



EASTERN
WASHINGTON UNIVERSITY

Budget Planning System

User Manual

(Version 5 | January 2026)

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ABOUT THE BUDGET PLANNING SYSTEM

The Eastern Washington University Budget Planning System (BPS) creates a common system for budgeting and forecasting. The Eastern Washington University Budget Planning System is designed to assist with Comprehensive Budget Level (CBL) and position management as part of planning for the upcoming Fiscal Period.

The screenshots and examples provided in the documentation display Budget Planning for Fiscal Year 2021. Years referenced in this document are defined as follows:

- ***20XX(-2) = two years prior to the current fiscal year***
- ***20XX(-1) = one year prior to the current fiscal year***
- ***20XX = current fiscal year***
- ***20XX(+1) = planning fiscal year***

SYSTEM REQUIREMENTS

The following are required in order for the (BPS) to operate effectively:

- Microsoft Excel 2013 or higher
- Microsoft Internet Explorer 11 or higher (preferred)
- Microsoft Edge (preferred)
- Can use Google Chrome and Firefox (with additional Add-In)
 - Questions, please contact any member of the Budget Services Team
 - Emails can be sent to budgetservices@ewu.edu

LAUNCHING BPS

The BPS (Axiom) can be accessed at <http://ewu.axiom.cloud> using EWU’s SSO username and password. Each user will have access to the same organizations that are accessible in Banner.

Once logged in, the homepage displays three tabs: Budgeting, Labor Planning and Budget Requests. The homepage also lists the organization codes available for the user to modify, historical actuals, current year budget and the proposed new fiscal year budget.

It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

BUDGETING		LABOR PLANNING		BUDGET REQUESTS								
Org Level 2	Plan File	Description	2019 Actual	2020 Budget	2021 Proposed	Variance	Variance %	Step			Status	
110	11000	Office of the President	\$1,244,191	\$1,219,866	\$1,100,074	(\$144,118)	(13.1%)	1.	2.	3.	4.	Budget Input
110	11001	Budget Reserves-President's Office	\$0	\$95,486	\$43,320	\$43,320	100.0%	1.	2.	3.	4.	Budget Input
110	11002	President Initiatives	\$0	\$0	\$0	\$0	0.0%	1.	2.	3.	4.	Budget Input
110	11003	President's Program Expense	\$0	\$0	\$0	\$0	0.0%	1.	2.	3.	4.	Budget Input
110	11004	Board of Trustees	\$64,821	\$53,727	\$53,727	(\$11,094)	(20.6%)	1.	2.	3.	4.	Budget Input
110	11005	Faculty Athletic Representative	\$77,343	\$11,459	\$0	(\$77,343)	0.0%	1.	2.	3.	4.	Budget Input
110	11006	Government Relations	\$270,387	\$222,537	\$197,506	(\$72,882)	(36.9%)	1.	2.	3.	4.	Budget Input
110	11007	President's Committee on Diversity	\$0	\$0	\$0	\$0	0.0%	1.	2.	3.	4.	Budget Input

2020 Year to Date

Actual Expenses	\$0
Budget Amount	\$0
Variance	\$0

Monthly Variances

(NO DUE DATE)	1 Budget Owner Input
(NO DUE DATE)	2 Budget Review
(NO DUE DATE)	3 Approval
(NO DUE DATE)	4 Budget Office

3 BUDGETING

GENERAL GUIDELINES FOR BUDGET PLANNING

When planning your budget, consider an historical analysis of budget to actual results. How accurate was the current year budget? Are actual current year revenues and expenditures at approximately the expected budgeted level? Be sure to consider any cyclic patterns unique to your account such as revenue that is deposited quarterly, or uneven expenditure patterns.

Consider any future changes. What will be different about next year? Some possible items include:

- Salary and Benefit increases – Index 1 salary and benefit changes are centrally funded, but Index 2 and 3 budgets need to include the additional costs. Please budget these in Direct Expense within the index so they can be offset when the salary increase is implemented.
- Employee Changes – Are any employees retiring? Do you have vacant positions you are recruiting for currently? Will you need to hire additional employees? What about funding step increases for classified employees? Any upcoming job reclassifications?
- Enrollment Growth – Are enrollments increasing or decreasing? How many students will be taking a specific class?
- Cost Increases – Are anticipated expenditures expected to increase? Are supply costs increasing? Is there a need for equipment replacement or travel to a specific conference? What areas of your current year budget were not adequate to meet needs?
- Contingency Funds – Is the fund balance sufficient to allow a cushion or margin of error if the projections are not accurate or something unexpected occurs? Does the plan allow for emergency replacement of equipment? Does the plan have sufficient flexibility to allow continued operations and response to changing circumstances?

