Budgeting for Experienced CalPlanning Users
Budgeting for Experienced CalPlanning Users

• Changes and Enhancements for FY2020-21 Budget Process
  • Upgrade to CalPlanning System
  • Composite Benefit Rates
  • Human Capital Planning
  • New CalPlan Form: Drill Through - Account Details

• Key Reminders
  • FY2020-21 Budget Process Key Dates
  • CalPlan / HCP monthly Actualized Forecast
  • Timing of Actuals Data in Reporting
CalPlanning
Changes and Enhancements for FY2020-21 Budget Process
CalPlanning Upgrade

The CalPlanning server and infrastructure were upgraded in Nov 2019 to improve performance, reliability, and compatibility.

Some first-time setup is required for all users:
• Web Browser Setup
• Campus VPN Network Requirements
• CalPlanning Workspace Changes

CalPlanning Job Aid - https://calplanning.berkeley.edu/release-notes
Web Browser Setup

Internet Explorer version 11 is the Help Desk supported browser

Allow pop-ups
CalPlanning Upgrade

Network Requirements to Access CalPlanning

**On Campus**
- UC Berkeley Network
- Citrix

**Off Campus**
- Citrix
- Global Protect (bSecure Remote Access VPN)

Smart View - recommend using from Citrix
CalPlanning Upgrade

CalPlanning Workspace Changes
CalPlanning Upgrade

Set Your Default Application

From the menu, select **File \ Preferences**...

Select **Application** as the Content

Select **Planning \ CalPlan** or HCP as your Application

Click **OK**
Number Formatting in CalPlan and HCP

You can set your preferences to display numbers with a comma for the thousands separator.

1. From the menu, select File \ Preferences...
2. Click Planning in the left panel
3. Click the Display Options tab
4. Select Comma from the Thousands Separator drop-down list
CalPlanning Upgrade

CalPlanning Workspace Changes

Defaults must be reset:

• Planning: Default Application (CalPlan or HCP)
• Reporting: Preview User Point of View
• Planning: MyOrg Preference

CalPlanning Job Aid - https://calplanning.berkeley.edu/release-notes
CalPlanning Upgrade – Paste Functionality

Use Internet Explorer or Citrix to paste data from Excel or CalPlan to multiple cells

1. Select data to copy
2. Right-click and select Edit \ Copy
3. In CalPlan or HCP, select the cell(s) where you want to paste the data
4. Right-click and select Edit \ Paste
5. Click the Save icon

Note: You can paste with Chrome, but you’ll have to use the Clipboard helper and issue the paste command for a second time.
UCPath Conversion Impact on CBR and Other Calculations in Human Capital Planning (HCP)
UCPath Conversion Impact on CBR and UCRP Calculations

**Composite Benefit Rate Groups**

- **Composite Benefit Rates** are based on intersections of Salary Account, Earn Code, and Eligibility Code
- **Central Resource Management Team** has distilled all of the possible combinations into 5 Composite Benefit Rate Groups

<table>
<thead>
<tr>
<th>CBR Rate Group</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>38.0%</td>
<td>36.5%</td>
<td>36.5%</td>
</tr>
<tr>
<td>Staff</td>
<td>46.0%</td>
<td>45.5%</td>
<td>45.5%</td>
</tr>
<tr>
<td>Limited (includes PostDocs)</td>
<td>17.0%</td>
<td>17.4%</td>
<td>17.4%</td>
</tr>
<tr>
<td>Employees with No Benefit Eligibility</td>
<td>0.0%</td>
<td>5.6%</td>
<td>5.6%</td>
</tr>
<tr>
<td>Students</td>
<td>0.0%</td>
<td>2.4%</td>
<td>2.4%</td>
</tr>
</tbody>
</table>

*New rates coming in Jan*
CalPlanning: Human Capital Planning (HCP)
Human Capital Planning (HCP)

HCP has **new distribution accounts** to align with the changes in CBR groups

Beginning February 3, 2020 **UCPath Human Capital Management (HCM)** data will be available to copy into your plans

