

## Phase II

Phase II Budget submission happens when the Governor has signed the final budget for the new fiscal year for the State of California and the date that the Chancellor's Office allocated the CSU's their Campus Budgets.

### Level A Processes:

- Fresno receives their allocation via Memo B from the Chancellor Office
- The cabinet approves the final CSU Fresno Budget
- The cabinet members allocate budgets to their departments/divisions
- Instructions will be sent from the University Budget Office for final submissions of Phase II Budgets (Provost will send a separate instructions/submission date for the Division of Academic Affairs).

### Phase II HR

- Run the current fiscal year Budget Expenditure Report, in PeopleSoft HR for the division(s) you are submitting original budgets.
- Save the resulting report using the "Save as" option to your local drive, with the file name of "FY XX-YY Phase II".
- Using the saved report from Step 2, allocate your budget to the desired level, Appointment, Position (vacancies only), or Pool using the Original Budget column, (all other columns should be deleted/hide).
- All chartfield strings must be sub-totaled. For example, **90000-XXXXX-00000-601931** would have a subtotal, as would **90000-XXXXX-12501-601931**. Rows will need to be inserted as needed for these subtotals. Add formula in the Total line of the Original Budget column that adds together all the subtotals from the above entries.
- **PLEASE NOTE:** All Budget entries for salaries need to be formatted as follows: **\$XX,XXX.00**. Only whole dollar entries will be allowed – all digits following the decimal must be zero **“\$XX,XXX.00”** and they must be displayed on the final submission.

Example of Phase II HR

HR Department Budget Report						
Detail by Cha		08-01-2021 12:21:49 PM				
Date Time:		2021 PM				
Fiscal Year:		2021				
Department:		12345R (Charged To)				
Fund	Org	Class	Account	Acct Desc	Level	Cur Bdgt
90000	12345	00000	601850	Personnel Services Reserves	Pool 310 Personnel Services Reserve	\$138,485.00
			<b>601850 Total</b>			<b>\$138,485.00</b>
90000	12345	00000	601931	Regular Staff Salaries	Pool 300 Serialized Staff	\$0.01
			<b>601931 Total</b>			<b>\$0.01</b>
90000	12345	00000	601932	Disability Supplemental Pay	Pool 317 Disability Supplemental Pay	\$0.00
			<b>601932 Total</b>			<b>\$0.00</b>
90000	12345	00000	601933	Overtime	Pool 309 Overtime	\$0.00
			<b>601933 Total</b>			<b>\$0.00</b>
90000	12345	00000	601935	Shift Differential	Pool 337 Shift Differential	\$200.00
			<b>601935 Total</b>			<b>\$200.00</b>
90000	12345	00000	601936	Terminal Pay	Pool 308 Terminal Pay	\$4,940.00
			<b>601936 Total</b>			<b>\$4,940.00</b>
90000	12345	00000	601981	Student Assistant	Pool 306 Student Assistant	\$0.00
			<b>601981 Total</b>			<b>\$0.00</b>
90000	12345	00000	601982	Bridge Student Assistant	Pool 361 Student Bridge	\$0.00
			<b>601982 Total</b>			<b>\$0.00</b>
90000	12345	00000	601983	Student Assist-Non-resid Alien	Pool 307 Student-Non Resident Alien	\$0.00
			<b>601983 Total</b>			<b>\$0.00</b>
90000	12345	00000	602801	Work Study Wages-On Campus	Pool 375 Work Study On Campus	\$0.00
			<b>602801 Total</b>			<b>\$0.00</b>
90000	12345	14531	601882	Academic Regular Salaries	Appt 123456-0 Mouse, Mickey	\$64,128.00
			<b>601882 Total</b>			<b>\$64,128.00</b>
90000	12345	14531	601889	Non-Admin Intermittent (Misc)	Appt 123456-1 Mouse, Mickey	\$15,276.00
			<b>601889 Total</b>			<b>\$15,276.00</b>
90000	12345	14531	601921	Management & Supervisory Sals	Appt 123457-0 Duck, Donald	\$107,520.00
90000	12345	14531	601921	Management & Supervisory Sals	Appt 123458-0 Duck, Daisy	\$75,876.00
90000	12345	14531	601921	Management & Supervisory Sals	Pool 200 Managerial/Supervisory	\$0.00
90000	12345	14531	601921	Management & Supervisory Sals	Pos # 1111 Actor	\$36,636.00
90000	12345	14531	601921	Management & Supervisory Sals	Pos # 2222 Cartoonist	\$57,684.00
			<b>601921 Total</b>			<b>\$337,776.00</b>
90000	12345	14538	601961	Temporary Help	Pool 305 Temporary Help	\$35,464.00
			<b>601961 Total</b>			<b>\$35,464.00</b>
90000	12345	14539	601931	Regular Staff Salaries	Appt 123147-0 Smurf, Baby	\$57,684.00
90000	12345	14550	601931	Regular Staff Salaries	Appt 123852-0 Smurf, Sister	\$0.00
			<b>601931 Total</b>			<b>\$57,684.00</b>
90000	12345	14553	601882	Academic Regular Salaries	Pool 100 Serialized Faculty	\$12,207.00
			<b>601882 Total</b>			<b>\$12,207.00</b>
90000	12345	14553	601889	Non-Admin Intermittent (Misc)	Pool 304 Non Admin Misc	\$0.00
			<b>601889 Total</b>			<b>\$0.00</b>
			<b>Grand Total</b>			<b>\$666,160.01</b>