Plan your budget using specific, reliable information to calculate revenue and expenditure projections. **Build in a contingency budget within your department for any unexpected changes.**

Check the fund balance and make sure that it is sufficient for covering expenditures that will be incurred prior to revenue collection. In general, planned expenditures should be equal to or less than planned revenues, except in specific cases where a fund balance expenditure is anticipated. **Planned use of fund balance should not exceed 5%.**

PLAN FILES

Plan files are based on Banner's 5-digit organization code. Each plan file may have multiple indexes including both state and self-support indexes. The plan files you can access are listed on the home page. Use the plan files to submit budget changes for your plan.

Any light blue box will allow users to make budget adjustments or add comments. The save button is in the upper right-hand corner, make sure to save often. When exiting a plan, if you haven't saved, it will prompt you to be sure you want to leave. If you leave without saving, the changes will **not** be saved. If you stay on the page, click the save button in the upper right-hand corner of the page to save and then proceed to close the plan file.

Be sure to include an offsetting balancing entry for Index 1 changes. Use the **Target Report – Variance x 3-digit org** discussed in the reports section below to ensure that your department org remains in balance.

OPENING YOUR PLAN FILE

There are a few different ways to navigate to budgeting plan file (Note: Make sure the Budgeting Tab at the top is highlighted):

1. Click on the box with an arrow to open the associated organization plan file
2. Locate the 5-digit organization code you want to access by scrolling through the list. Additional pages, if any, are available using the arrow navigation at the bottom of the window.
3. Use the filter icon that appears when hovering over the box labeled “Plan File.”

AXIOM Budgeting ▾ | Budgeting Reports ▾ | Labor Reports ▾ | Budget Request Reports ▾

🗨️ 🔧

It's that time of the year again...please review your budgets below and provide input

BUDGETING		LABOR PLANNING		BUDGET REQUESTS	
Org Level 2 ↑	Plan File ↑		Description		
110	🔗 11000		Office of the President		
110	🔗 11001	1	Budget Reserves-President's Office		
110	🔗 11004		Board of Trustees		
110	🔗 11005		Faculty Athletic Representative		
110	🔗 11006		Government Relations		
110	🔗 11007		President's Committee on Diversity		
120	🔗 12000		Athletic Revenue		
120	🔗 12010		General Administration Athletic		

⏪ ⏩ 1 2 3 4 5 ... 2

The selection of a 5-digit organization code, opens the Departmental Budget Planning screen on the “Overview” tab.

AXIOM Budgeting ▾ | Budgeting Reports ▾ | Labor Reports ▾ | Budget Request Reports ▾

11000
Office of the President | Budget

OVERVIEW | BUDGET 1 | TRANSFERS 2 | INDEX REVIEW 3 | CONSOLIDATED SUMMARY 4 | NARRATIVES 5

2021 Budgeting

Hi Annette,

Thanks for your input on the budget for 2021.

Process

1. Complete the fields in the Budget tab.
2. Review results in the Summary tab. Return to the Budget tab to make edits, if necessary.
3. Add notes in the Narratives tab.

Saving

The system does NOT save your inputs automatically, so click the Save button in the upper right corner of the page before moving on to another section or tab. If you have multiple categories in your budget, make sure to save your changes often as you move from one

Legend

Historical value or calculation	12,345
User input or updateable cell	\$1,000

From the overview page, navigation options include:

1. Budget – The budget details with adjustment columns to be updated during planning. The budget file includes detail from the Labor Planning module and the Transfers tab.
2. Transfers – Input transfer activity
3. Index Review – Summary of all indexes within the 5-digit org plan file
4. Consolidated Summary – Displays summary by month
5. Narratives – Add detail comments about budget changes

BUDGET TAB

Selecting the budget tab will open the first plan file connected to the 5-digit organization. In many cases this will be an index beginning with “1”. Selecting a different index is achieved by clicking on the hamburger icon (1) at the right side of the currently displayed index. A secondary window (2) will pop up displaying all the indexes associated with the 5-digit organization code. When moving to a different index, BPS will ask if you want to save the current index information.

Once the target index is selected, several columns are displayed. From left to right, the columns are:

1. Budget Group – shows the grouping of resources and expenses. Initially these are displayed in 3-digit account groupings. The 5-digit account codes are displayed when the blue arrow next to the title is clicked.
2. Budget Method – Identifies how the adjustment will be made. The methods can be “input adjustments” for revenues and direct expenses (entered on this tab) and “from labor” for personnel costs (entered in the labor planning module) and “from transfers” for transfers (entered on the Transfers tab).
3. Actual 20XX(-2) – two years prior actual revenues and expenses loaded from Banner
4. Actual 20XX(-1) – one year prior actual revenues and expenses loaded from Banner
5. Actual Month YTD 20XX – Current year Actual YTD revenues and expenses from Banner. While actuals are loaded nightly, this column displays the most recently closed period. This should tie to Banner reports for the matching period.
6. Budget 20XX – Represents the current fiscal year revised budget from Banner. This is currently updated every night.
7. % Through Budget – Fiscal year evaluation of actual spending to budget by percentage
8. Original Budget 20XX(+1) – Planning year permanent. Represents the BD01 adjustments (or Planning Year Original Budget) plus all the BD02 Rule Class adjustments (permanent

adjustments) that have been processed in the In-Year Budget module in Axiom. (all BD01 and BD02 adjustments can also be found in Banner).