Since Oct 2019, **UCRP Supplemental Assess-Interest (53709)** is calculated for you

**Fee Remission Expense (5380X)** posted once per semester in September and February
Managing HCP Distributions

New HCP Distribution Accounts have names that identify the Salary Account and Composite Benefit Rate group so Planners can easily identify the CBR Group used to calculate benefits.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Distribution Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A003320 - ASST SPECIALIST</td>
<td>A50200 - Acad-Full Benefits-Pct</td>
</tr>
<tr>
<td>BJC001146</td>
<td>A50200 - Acad-CBR Exempt-Pct</td>
</tr>
<tr>
<td>B007377 - ADMIN OFCR 3</td>
<td>A51200 - Staff-Full Benefits-Pct</td>
</tr>
<tr>
<td>F000841 - ACADEMIC COORD 1-FY</td>
<td>A50200 - Acad-Limited Benefits-Pct</td>
</tr>
</tbody>
</table>
Human Capital Planning

Review HCM Data to Add to Plan

🌟 HCM data available to copy February 3, 2020

🌟 This task allows you to copy data from HCM. CalPlanning does not overwrite any entries for future months for new hires, promotions, separations, etc. unless you choose to run this task.
Human Capital Planning

Review HCM Data to Add to Plan

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

☆ Employee monthly pay rates were increased by 3%

☆ Annual salaries for employees paid over 10 months

☆ Pay rates were extended
Monthly Pay Rates Increased by 3%

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- Employee monthly pay rates were increased by 3% starting in July 2020
- Applies to employees with distributions in Dec 2019
- Does not apply to pooled positions
Review HCM Data to Add to Plan

Annual Salary Spread Across 12 Months

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

✦ Employee monthly pay rates were increased by 3% starting in July 2020

✦ Annual salaries for employees paid over 10 months were multiplied by 12/10 to spread salary evenly across 12 months for planning
Review HCM Data to Add to Plan

Pay Rates Extended

Actuals data from UCPath Human Capital Management (HCM) has been modified for loading to HCP:

- Employee monthly pay rates were increased by 3% starting in July 2020
- Annual salaries for employees paid over 10 months were multiplied by 12/10 to spread salary evenly across 12 months for planning

- Pay rates were extended for employees with end dates except for:
  - Contract appointment employees
  - Employees who separated prior to 1/1/2020
Planning for Employees in Suspense

• Employees with payroll in suspense will be reflected in HCP under your designated suspense allocation org

• It is important to review this information and ensure employees, along with their associated expenses, are mapped to the correct department

• In order to identify payroll in suspense, one option is running a report in CalAnswers:
  • Fund = 69995
  • DeptID = designated suspense allocation org for your L3-Division
Human Capital Planning

Options for Copying HCM Data to Your HCP Plan

For HCM Monthly Pay Rate and HCM Distributions, you can copy data to:

- Forecast
- Operating Budget
- Forecast and Operating Budget

Navigating HCP Training - https://calplanning.berkeley.edu/training
Options for Copying HCM Data to Your HCP Plan

You can copy data for one or more employees at the same time:

For **Monthly Pay Rate**, employees must have the same:

- Job Code
- DeptID

For **Distributions**, employees must have the same:

- DeptID
- Fund
- Chart1

Navigating HCP Training - https://calplanning.berkeley.edu/training
UCRP Supplemental Assess-Interest (53709)

- University of California Retirement Plan (UCRP) Supplemental Assess-Interest (53709) is now calculated and budgeted for you in HCP
- Beginning Feb 2020, UCRP is calculated on Current Funds excluding Contracts & Grants
- As a reminder, in your FY20 Forecast and FY21 Operating Budget, DeptID adjustments that were entered for UCRP were not copied because HCP is now calculating it for you
Fee Remission Expense (5380X)

- Graduate Students who hold academic appointments (GSI, GSR, Reader, Tutor) may be eligible for fee remissions that offset a portion or all of their fees.

