabled if the format of the templates is changed.

At what level of worktag detail should areas budget?
At a minimum, budgets must include cost center, fund, ledger, and region worktags (note that the program field is not required; areas may budget at the cost center level if desired). For core funds, the Budget Office will pre-populate the EIB template with the required fields along with other worktags and budget amounts associated with each area’s 12/31/2020 PBL table. Areas may include additional programs, revise program budgets, add spend & revenue categories (legacy sub-objects and sub-sources), and add other special worktags as desired to meet area reporting needs. To do this, areas will modify pre-populated lines in the EIB template and utilize the blank rows that appear beneath the pre-populated data. Please do not insert new rows or delete rows from the EIB template.

What about rounding?
All budgets should be entered in whole dollars (no cents).

What if we want departments to participate in building Workday budgets? Can we replicate the core fund PBL worksheet for a unit within our area?
One option to share budget development within an area is to use an application like TEAMS to share the workbook so that many users may access the same document simultaneously.

Another option is to request a blank version of the workbook from the Budget Office (wsubudget.office@wsu.edu). Areas may cut/paste the applicable department level PBL detail into the
‘PBL_FY22’ tab, which will populate the target amounts for the initial budget on the ‘Summary’ tab. Areas may choose to assign a specific reduction target to the department; this can be added in cell B12 of the ‘Summary’ tab. Departments will then fill out the ‘Initial’ and ‘Reduction’ EIB tabs with the required fields. There are formulas and lookup tables embedded in the worksheet, so it is not recommended that you insert / delete rows into the EIB template.

Areas should compile department level detail into one file at the area level to be submitted to the Budget Office.

**What is required for the enrollment funding EIB?**

Only areas that receive enrollment based allocations will compete this EIB. FY-22 enrollment funding targets will be provided based on FY-21 preliminary amounts. Areas will be able to revise the targets for their own estimated enrollment funding for FY-22 if desired. Areas will then complete the EIB to assign the target allocations to desired worktags.

**What is required for the non-core fund EIB?**

For non-core funds areas will budget for both revenue and expense. Revenue budgets should be entered in the ‘credit’ column of the EIB, expense budgets are entered in the ‘debit’ column. Enter both numbers as positive (no brackets or (-) to denote credits). The non-core fund EIB does not need to balance (i.e. debits do not have to equal credits)

**How will the EIB allocations appear in Workday in FY-22?**

PBL allocations (before the 7.5% reduction targets) will appear in the ‘Initial Budget’ column of Workday Budget to Actuals reports. All other allocations for FY-22, including non-core fund budgets, will appear in the ‘Available Budget Amendments’ column. The sum of the two columns is the ‘Current Year Budget’.

**How will the budgets be loaded to Workday?**

The Budget Office will compile area submissions into one EIB that will be loaded to Workday.

**When will FY-22 budgets be loaded to Workday?**

For core funds, the goal is to load initial (PBL) budgets, and 7.5% reduction target and Enrollment funding budget amendments by July 31. See the table above for timing of other core fund allocations.

The goal is to load non-core budgets received by June 30th by July 31st.

**When will the templates be available?**

Templates will be available June 1st.

**When are the EIB templates due?**

Completed templates should be returned to Budget Office by **COB June 30th**.

**How do I submit these materials?**

Upload your completed files to the Budget Office SharePoint site, Workday Budget folder, and email wsubudget.office@wsu.edu when you have done so.

**Where can I get more information and help?**
Demos and Q&A sessions are scheduled for live group learning opportunities, and a recording will be posted on the Budget Office website. Check the calendar posted here for dates and times. Questions may also be emailed to wsubudget.office@wsu.edu.