9. Starting Point – Changes the value that will populate “Base Budget 20XX(+1)” column – normally set to “Original Budget 20XX(+1)”.
10. Base Budget 20XX(+1) – The starting point of the planning year base budget.
11. Global % Adjust – This column will be populated with any expected compensation increases (General Salary Adjustment identified in the Collective Bargaining agreements). These adjustments will be applied to the entire affected population.
12. % Adjust – This column is available for input by the fiscal personnel. This will adjust the Base Budget 20XX(+1) by a percentage as indicated by the department. ***If the “Base Budget 20XX(+1)” column is populated by a 0 value the percentage adjustment will be 0.*** The calculation multiplies the adjustment by the value.
13. \$ Adjust – This column is available for input by the fiscal personnel. This will add the adjusted value to the Base Budget 20XX(+1) column to populate the “Proposed Budget 20XX(+1)”.
14. Proposed Budget 20XX(+1) – The total budget that will be submitted for approval. Base Budget 20XX(+1) + % Adjust + \$ Adjust = Proposed Budget 20XX(+1)
15. Spread check – Used when spreading the costs over months
16. **Comments – Any adjustments to the Base Budget 20XX(+1) should be documented with a comment.** An example of a revenue projection may include:
 - a. Example: 25 students per qtr * \$25 course fee * 3 qtrs = \$1,875 revenue.
 - b. or: 500 meals per day * 180 days * \$5 per meal = \$450,000 revenue.
17. Any adjustments made by the Central Budget Office will have an associated comment explaining the adjustment and providing a reference number that will correspond to documentation supporting the adjustment. Please ask for the referenced documentation if you have questions on adjustments made by the Central Budget Office.

TRANSFERS TAB

The departments will need to input all transfers for their FY20XX(+1) Budget Planning.

To plan a transfer, click on the blue plus “+” located at the bottom of each transfer section.

One side of the transfer must be input and saved. Then the system will populate the offsetting side of the transfer. The \$ amount must be input on the offsetting side, match the original input, and be saved for the transfer to receive a green checkmark and become an approved transfer.

Please note that the system will show both sides of the transfer only if you have Banner access to both the receiving and giving organizations. Otherwise, only one side of the transaction will be visible. You must coordinate with the offsetting department to get the offsetting transfer entered completely.

Office of the President Budget													Save
OVERVIEW	BUDGET*	TRANSFERS	INDEX REVIEW	CONSOLIDATED SUMMARY			NARRATIVES						?
Status	TransferID	Description	Org	Index	Acct	Acct Description	Comments	2022 Total Transfer	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget
Transfers In													
+ Insert additional Transfer In													
Total Transfers In								0	0	0	0	0	0
Transfers Out													
+ Insert additional Transfer Out													
Total Transfers Out								0	0	0	0	0	0
Total Transfers								0	0	0	0	0	0

For reference, the total Transfers-In and Transfers-Out that were planned for an index during prior Budget Planning have been populated as a total in the Original Budget 20XX column seen under the BUDGET tab:

Office of the President Budget										
OVERVIEW	BUDGET*	TRANSFERS	INDEX REVIEW	CONSOLIDATED SUMMARY			NARRATIVES			
200199 - President's Special Pr...		2020 Actual		2021 Budget		▼ Variance to Actual				
Proposed Budget: \$		\$346,834		\$94,000		\$(346,834)				
Budget Group	Original Budget 2022	Central Adj 2022	Starting Point	Base Budget 2022	Global % Adjust	% Adjust	\$ Adjust	Proposed Budget 2022		
Resources										
▼ 830 - Non-Mandatory Transfers-In	.0%	94,000	0	0				0		
83300 - Non-Mandatory Trnsfr-In - Other	.0%	94,000	0	0				0		
+ Add 830 - Non-Mandatory Transfers-In										

INDEX REVIEW TAB

11000 Office of the President Budget						
OVERVIEW	BUDGET*	TRANSFERS*	INDEX REVIEW	CONSOLIDATED SUMMARY	NARRATIVES	
Budget Category	Budget 2020	Total 2021	Variance	100000	200199	
				Office of the President	President's Special	
Resources						
520 - Grants & Contracts	(4,259)	0	0.0% ▲	0	0	0
Total Resources	(4,259)	0	0.0% ▼	0	0	0
Personnel Expense						
610 - Administrative	694,370	651,067	(6.7%) ▲	651,067	0	0
631 - Classified-Regular	90,002	93,797	4.0% ▼	93,797	0	0
640 - Other Salary	4,276	0	0.0% ▲	0	0	0
650 - Benefits - Regular	195,546	185,763	(5.3%) ▲	185,763	0	0
Total Personnel Expense	984,194	930,627	(5.8%) ▲	930,627	-	-
Direct Expenditures						
700 - Direct Expense	235,672	102,447	(130.0%) ▲	102,447	0	0
Total Direct Expenditures	235,672	102,447	(130.0%) ▲	102,447	-	-
Total Expenses	1,219,866	1,033,074	(18.1%) ▲	1,033,074	-	-
Net Operating Result	(1,224,125)	(1,033,074)	(18.5%) ▲	(1,033,074)	-	-

The index review tab lists the current year budgets and the planned budgets by account groups by index detail for all indexes associated within the current 5-digit organization code.

