



Budgeting Requirements for the UHR Process Tips, Tricks, Pitfalls and Delays

- Reports available in BusinessPLUS
 - DW1007 – Position Budget to Actual Summary
 - Run this report to see if a new allocation or vacancy exists.
 - If not, find out why.
 - Was the allocation approved and has the position been FINALIZED by the Budget Office and Position Control?
 - Was separation paperwork turned in to HR to alert them of an upcoming vacancy?
 - Did HR have time to process the separation paperwork?
 - This is a snapshot in time, it will not show UHR's in progress.
 - Review this report several times a year.

DW1007: Position Budget to Actual Summary / Report Prompts

Enter the Report Date:

Enter the value for Fund:

Enter the value for Program:

Enter the value for Func:

Enter the value for Resp Center: Type RC then click Submit

Enter the value for Dept:

Enter the Position: Type RC with * to capture multiple funding sources, then click submit

OR

[Submit](#)

[Help](#)

BusinessPLUS Production					Budgeted	Filled	Vacant
Position Budget to Actual Summary							
As of 02/15/2017					Budgeted	Assigned	Variance
Position / Job Code / Description /	GL Info /	Object	Budgeted FTEs	Assigned FTEs	Variance FTEs		
0080080925 0080 BUSINESS BUDGET DIRECTOR	10-000-2510-008-0900	61152	1.00	1.00	0.00		
0080102925 0102 BUSINESS SENIOR ACCOUNTANT	10-000-2510-008-0900	61152	1.00	0.00	1.00		
0080103925 0103 BUSINESS- BUDGET ANALYST	10-000-2510-008-0900	61152	1.00	1.00	0.00		
0080104925 0104 BUSINESS ACCOUNTANT	10-000-2510-008-0900	61152	2.00	2.00	0.00		
0080108925 0108 BUSINESS CHIEF FINANC OFFICER	10-000-2510-008-0900	61152	1.00	1.00	0.00		
0080272925 0272 BUSINESS BOND ACCOUNTANT	10-000-2510-008-0900	61152	0.10	0.10	0.00		
0080295925 0295 BUSINESS ACCTS PAYABL SUPERVSR	10-000-2510-008-0900	61152	1.00	1.00	0.00		
0080900012 0900 BUSINESS OFFICE EXEC ASSISTANT	10-000-2510-008-0900	61170	1.00	1.00	0.00		
0081027925 1027 BUSINESS-PC & FIN SYSTMS MGMT	10-000-2510-008-0900	61152	1.00	1.00	0.00		
0081040925 1040 BUSINESS MANAGER I	10-000-2510-008-0900	61152	1.00	0.00	1.00		

- DW5005 – Employee Information
 - This report can show details needed when completing a UHR, such as: Calendar, # of Days, FTE and Funding Source.

DW5005: Employee Information / Report Prompts

Enter the value for Employee ID:

Enter the value for SSN:

BusinessPLUS Production
Employee Information
 As of 02/15/2017

Employee Information

Name: [REDACTED] ID: E000 [REDACTED] Type: CL12 Cycle: 02
 Loc: 008 BUSINESS OFFICE Ck Dist: NOMA CPR Exp. Date:
 Hire Date: [REDACTED] Orig. Hire Date: [REDACTED] Dist. Seniority Date: [REDACTED]
 Last Eval Date: [REDACTED] Last Eval Type: [REDACTED]
 Primary Address Line 1: [REDACTED]
 Line 2:
 City, ST Zip: [REDACTED]
 Phone: [REDACTED]
 Email: [REDACTED]

Pay Assignment Information

Rec Type: PM Position #: 0085491012 **Pos. Desc.: BUSINESS PROCESS TRAINER**
 Payclass: 400 Assign Status Desc: CLASSIFIED Patch Flag: H PCO#: E1502809
Calendar: CLASS Pay Beg: 06/25/2016 Pay End: 06/23/2017 Calc Beg: 06/25/2016 Calc End: 06/23/2017
 Actl hrs/day: 8.00 Days/week: 5.00 **Hrs/week: 40.00 Days/yr: 260.00 Pay Periods: 26.00**
PCN FTE: 1.00 Index: [REDACTED] Act. Hourly Rate: [REDACTED] Act. Daily Rate: [REDACTED]

Funding Source

Ledger	Key	FQA	Obj	Rec Type	Percent
NL	00809001EB	10 - 000 - 2510 - 008 - 0900	61170	PM	100.00

----- End of Report -----

- Position Control webpage
 - Forms located here
 - Tutorials located here
 - Contacts located here
 - <http://www.washoeschools.net/Page/1172>

- Human Resources webpage
 - Work Schedules and Classified Calendars: <https://www.washoeschools.net/Page/1200>
 - WSPA Administrator Calendars: <https://www.washoeschools.net/Page/11826>
- BusinessPLUS/Business Processes webpage
 - Tutorials and references: <https://www.washoeschools.net/Domain/167>

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- Avoid pitfalls and errors that can cause delays
 - **ALL PAPERWORK SHOULD BE COMPLETED, SUBMITTED AND FULLY APPROVED PRIOR TO ANYONE STARTING WORK.**
 - Areas of concern are coaching positions and seasonal positions such as intersession and summer school.
 - Payroll can be delayed if paperwork is not submitted well in advance.
 - No vacancy found
 - Separation paperwork has not been submitted
 - Allocation not fully approved
 - No budget for position
 - Allocation not fully approved
 - Missing signatures or incomplete paperwork
 - Refer to UHR job aid for assistance:
 - <https://www.washoeschools.net/cms/lib08/NV01912265/Centricity/Domain/264/Tutorial%20The%20Universal%20Hiring%20Requisition.pdf>
 - Categorical Grant – Position beyond what has been allocated to a site. The position is usually funded by an outside source, such as a school PTA or an operating budget.
 - ESP positions – hourly positions funded by a categorical grant always require a UHR and can be problematic:
 - If position doesn't have a standardized title, check with HR first before putting anything in motion or making employment promises.
 - Certified positions – generally less than a .5 FTE which does not require a UHR:
 - Use the Certified Hourly form
 - Position Control sends out the Categorical Grant billing, contact your PC tech for questions or information about this

Where to Find Assistance?

- Contact your Position Control staff for UHR questions. [Click her for staff listing.](#)
- Contact the Business Process Trainer, Kelly Case, 789-3438
 - Running BusinessPLUS reports
 - Locating resources
 - Assistance with electronic signatures in Adobe