- Create separate worksheets for each Department/Class combination

**California State University, Fresno**  
**Initial Budget Document**  
**Summary of All Departments/Orgs**

<b>Fund:</b>	
<b>Dept/Org:</b>	
<b>Dept/Org Descr:</b>	
<b>Class:</b>	
Account	Account Description
601811	President's Salary
601850	Personnel Services Reserve
601882	Academic Regular Salaries
601883	Department Chair
601884	Part-time Lecturers
601885	Full Time Lecturers
602802	Work Study Wages-Off Camp
602803	WS Instructional Stu Asst
602804	Work Study Graduate Assis Salaries and V
603829	Uniform Allowance (Non-Pa
604801	Telephone Usage
604812	Cellular Telephones
604813	Telephone Equipment Char
604814	Telephone Line Charges
660976	IT S Services
Summary	DEPT1 DEPT2 DEPT3 DEP

**Start a new sheets for each Dept/Class Combination**

- Below the heading information, various accounts are separated into two sections - Salaries and Operations.

**California State University, Fresno**  
**Initial Budget Document**  
**Summary of All Departments/Orgs**

<b>Fund:</b>		
<b>Dept/Org:</b>		
<b>Dept/Org Descr:</b>		
<b>Class:</b>		
Account	Account Description	Amount
601811	President's Salary	-
601850	Personnel Services Reserves	-
601882	Academic Regular Salaries	-
601883	Department Chair	-
601884	Part-time Lecturers	-
601885	Full Time Lecturers	-
602802	Work Study Wages-Off Campus	-
602803	WS Instructional Stu Asst	-
602804	Work Study Graduate Assistant Salaries and Wages	-
603829	Uniform Allowance (Non-Payroll)	-
604801	Telephone Usage	-
604812	Cellular Telephones	-
	Operating Expenses	-

**Salaries**

**Operations**

- Budgets should be entered in column "C" (Amount Column) in whole dollars only (no decimal points, cents or zeros).