CONSOLIDATED SUMMARY TAB

AXIOM Budgeting > Budgeting Reports > Labor Reports > Budget Request Reports >

11000
Office of the President | Budget

OVERVIEW	BUDGET*	TRANSFERS*	INDEX REVIEW	CONSOLIDATED SUMMARY	NARRATIVES		
Revenue Target	Expense Target	Net Margin Target					
Target: \$0	Projected: \$0	Target: \$0	Projected: \$1,033,0...	Target: \$0	Projected: \$(1,033,...		
Budget Category	Drill	Actual 2018	Actual 2019	Budget 2020	Original Budget 2021	Base Budget 2021	Proposed Budget 2021
Resources							
520 - Grants & Contracts	🔍	0	4,259	(4,259)	0	0	0
830 - Non-Mandatory Transfers-In	🔍	0	0	0	0	0	0
Total Resources		0	4,259	(4,259)	0	0	0
Personnel Expense							
610 - Administrative	🔍	673,047	641,862	694,370	696,067	696,067	651,067

The consolidated summary tab lists the planned budgets by account groups at the summary level for the 5-digit organization code.

NARRATIVES TAB

11000
Office of the President | Budget

OVERVIEW BUDGET* TRANSFERS* INDEX REVIEW CONSOLIDATED SUMMARY NARRATIVES

Please Justify excess/deficit over/under your Revenue, Expense and Net Targets

This tab provides an opportunity to give context to the submitted budget plan.

It is highly recommended that narrative is added to assist in the central review of budget plans. Added narrative and explanations will give the central reviewing team a better understanding of the intent and methodology used to develop the budget plan. This will reduce the number of questions and points of contact needed during the review process.

Narratives and explanations in the budget planning process provide essential context, clarity, and transparency. They not only help stakeholders understand the numbers but also support informed decision-making, enhance accountability, and provide clear guidance for future planning and evaluation. Without these explanations, the budget may appear as a set of disconnected figures, which can lead to misunderstandings and a lack of buy-in from key stakeholders.

Plan files are based on Banner's 5-digit organization code. Each plan file may have multiple indexes including both state and self-support indexes. The plan files you have access to are listed on the home page. Any light blue boxes will allow users to make budget adjustments or comments.

The following section describes how to see the details for each of your positions. A tool has been created and is available on the Budget Services webpage to assist you in making single position changes, such as adding a new position, making a labor distribution change, changing the classification of a position, or eliminating a position. Please use this tool to make those position changes instead of attempting to adjust positions in the Plan File.

Please see the section below titled **Position Control Management Form** for instructions on how to use this tool.

Changes to pooled positions can be made as instructed in the **Other Labor Tab** section below.

OPENING YOUR PLAN FILE

There are a few different ways to navigate to the labor planning plan file (Note: Make sure the Labor Planning Tab at the top is highlighted): Click on Labor Planning tab at the top of the page.

1. Click on the box with an arrow to open the associated organization plan file
2. Locate the 5-digit organization code you want to access by scrolling through the list. Additional pages, if any, are available using the arrow navigation at the bottom of the window.
3. Use the filter icon that appears when hovering over the box labeled "Plan File"

It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

Org Level 2 +	Plan File +	Budget	2020 Actual	2021 Proposed	Variance	Variance %
110	11000	Office of the President	\$585,600	\$789,864	\$204,264	25.0%
110	11001	Budget Reserve President's Office	\$0	\$0	\$0	0.0%
110	11002	President Initiatives	\$0	\$0	\$0	0.0%
110	11003	President's Program Expense	\$0	\$0	\$0	0.0%
110	11004	Board of Trustees	\$20,916	\$0	(\$20,916)	0.0%
110	11005	Faculty Athletic Representative	\$11,643	\$0	(\$11,643)	0.0%
110	11006	Government Relations	\$125,990	\$131,304	\$5,314	4.0%
110	11007	President's Committee on Diversity	\$0	\$0	\$0	0.0%

2020 Year to Date	Monthly Variances
Actual Expenses	\$0
Budget Amount	\$0
Variance	\$0
Variance %	0.0%

1 Budget Owner Input

2 Budget Review

3 Approval

4 Budget Office

1 - 50 of 773 items

The selection of a 5-digit organization code opens the Departmental Labor Planning screen on the "Overview" tab.

OVERVIEW
POSITION PLANNING **1**
DISTRIBUTION SUMMARY **2**
OTHER LABOR **3**
SUMMARY **4**

2021 Labor Planning

Hi Lexy,

Thanks for your input on the labor plan for 2021.