- For FY2020-21, Fee Remission Expense is planned for one payment per semester:
  - September for Fall
  - February for Spring

Fee Remissions - [https://grad.berkeley.edu/financial/fee-remissions/](https://grad.berkeley.edu/financial/fee-remissions/)
Best Practices for Human Capital Planning
Best Practice

Add a Distribution in a Different DeptID for an Existing Employee

In the new DeptID, be sure to create entries for:

• Monthly Pay Rate
• Distributions

If either Monthly Pay Rate or Distribution is missing, HCP will not calculate Salary Expense, Benefits, or Total Comp.

Be sure to adjust the Distribution % in the original DeptID after creating the new DeptID entry, if applicable.
Best Practice

Assign a Newly Hired Employee

When the employee you were planning for has been hired and has an Employee ID, you can assign the Employee to the To Be Hired employee so your plan and Actuals will align

1. Copy the Employee ID for the new employee
2. Open the Manage Existing Employees and Job Codes task
3. Right-click on the To Be Hired employee for the position that has been filled
4. Select Manage TBH \ Assign Employee to TBH
Best Practice

Assign a Newly Hired Employee

1. The To-Be-Hired Employee you selected is displayed. If it’s not the TBH employee you wanted, you can change the selection.

2. Paste the Employee ID into the Value text box for Select an Employee.

3. Click Launch.
Drill Through – Account Details Form

This form allows you to:

- **Navigate** from a high level POV for a single account to see detailed information on Entity (DeptID), Fund and Chart1
- **Edit** data for the forecast or operating budget
- **Return** to the high level view with one click
Drill Through – Account Details Form

Navigate from High Level Point of View (POV)

Select members for:
- Entity
- Fund
- Chart1
Drill Through – Account Details Form

Navigate from High Level Point of View (POV)

Click ➔ to refresh the data
Drill Through – Account Details Form

Select Acct Details by POV for an Account

- Right-click on the account you want to explore
- Select Acct Details by POV
Drill Through – Account Details Form

Expand Periods as Needed to See Plan Details

<table>
<thead>
<tr>
<th>Task - Drill Through - Account Details</th>
<th>Task Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill Through - Account Details</td>
<td>Acct Details by DFC</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="9000 - Recharge Income" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>Planner Submission</td>
<td>Final</td>
<td>Working Forecast</td>
</tr>
<tr>
<td>Actual</td>
<td>Operating Budget YearTotal</td>
<td>Operating Budget YearTotal</td>
<td>Q1</td>
</tr>
<tr>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>Q1</td>
</tr>
</tbody>
</table>

| 1_24221 - NQBSI GCL Recharge | Designated - Plan | C1 - Summary - Plan | -7384 | -33303 | -7384 | -16651 | -16651 |
| 1_12980 - PAAST Astron Gen Ops | Designated - Plan | C1 - Summary - Plan | -39430 | -142800 | -39430 | -11900 | -11900 |
| 1_12996 - PGECE Computing | Designated - Plan | C1 - Summary - Plan | -4562 | -25000 | -25000 | -2125 | -5000 |
| 1_13075 - PHYSI Shops Machine Shop | Designated - Plan | C1 - Summary - Plan | -221055 | -670745 | -139341 | -120629 | -59613 |

Click ▶ to expand periods to see plan by quarter and month
Drill Through – Account Details Form

Return to High Level POV

To return to the high level POV, click the Drill Through – Account Details hyperlink

![Image of a spreadsheet showing account details and budget information]
Drill Through – Account Details Form

Navigate from High Level Point of View (POV)

![Task - Drill Through - Account Details Form](image-url)