A		B		C
<b>California State University, Fresno</b>				
<b>Initial Budget Document</b>				
<b>Summary of All Departments/Orgs</b>				
<b>Fund:</b>		90000		
<b>Dept/Org:</b>		12345		
<b>Dept/Org Descr:</b>		Entertainment Dept		
<b>Class:</b>		00000		
Account	Account Description			Amount
601811	President's Salary			
601850	Personnel Services Reserves			
601882	Academic Regular Salaries			
601883	Department Chair		56,000	
601884	Part-time Lecturers		35,000	
601885	Full Time Lecturers		200,000	
601886	Graduate Assistant			
602802	Work Study Wages-Off Campus			
602803	WS Instructional Stu Asst			
602804	Work Study Graduate Assistant			
	Salaries and Wages		291,000	
603829	Uniform Allowance (Non-Payroll)			15
660987	Chargeback Credit-Plant Ops			
660993	CB-Credit Police Dept Svs			
660994	Chargeback Credits - General			
660999	Billing Credits			
	Operating Expenses			15
	Grand Total			291,015

- Salaries and Wages – MUST balance to the HR work sheets and be in whole dollars.
- Adding accounts - at the bottom of each tab, rows are already added to accommodate additional accounts. If you need more rows, insert a line, but do not insert at the top or bottom of a section, as it may not be included in the totals formula.

<b>Fund:</b>	90000																		
<b>Dept/Org:</b>	12345																		
<b>Dept/Org Descr:</b>	Entertainment Dept																		
<b>Class:</b>	00000																		
Account	Account Description																		
601811	President's Salary																		
601850	Personnel Services Reserves																		
601882	Academic Regular Salaries																		
601883	Department Chair		56,000																
601884	Part-time Lecturers		35,000																
601885	Full Time Lecturers		200,000																
601886	Graduate Assistant																		
602802	Work Study Wages-Off Campus																		
602803	WS Instructional Stu Asst																		
602804	Work Study Graduate Assistant																		
	Salaries and Wages		291,000																
603829	Uniform Allowance (Non-Payroll)		15																
660987	Chargeback Credit-Plant Ops																		
660993	CB-Credit Police Dept Svs																		
660994	Chargeback Credits - General																		
660999	Billing Credits																		

These rows are created to allow for additional accounts that are not included in this form. You may enter your data on this page.

Summary DEPT1 DEPT2 DEPT3 DEPT4 DEPT5 DEPT6 DEPT7 DEPT8 DEPT9 D

- Again, for multiple Class Code Combinations, a new sheet should be used for each Department/Class code combination.

California State University, Fresno Initial Budget Document Summary of All Departments/Orgs			California State University, Fresno Initial Budget Document Summary of All Departments/Orgs		
Fund:	90000		Fund:	90000	
Dept/Org:	12345		Dept/Org:	12345	
Dept/Org Descr:	Entertainment Dept		Dept/Org Descr:	Entertainment Dept	
Class:	00000		Class:	00012	
Account	Account Description	Amount	Account	Account Description	Amount
601811	President's Salary		601811	President's Salary	
601850	Personnel Services Reserves		601850	Personnel Services Reserves	
602804	Work Study Graduate Assistant Salaries and Wages	291,000	601882	Academic Regular Salaries	
603829	Uniform Allowance (Non-Payroll)	15	601883	Department Chair	
660987	Chargeback Credit-Plant Ops		601884	Part-time Lecturers	
660993	CB-Credit Police Dept Sys		601885	Full Time Lecturers	
660994	Chargeback Credits - General		601886	Graduate Assistant	
660999	Billing Credits		601887	Teaching Assistants	
	Operating Expenses	15	601888	Non-Admin Intermittent (Chair)	
	Grand Total	291,015	601889	Non-Admin Intermittent (Misc)	
			601921	Management & Supervisory Sals	
			601931	Regular Staff Salaries	
			601932	Disability Supplemental Pay	
			601933	Overtime	
			601934	Post Certification	
			601935	Shift Differential	
			601936	Terminal Pay	
Summary	DEPT1	DEPT2	DEPT3	DEPT4	DEPT5

- Check Balances - Once all the budget data is entered on the sheets, please perform a final review making sure budgets balance. Add up all Department/Class code worksheets to confirm they match your total departmental budget.
- Again, instructions will be sent from the University Budget Office for final submissions of Phase II Budgets (Provost will send a separate instructions/submission date for the Division of Academic Affairs).