Process

1. Complete the fields in the Position Planning tab.
2. Review the results in the Roster tab and return to the Position Planning tab to make edits, if necessary.

Saving

The system does NOT save your inputs automatically, so click the Save button in the upper right corner of the page before moving on to another section or tab.

Legend

Historical value or calculation (not changeable) 12,345

User input or updateable cell \$1,000

From the overview page, navigation options include:

1. Position planning – Lists the single positions by employee, salary and benefit budgets.
2. Distribution Summary – By index the salary, benefits and total budgets.
3. Other Labor – Consists of two tabs: Pooled positions – salary budget in total and spread by month. Other labor accounts (660 and 670 accounts) – description, actual 20XX(-1), budget 20XX (current year) and 20XX(+1) base budget, adjustments and 20XX(+1) projected budget and spread by month.
4. Summary – 20XX(+1) and 20XX(+2) Budgets by employee type, pooled positions, other labor and benefits.

POSITION PLANNING TAB

OVERVIEW		POSITION PLANNING I	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY	Fill Position				
Position ID	Description	Employee	Current Salary A	Salary Adj. B	Proposed Salary C	Budget Distribution D	Home E	Shared F	Total G	Benefits H
 Classified C99999	Secretary		\$42,012	\$0	\$42,012	100.0%	\$42,012	\$0	\$42,012	\$20,360
 Exempt E99999	Coordinator		\$48,555	\$0	\$48,555	100.0%	\$48,555	\$0	\$48,555	\$19,731
 Faculty F99999	Professor		\$113,840	\$0	\$113,840	100.0%	\$113,840	\$0	\$113,840	\$31,724
Totals							\$204,407	\$0	\$204,407	\$71,815
Grand Total							\$204,407	\$0	\$204,407	\$71,815

Notes:

- The Fill Position icon will not be operational during this budget planning period.
- General Salary Adjustments will be calculated university wide after the Budget Planning System closes to campus and will be the first budget adjustment of the new fiscal year.

- A. Current Salary – Annual salary for the year we are currently in
- B. Salary Adjustment – the change anticipated for step increases or other anticipated increases. This salary adjustment does not include anticipated general salary adjustments.
- C. Proposed Salary – Anticipated salary for the subsequent year (does not include the general salary adjustment).
- D. Budget Distribution – Total salary distribution – generally 100%.
- E. Salary Budget – Home – Proposed salary dollars allocated to the home organization.
- F. Salary Budget – Shared – Proposed salary dollars allocated to any other organization.
- G. Salary Total – Total proposed salary for the position.
- H. Benefits – Total proposed benefits for the position.

Click on Magnifying Glass (see arrow above) to open the position detail.

- I. Position information contains: Title, Position ID (Position Number), Start Date, End Date (if applicable), Category (Employee Type – Classified, Faculty, Exempt), Bargaining Unit, Salary Grade-Step (for classified employees).
- J. Employee information contains: Employee Name (or “*No Employee Assigned” if vacant), Employee ID, Pay Type, Working Hours, FTE, Spread (how the employee’s salary is spread over the year – even, 9 months, 10 months), Increment month – the month employee’s step increases are calculated. Finance managers can change the spread to be representative of the actual pay timeline. Note: Any changes made to spread will be

made in the table but won't actually show in the position detail until the labor plan files are reprocessed by Budget Services.

- K. Regular Pay – Proposed Salary (Salary budget future year), Base Salary (Current Salary) and Increase (if applicable) including the date percentage and dollars.
- L. Org, Index and Account – the labor distribution for the position. Total labor distribution between all org, index and accounts must equal 100%. To add a new labor distribution, click on the plus sign for “Insert New Distribution”. Change the FTE%. Note: Total labor distribution **must equal 100% to save the changes to the database.** Labor distribution will be spread based on the selected method. **Comments must be added when changes to labor distribution are made.**

Position Detail: * No Employee Assigned, Senior Lecturer -

Position I

Senior Lecturer

Position ID: F99999

Start Date: 7/1/2008

End Date:

Category: Faculty

Bargaining Unit: United Faculty of Easter

Sal Grade-Step: 0

Employment J

* No Employee Assigned

Employee ID: -

Pay Type: Salary

Working Hours: 0

FTE: 0.38

Spread:

Increment Month: N/A

Regular Pay K

Proposed Salary: \$25,950

Base Salary: _____ % Adj. \$ Adj. \$25,950

L

Org	Index	Acct	FTE %	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Distribution Override									
Distribution %			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Distribution \$				2,162	2,162	2,162	2,162	2,162	2,162
Fixed Benefit \$			\$11,802.00	983	983	983	983	983	983
Variable Benefits			17.50%	378	378	378	378	378	378
Total Distributed Salary \$				2,162	2,162	2,162	2,162	2,162	2,162
Total % Allocated				100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Total Benefits				1,362	1,362	1,362	1,362	1,362	1,362

+ Insert New Distribution

Save Close

DISTRIBUTION SUMMARY TAB

Summarizes by index the positions within the plan file.