<table>
<thead>
<tr>
<th>1_VCFIN - Finance</th>
<th>Current Funds</th>
<th>C1 - Summary - Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019-20</td>
<td>2019-20</td>
</tr>
<tr>
<td></td>
<td>Final</td>
<td>Planner Submission</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Operating Budget</td>
</tr>
<tr>
<td></td>
<td>YearTotal</td>
<td>YearTotal</td>
</tr>
<tr>
<td>550XX - General Supplies - Plan</td>
<td>447</td>
<td>235194</td>
</tr>
<tr>
<td>54XXX - Equipment &gt;$5K - Plan</td>
<td>1922139</td>
<td>1927409</td>
</tr>
<tr>
<td>55XXX - Equipment</td>
<td>40297</td>
<td>63350</td>
</tr>
<tr>
<td>5732X - Interest &amp; Financing Fees - Plan</td>
<td>11013</td>
<td></td>
</tr>
<tr>
<td>59000 - Recharge Income</td>
<td>-4288684</td>
<td>-8779870</td>
</tr>
<tr>
<td>560XX - Comp Service &amp; Software - Plan</td>
<td>285470</td>
<td>575248</td>
</tr>
<tr>
<td>561XX - Communications - Plan</td>
<td>269947</td>
<td>269947</td>
</tr>
<tr>
<td>562XX - Maint Contract &amp; Services - Plan</td>
<td>191395</td>
<td>191395</td>
</tr>
<tr>
<td>564XX - Publications &amp; Media - Plan</td>
<td>49430</td>
<td>49430</td>
</tr>
<tr>
<td>565XX - Transportation - Plan</td>
<td>27636</td>
<td>27636</td>
</tr>
<tr>
<td>566XX - Other Services - Non Computer - Plan</td>
<td>8283</td>
<td>8283</td>
</tr>
</tbody>
</table>
Drill Through – Account Details Form

Identify Variances Between Plan and Actual

<table>
<thead>
<tr>
<th>Task - Drill Through - Account Details</th>
<th>Task Instructions</th>
</tr>
</thead>
</table>

| 560XX - Comp Service & Software |  |  |

| | YearTotal | YearTotal | YearTotal | Q1 | Q2 | Q3 | Q4 | YearTotal |
| 1_31650 Unrestricted - Plan C1 - Summary - Plan | 2022 | 5276 | 5276 | 1225 | 1254 | 1260 | 1260 | 5000 |
| 1_10070 Unrestricted - Plan C1 - Summary - Plan | 510 | 1224 | 1224 | 306 | 306 | 306 | 306 | 1224 |
| 1_10060 Unrestricted - Plan C1 - Summary - Plan | 1564 | 3864 | 3864 | 782 | 1104 | 966 | 966 | 3818 |
| 1_10075 Unrestricted - Plan C1 - Summary - Plan | 6881 | 20395 | 20395 | 5801 | 1779 | 2100 | 2495 | 12176 |
## Drill Through – Account Details Form

### Identify Variances Between Plan and Actual

<table>
<thead>
<tr>
<th>2019-20</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>Working</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>Forecast</td>
</tr>
<tr>
<td>▶ YearTotal</td>
<td>▶ YearTotal</td>
</tr>
<tr>
<td>▶ Q1</td>
<td>▶ Q2</td>
</tr>
<tr>
<td>▶ Q3</td>
<td>▶ Q4</td>
</tr>
</tbody>
</table>

| 20395 | 5801 | 1779 | 2100 | 2495 | 12176 |
Enter Data in YearTotal; CalPlan Spreads It For You

CalPlan spreads the data from aggregated periods (YearTotal and Quarter) proportionally to the open periods
### Drill Through – Account Details Form

#### Save Data

![Data Entry Interface](image)

<table>
<thead>
<tr>
<th>2019-20</th>
<th>Working Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
</tr>
<tr>
<td></td>
<td>Q3</td>
</tr>
<tr>
<td></td>
<td>Q4</td>
</tr>
<tr>
<td></td>
<td>YearTotal</td>
</tr>
<tr>
<td>5801</td>
<td>2866</td>
</tr>
<tr>
<td>5360</td>
<td>6368</td>
</tr>
<tr>
<td></td>
<td>20395.0000</td>
</tr>
</tbody>
</table>
Drill Through – Account Details Form

