UNIVERSITY OF OREGON

To: Jamie Moffitt, VPFA and CFO
        Brad Shelton, Executive Vice Provost

From: Kelly B. Wolf, AVP and Controller

Date: May 23, 2018

Re: New Banner Account Codes

In order to facilitate more detailed financial reporting related to faculty salary expenses, we will implement six (6) new Banner Account Codes. These new codes will rollup to the current Account 10102-Faculty Salaries (Rep). Account 10102 will remain Active, but will be set to non-data-enterable. We will leave Account 10102 as budget-entry-only for a time to allow units to move their FY19 budgets accordingly.

The new structure will be:

ATYP	LEVEL	ACCT	TITLE	DATA	STATUS
61	1	10100	Unclassified Salaries	B	A
61	2	10101	Faculty Salaries (Represented)	B	A
61	3	10102	Faculty Salaries (Rep)	B	A
61	4	1010A	TTF	Y	A
61	4	1010B	Career NTTF	Y	A
61	4	1010C	Other NTTF and Non-TRP Retiree	Y	A
61	4	1010D	Tenure Reduction Prgrm (Retired)	Y	A
61	4	1010E	Contingent Rsch-Career NTTF	Y	A
61	4	1010F	Contingent Rsch-Other NTTF/Retiree	Y	A

The new Accounts and change to Account 10102 will be effective July 1, 2018.

The Academic CFO group has been discussing this potential change for some time, and Research & Innovation and Institutional Research were consulted, but other units who post to Account 10102 should also be made aware of the coming changes and be provided with guidance on the expected operational use of the new Accounts.

Per Banner records, the following Level 3 ORGs posted expenses to Account 10102 in fiscal years 2016, 2017, and 2018 (through 05/10/2018):

Level 3 ORG	FY16	FY17	FY18 (as of 5/10/18)
110400 - Knight Campus	130,533.05	53,450.93	114,369.79
120000 - Office Provost and Academic Affairs	1,113,141.01	1,005,077.79	707,701.44
150001 - Academic Extension	591,507.67	623,784.24	222,867.32
211000 - VP for Equity & Inclusion	94,664.99	95,595.11	48,995.72
221000 - College of Design	10,661,787.08	11,739,969.73	9,624,297.43
222000 - Arts & Sciences, College of	56,617,864.69	55,759,662.96	46,679,215.57
224000 - Honors College	1,581,105.31	1,595,137.91	1,565,242.43
225000 - Business, College of	10,753,694.81	11,313,064.56	9,992,665.69
226000 - Education, College of	15,785,382.66	16,779,583.05	14,113,884.42
227000 - Journalism & Communicatn, School of	4,789,478.58	4,714,641.51	3,890,446.35
228000 - Law, School of	4,767,315.00	4,988,080.97	4,488,315.95
229000 - Music and Dance, School of	4,105,864.44	4,156,006.17	3,458,728.33
250000 - Library	3,400,091.85	3,571,220.26	2,523,905.75
262000 - Enrollment Management	53,133.05		
264000 - International Affairs	402,394.99	668,890.61	327,476.91
265000 - Graduate School	7,470.60	133,572.22	(215.43)
266900 - Physical Education and Recreation	482,141.17	504,447.52	421,440.97
267000 - Undergraduate Studies	172,205.37	162,721.23	43,697.22
267900 - Dean of Students & AVP Stdnt Life		386.37	498.98
425000 - Student Union, EMU	540.88		
500100 - University Advancement	20,089.28	40,687.87	4,341.19
600000 - Research	12,312,798.00	13,207,443.33	10,094,466.36
	127,843,204.48	**131,113,424.34**	**108,322,342.39**

Representatives from the provost's office and Budget and Resource Planning are reaching out to the affected units.

Expenses are directed to Account Codes based upon the Index/FOAPAL elements contained in the Labor Distribution associated with an individual Position Code. In order to best facilitate the switchover on July 1, 2018, BAO Payroll (in conjunction with Central IS) will upload a mass change to the Account Code in the Labor Distribution for affected Jobs (i.e., faculty).

Prior to that process, BAO Payroll will distribute spreadsheets, for review and approval, to the affected ORGs listing employee Job data, current default Index/FOAPAL, and the new Banner Account. BRP has volunteered to assist with the distribution and outreach process.

Units will confirm the information in the spreadsheet, and BAO Payroll (in conjunction with Central IS) will upload the Account Code changes.

Default pay distribution (including Account Code) is globally associated with Position Codes via Banner form NBAPBUD. This Banner form is typically maintained by both HR Operations and BRP. When a Position Number is assigned to a new employee, the default pay distribution flows into that employee's Job record. HR Operations and BRP will need to design a process (likely including Central IS) to update all current affected Position Codes with the new Account Codes and also to utilize the new Account Codes when establishing new Position Codes in Banner.

It will be incumbent upon the submitting department to verify the accuracy of the default Account Code assigned to new employees. Changes can be sent to BAO Payroll via PRF or EPAF if it is a one-time change from the default Account Code, or to HR Operations if a change is needed to the default.

Questions regarding this transition can be directed to:

Chris Krabiel, Asst Vice Provost for Budget & Strategy, (6-6913, ckrabiel@uoregon.edu)
Stuart Laing, Director of Budget Operations, (6-5838, slaing@uoregon.edu)