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY			
Index	Description	Salary Distribution	Benefits	Total			
LXXXXX	Plan file name	204,407	71,815	276,222			
Position ID	Position Description	Employee ID	Employee Name	Position Plan File	Salary Distribution	Benefits	Total
C99999	Secretary			Plan File Name Displays here with 5 digit org	42,012	20,360	62,372
E99999	Coordinator				48,555	19,791	68,286
F99999	Professor				113,840	31,724	145,564
		204,407	71,815				276,222

OTHER LABOR TAB

This tab has 2 sub-tabs

Pooled Positions

The detail of pooled positions and related benefits are shown. Users can add additional pooled positions. **It is highly recommended that users assess and forecast anticipated needs for adjunct and overload positions, and budget them accordingly.**

31009
31009 - Writer's Center-Lab | 2021 Labor Planning

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY						
Pooled Positions		Other Labor Accounts								
Delete	Position Category	Pooled Position	Org	Index	Acct	FTE	Volume	Rate	2021 Projected Budget	Spread
Total Pooled Positions						0			0	
Department Chairs		D99957 - Director								
		<input type="text" value="Enter Description"/>	31009	100157	62100	<input type="text" value="0"/>			<input type="text" value="0"/>	Even ▾
		+ Add Distribution								
Quarterly Faculty		Q99572 - Quarterly Faculty 200225								
		<input type="text" value="Enter Description"/>	31009	200225	62300	<input type="text" value="0"/>			<input type="text" value="0"/>	Even ▾
		+ Add Distribution								
Quarterly Faculty		Q99972 - Quarterly Faculty								
		<input type="text" value="Enter Description"/>	31009	100157	62300	<input type="text" value="0"/>			<input type="text" value="4,521"/>	Even ▾
		+ Add Distribution								
Total Benefits									0	
Grand Total: Pooled Labor Budget						0			0	

Other Labor Accounts

The detail of all other labor accounts (not accounted for in other places) including other wages and benefits can be adjusted here.

31012
31012 - Research Award | 2021 Labor Planning

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY						
Pooled Positions		Other Labor Accounts								
Org	Index	Acct	Description	Actual 2019	Budget 2020	2021 Original Base Budget	Adjustment	2021 Projected Budget	Spread	
31012	100160	66000	Wages-Hourly	0	0	7,810	<input type="text" value="0"/>	7,810	Even ▾	
31012	100160	66100	Non-Student Wages	2,139	0	0	<input type="text" value="0"/>	0	Even ▾	
31012	100160	66200	Student Wages	14,718	20,425	0	<input type="text" value="0"/>	0	Even ▾	
+ Insert New Account										
Total Other Labor Expenses				16,857	20,425	7,810	0	7,810		
Total Benefits (65000)						0	0	0		
Total Benefits (67000)						0	0	391		

SUMMARY TAB

Provides a summary by account code of the Position Planning totals for the next two years.

OVERVIEW	POSITION PLANNING	DISTRIBUTION SUMMARY	OTHER LABOR	SUMMARY					
Account	2021 Budget	Pooled Positions	Other Labor	Benefits	Position Plan	Pooled Positions	2022 Plan Other Labor	Benefits	Total
62300 - Faculty-Temporary Parttime	155,024	155,024	0	0	0	155,024	0	0	155,024
63200 - Classified-Shift Differential	0	0	0	0	0	0	0	0	0
65000 - Benefits - Regular	31,516	0	0	31,516	0	0	0	31,516	31,516
66000 - Wages-Hourly	7,810	0	7,810	0	0	0	7,810	0	7,810
67000 - Benefits-Hourly	391	0	391	0	0	0	391	0	391
Total Home Labor Budget	194,741	155,024	8,201	31,516	0	155,024	8,201	31,516	194,741
Total Shared Labor Budget	0	0	0	0	0	0	0	0	0
Grand Total	194,741	155,024	8,201	31,516	0	155,024	8,201	31,516	194,741

POSITOIN CONTROL MANAGEMENT FORM

If you intend to add, delete, or make changes to single positions, utilize the Position Control Management Form located on the Budget Services website – [Internal Resources for Department Managers](#). This form allows for capture of standardized information necessary to properly manage positions within your department. Follow the Quick Reference Guide located at the top of the form for directions and detail associated with each field in the form.

There is an upload field for including any supporting documentation that provides justification for the position change. This may include emails or other sources of documentation. Additionally, spreadsheets can be uploaded for multiple position changes. If choosing to upload a spreadsheet, be sure to include all the requested field information in the form on your spreadsheet.

Approval is required by the budget authority for the funds being used to support the position. The form allows for up to three additional approvers as necessary for the position changes. These are optional approvals and are determined by the user.