Save Data Again at Summary Level

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>550XX - General Supplies - Plan</td>
<td>447</td>
<td>235194</td>
<td>235194</td>
<td>154905</td>
<td>235194</td>
</tr>
<tr>
<td>54XXX - Equipment &gt;$5K - Plan</td>
<td>1922139</td>
<td></td>
<td></td>
<td>1927409</td>
<td></td>
</tr>
<tr>
<td>55XXX - Equipment</td>
<td>40297</td>
<td>63350</td>
<td>63350</td>
<td>74472</td>
<td>63350</td>
</tr>
<tr>
<td>5732X - Interest &amp; Financing Fees - Plan</td>
<td>11013</td>
<td></td>
<td></td>
<td>11013</td>
<td></td>
</tr>
<tr>
<td>59000 - Recharge Income</td>
<td>-4288684</td>
<td>-8779870</td>
<td>-8779870</td>
<td>-9410277</td>
<td>-8779870</td>
</tr>
<tr>
<td>560XX - Comp Service &amp; Software - Plan</td>
<td>285470</td>
<td>575248</td>
<td>575268</td>
<td>554781</td>
<td>428566</td>
</tr>
</tbody>
</table>
CalPlan Monthly Actualized Forecast
CalPlan Monthly Actualized Forecast

• At the monthly close, prior month’s Forecast values are overwritten with Actuals
• CalPlanning Release Notes notify user community about the data update
• Planners cannot update Forecast for closed months
• YearTotal for Forecast Working updates to reflect the sum of Actuals for closed months plus Forecast Working for open periods
CalPlan Actualized Forecast Form

The Actualized Forecast Form calculates the variance between your forecast and actuals for the prior closed month.

It has open periods in Forecast Working so you can adjust your plan as needed.
CalPlan Actualized Forecast

Variance

- Form shows variance between Forecast for Prior Month and Prior Month Actuals so Planners can take action as needed
- Favorable variances are shown in green; unfavorable in red
FY2020-21 Budget Process Key Dates
### FY2020-21 Budget Process Key Dates

<table>
<thead>
<tr>
<th>Timing</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3</td>
<td>One-page strategic plan submitted</td>
</tr>
<tr>
<td>March 13</td>
<td>FY21 budget submitted in CalPlanning</td>
</tr>
<tr>
<td>March 23</td>
<td>Budget templates submitted (e.g., Narrative, Multi-Year, Reserve Investments, Revenue Generation)</td>
</tr>
<tr>
<td>May 1-19</td>
<td>Budget hearings</td>
</tr>
<tr>
<td>May 22-June 4</td>
<td>Decision meetings</td>
</tr>
<tr>
<td>June 30</td>
<td>FY21 allocation letters distributed</td>
</tr>
</tbody>
</table>
Office Hours

• Drop-in hands-on working sessions with CalPlanning experts from Financial Planning & Analysis Office

• Get help with:
  • Questions about the budget process
  • Entering budget data in CalPlanning
  • Completing the budget templates

• Will be held weekly in February

• Watch your email for an announcement with the schedule
Timing of Data Availability in Reporting
# Data Availability in CalPlanning Reports

<table>
<thead>
<tr>
<th>Reports</th>
<th>Plan Data</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalRptg</td>
<td>9 AM, 12 PM, 3 PM, 6 PM, 9 PM daily</td>
<td>Nightly</td>
</tr>
<tr>
<td>CalPlan</td>
<td>Immediately upon saving in CalPlan</td>
<td>Monthly</td>
</tr>
<tr>
<td>HCP</td>
<td>Immediately upon saving in HCP</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**Notes**

- ★ Remember to save at the summary level
- ★ Operating Transfers are updated quarterly by Central Resource Management

[CalPlanning Data Flow and Timing Job Aid](https://calplanning.berkeley.edu/training)