



FROM: Budget, Planning and Institutional Research

DATE: 1/24/22

RE: FY23 Budget Construction

Budget Construction (BC) is now open and available for users to begin development of their FY23 Budget. The due date for submissions is Friday, April 15th.

Please visit our website for helpful information including the full training manual, submission checklist and other guidance:

<https://budget.uconn.edu/operating-budget/about-budget-construction/lets-get-started/>

A few notes as you begin the budget process:

- The budget and actual data was pulled from KFS as of December 31, 2021 (through Fiscal Period 06).
- The employee data was pulled from CORE as of January 7, 2022. Positions filled after that date, or planned to be filled during FY23, can be added via the same “TBA position” process as last year. For refills, users also have the option to budget the refilled salary on the incumbent employee’s line.
- The documents have been pushed down to BC Processors within each department. That individual can choose to push some documents down further, as needed. If a BC error indicates a user has “read-only access” to an account, it is likely that the document needs to be pushed down or pulled up from within the department. Instructions on that process can be found in the training manual through the link above.
- For 2-Ledger accounts, the object code 4100 contains base permanent funding and object code 4101 contains the permanent funding to cover fringe rate increases for special payroll (other fringe rates did not increase this year).
- Rescissions should be budgeted as a permanent transfer out.
- When a unit has finished budgeting, the lead BC processor should provide one completed submission checklist (also found through the above link) back to their budget analyst.

Assumptions:

- **Collective Bargaining Increases (CBIs):** No CBIs should be budgeted for 2-ledger accounts, as in the event of a CBI, they will be centrally funded. For FY23, with the absence of settled contracts, we recommend using a 3% increase to salaries on 3L, 4L and 6L as a placeholder for collective bargaining planning purposes for Classified, UCPEA & Other Professionals, AAUP & Law School Faculty and Special Payroll. Similarly, for Graduate Assistants, a 2% increase can be used.
- **Fringe Rate Increases:** For FY23 University Programs, the only fringe rates that will increase are special payroll and other personal services (OPS). These will calculate automatically in budget construction.



Training Reminder:

- There is an optional Budget Construction refresher training course open to all BC Processors on Wednesday, March 9th from 10-11:00am. [Click here to register.](#)
- If you are unable to attend the scheduled Live Teams training, you can access a recorded training by [clicking here.](#)

Please contact your budget analyst or Budget, Planning and Institutional Research by emailing budget@uconn.edu if you have any questions.