Once all added approvals are complete, the workflow will be sent to Budget Services for review. Upon Budget Services review and approval, a pdf document of the request will be sent to the originator for retention purposes. A copy of the pdf will also flow to Human Resources for notification to help facilitate any Personnel Action Form (PAF or ePAF) needed for all position changes that affect a current incumbent.

There are numerous reports available for your use during the budget planning process. Use these reports to review and validate input.

Click on the Budgeting Reports drop down arrow.

AXIOM Budgeting ▾ Budgeting Reports ▾ Labor Reports ▾ Budget Request Reports ▾

It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

BUDGETING	LABOR PLANNING	BUDGET REQUESTS	BUDGET ADJUSTMENTS
Org Level 2 ↑	Plan File ↑	Description	
110	11000	Office of the President	
110	11001	Budget Reserves-President's Office	

Navigate to EWU User Reports

AXIOM Budgeting ▾ Budgeting Reports ▾ Labor Reports ▾ Budget Request Reports ▾

EWU Admin ▸
EWU User ▸


- Budget Trend
- Index By Account Report
- Self Support Fund & Index Detail Report
- Self Support Index Report
- State Funded Index Report
- Summary Report
- Target Report - Variance x 3 digit org
- Transfers Review
- Variance Analysis

It's that time of the year again...please review y... indicated in the plan files.

BUDGETING	LABOR PLANNING	BUDGET REQUESTS	BUDGET ADJUSTMENTS
Org Level 2 ↑	Plan File ↑	Description	
110	11000	Office of the President	
110	11001	Budget Reserves-President's Office	
110	11004	...	
110	11005	...ntative	
110	11006	...	
110	11012	...	
110	11013	Lucy Covington CA P11AA1	
110	11014	Catalyst Operations	
110	11015	Tribal Relations	

Target Report – Variance x 3-digit org

AXIOM Budgeting ▾ Budgeting Reports ▾ Labor Reports ▾ Budget Request Reports ▾



Variance Report - State Funded Expense Budget Targets

Org Group	Org Description	Planning Info for FY2025		
		Proposed Budget	Expense Budget Target	Variance
110	Office of President	1,926,281	1,926,281	(0)
120	Intercollegiate Athletics	6,563,664	6,563,664	(0)
210	Office of Academic Affairs	4,719,104	4,719,104	(0)
240	College of Professional Programs	14,224,541	14,224,541	0
250	Arts, Social Sciences, & Humanities	15,902,703	15,902,703	0
260	College of Sci, Tech, Eng & Math	18,000,682	18,000,682	(0)
290	Academic Administration	260,650	260,650	0
310	Institutional Effectiveness	741,202	741,202	0
350	College of Health Sci & Publ Health	10,382,568	10,382,568	0
360	Undergrad Acad Policy & Planning	2,900,425	2,900,425	(0)

The target report shows all Index 1 Proposed Budget, Expense Budget Targets and Variance. Proposed Budget includes all Index 1 plans entered in the system. The targets include the new Index 1 budget level (considering any increase or reduction). Each 3-digit organization is required to clear any variance and get the proposed budget to the level of the target. The 3-digit org reserve **cannot** have a negative balance.

Transfer Review

Displays the transfers. Use this report to verify the completeness of your submitted transfers. Remember that the system will show both sides of the transfer only if you have Banner access to both the receiving and giving organizations. Otherwise, only one side of the transaction will be visible. You must coordinate with the offsetting department to get the offsetting transfer entered completely.

AXIOM Budgeting ▾ Budgeting Reports ▾ Labor Reports ▾ Budget Request Reports ▾



Transfers Review

FY21 Budget

TransferID	Description	FY 2020-21 Total Transfer	Jul 2020 Budget	Aug 2020 Budget	Sep 2020 Budget	Oct 2020 Budget	Nov 2020 Budget	Dec 2020 Budget	Jan 2021 Budget	Feb 2021 Budget	Mar 2021 Budget	Apr 2021 Budget	May 2021 Budget	Jun 2021 Budget
Confirmed														
21000104021	AA to CSTEM PTOL 2 of 2	100,000	100,000	0	0	0	0	0	0	0	0	0	0	0
21000104021	AA to CSTEM PTOL 2 of 2	100,000	100,000	0	0	0	0	0	0	0	0	0	0	0
21000105021	AA to CSTEM PTOL 1 of 2	150,000	150,000	0	0	0	0	0	0	0	0	0	0	0
21000105021	AA to CSTEM PTOL 1 of 2	150,000	150,000	0	0	0	0	0	0	0	0	0	0	0
21000108021	AA to CSTEM GSA	234,645	234,645	0	0	0	0	0	0	0	0	0	0	0
21000108021	AA to CSTEM GSA	234,645	234,645	0	0	0	0	0	0	0	0	0	0	0
2100027021	Fund Writer's Center from Provost Of	90,000	90,000	0	0	0	0	0	0	0	0	0	0	0
2100027021	Fund Writer's Center from Provost Of	90,000	90,000	0	0	0	0	0	0	0	0	0	0	0
2100050021	AA to Library Plus Program	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0
2100050021	AA to Library Plus Program	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0
2100052021	AA to Grants Administration	95,000	95,000	0	0	0	0	0	0	0	0	0	0	0
2100052021	AA to Grants Administration	95,000	95,000	0	0	0	0	0	0	0	0	0	0	0
2100053021	AA to Academic Planning	70,000	70,000	0	0	0	0	0	0	0	0	0	0	0
2100053021	AA to Academic Planning	70,000	70,000	0	0	0	0	0	0	0	0	0	0	0
2100054021	AA to Develop Math	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0
2100054021	AA to Develop Math	250,000	250,000	0	0	0	0	0	0	0	0	0	0	0

Summary Report

Summary Report

All Plan Files

	Actuals			Budget					Plan	
	2018	2019	Jan YTD 2020	2020	% Through Budget	Base 2021	Proposed 2021	YOY Variance	2022	2023
Resources										
510 - Student Fees	118,127,555	121,162,840	83,786,160	122,192,070	68.6%	108,996,731	108,996,731	-10.8%	108,996,731	108,996,731
520 - Grants & Contracts	54,060,212	54,135,169	34,879,018	(24,736,631)	-141.0%	1,511,953	1,511,953	-106.1%	1,511,953	1,511,953
550 - Aux Enterprises - Sales & Srvc	30,153,989	32,603,515	17,160,602	33,645,028	51.0%	33,891,832	33,891,832	0.7%	33,891,832	33,891,832
560 - Investment Income	5,179,509	6,414,262	2,597,026	1,818,672	142.8%	1,215,250	1,215,250	-33.2%	1,215,250	1,215,250
570 - Other Revenue	4,208,557	4,677,268	2,439,998	4,370,460	55.8%	4,416,762	4,416,762	1.1%	4,416,762	4,416,762
580 - Recharges	14,704,466	15,645,659	9,112,221	17,511,319	52.0%	17,697,893	17,697,893	1.1%	17,697,893	17,697,893
590 - Non-operating (Appropriation)	64,104,813	76,507,261	58,275,690	164,121,000	35.5%	0	0	-100.0%	0	0
810 - Mandatory Transfers-In	5,579,461	5,576,196	3,062,781	841,500	364.0%	0	841,500	-100.0%	0	0
830 - Non-Mandatory Transfers-In	18,551,178	30,230,707	14,132,742	16,296,370	86.7%	0	18,413,808	-100.0%	0	0
Total Revenue	314,669,740	346,952,876	225,446,239	336,059,789	67.1%	167,730,421	186,985,729	-50.1%	167,730,421	167,730,421
Personnel Expense										
610 - Administrative	28,305,400	29,181,090	15,932,445	30,526,009	52.2%	30,750,218	30,779,865	0.7%	30,750,219	316,592
621 - Faculty-Regular	38,061,478	38,234,108	18,163,720	38,145,906	47.6%	40,503,345	40,503,345	6.2%	40,503,345	359,543
622 - Faculty-Overload	1,918,434	1,886,872	628,397	1,014,549	61.9%	0	0	-100.0%	0	0
623 - Faculty-Temporary Parttime	6,782,284	7,469,976	4,318,876	7,066,598	61.1%	5,901,644	6,230,309	-16.5%	6,230,309	6,230,309
624 - Faculty-Teacher Assistant	1,166,405	1,180,414	405	(28,135)	-1.4%	0	0	-100.0%	0	0
631 - Classified-Regular	24,783,217	25,631,523	14,678,054	28,114,658	52.2%	28,814,836	29,040,018	2.5%	29,128,853	0
632 - Classified-Shift Differential	89,064	89,689	54,333	62,401	87.1%	56,662	56,662	-9.2%	56,662	56,662
640 - Other Salary	592,228	1,744,618	425,197	407,960	104.2%	0	0	-100.0%	0	0
650 - Benefits - Regular	38,486,286	108,314,423	22,654,130	36,224,040	62.5%	36,458,232	36,629,063	0.6%	36,732,118	167,529
660 - Wages & Benefits	10,630,612	10,516,616	5,489,227	9,181,278	59.8%	8,914,515	8,914,516	-2.9%	8,914,516	8,914,516
680 - Compensation Reimbursements	(42,664)	(137,924)	(8,947)	0	0.0%	0	0	-100.0%	0	0
Total Personnel Expense	150,772,744	224,111,405	82,335,837	150,715,265	54.6%	151,399,452	152,153,777	0.5%	152,316,022	16,045,151

The amounts displayed in this report reflect the areas that users can access based on security. The actuals for 20XX(-2), 20XX(-1) and the last closed month year to date are in the Actuals grouping. The Budget grouping contains budget for 20xx, % through budget, Base 20XX(+1), Proposed 20XX(+1) and year over year variance. The plan section shows the projected budget for future years based on the information contained in the file. *Note: Grants and contracts are not currently budgeted in this system.*