



BPSS Definitions

Budget Planning and Salary Setting (BPSS) Definitions Quick Reference Guide

This document provides a quick reference guide for the Budget Planning and Salary Setting terms used in the UGA Budget Management System.

Salary Forms	
Terms	Definitions
FTE	The Full Time Equivalent as determined by Human Resources <ul style="list-style-type: none"> ○ Can determine full/part time amount of an employee
Starting Base Pay	The current base pay that an employee is receiving (excludes supplement amount if applicable)
Base Pay Adjustment	An adjustment administered by Central Budget Office to allow a correct merit calculation (on an as needed basis)
Merit %	The percent merit increase for the current BPSS cycle
Merit Amount	The dollar amount of the merit increase for the current BPSS cycle <ul style="list-style-type: none"> ○ Calculated as Merit % times Adjusted Base Pay
Faculty Promotion Amt	The dollar amount associated with a faculty promotion <ul style="list-style-type: none"> ○ Only displayed if present ○ Amount supplied and input by central offices
MHR	Minimum Hiring Rate amount <ul style="list-style-type: none"> ○ The increase is to bring individuals beneath the MHR threshold up to it. ○ Only displayed if present ○ Amount supplied and input by central offices ○ Does not replace merit, and merit should still be provided to individuals receiving an MHR increase.
New Base Pay	The new base pay amount for an employee <ul style="list-style-type: none"> ○ Calculated as Adjusted Base Pay plus Merit Amount
Supplemental Pay	An amount entered on the Supplemental Pay tab to budget the specific supplement dollar amount needed <ul style="list-style-type: none"> ○ Subject to change with Multiple Components of Pay (MCOP) implementation
Weekday Adjustment	<ul style="list-style-type: none"> • Bi-Weekly employee salary: Calculated on 2080 hours • Actual work hours: Can range from 2072 to 2096 depending on number of weekdays • Adjusts the total compensation and needed budget amount to account for this hourly discrepancy
Total Compensation	The total amount an employee will be compensated in the upcoming fiscal year
Total Budgeted Amount	The sum of the amounts budgeted in all time bands <ul style="list-style-type: none"> ○ Should equal Total Compensation by end of the BPSS cycle
Funding Balance	The amount remaining to be budgeted in time bands <ul style="list-style-type: none"> ○ Should equal zero (0) by end of the BPSS cycle



BPSS Definitions

Supplement Start Date	The beginning date of a supplement <ul style="list-style-type: none">Multiple Components of Pay (MCOP) will change this input.
Supplement End Date	The ending date of a supplement <ul style="list-style-type: none">Multiple Components of Pay (MCOP) will change this input.
Adjusted Base Pay	The sum of Starting Base Pay and any Base Pay Adjustment <ul style="list-style-type: none">The amount on which merit is calculated
Compression	An amount to bring employees with like jobs and dissimilar pay to a more equal compensation rate <ul style="list-style-type: none">Amount entered on Compression tabNot applicable to each BPSS cycle
Position Attributes	Various attributes to assist users in determining the type of position they are reviewing <ul style="list-style-type: none">Can request additional attributes by emailing onesource@uga.edu
Time Band Summary	A summary view of the various time bands associated with the employee-position
Time Band	The specific date range that an individual will be paid from <ul style="list-style-type: none">BPSS allows for up to 12 different date ranges and funding distributions, but only one is required.
Start Date	The beginning date of a time band <ul style="list-style-type: none">Monthly employees: Only begin on the 1st day of the month (e.g., 9/1/2020)Bi-Weekly employees: Can begin any day, but are encouraged to follow the bi-weekly payroll calendar
End Date	The ending date of a time band <ul style="list-style-type: none">Monthly employees: Always the last of the month before the next time band or the last day of the fiscal year (6/30)Bi-Weekly employees: Always the day prior to the start of the next time band or the last day of the fiscal year
# of Weekdays	The number of weekdays used to calculate the pay and budget for a bi-weekly time band (blank if monthly)
# of Months	The number of months used to calculate the pay and budget for a monthly time band (blank if bi-weekly)
% of Full Budget Year	The percent of the time band in relation to the fiscal year
PreMerit %	For mid-year merit increases, the percent of the time band that is before the merit increase occurs <ul style="list-style-type: none">Zero (0) PreMerit % for 7/1 merit increase
PostMerit %	For mid-year merit increases, the percent of the time band that is after the merit increase occurs <ul style="list-style-type: none">One hundred (100) PostMerit % for 7/1 merit increase
% of Time Band Allocated	The current distribution percent total of the time band <ul style="list-style-type: none">Sum of the combo-code distribution percentages within the time band



BPSS Definitions

Funding Distribution	The position funding distribution associated with the position <ul style="list-style-type: none"> ○ Only funds TB tabs if represented in the Time Band Summary section
TB1-TB12	The twelve (12) time bands available for input <ul style="list-style-type: none"> ○ Only saves data on those that are reflected in the Time Band Summary
Current Funding	The current funding as provided within OneUSG Connect <ul style="list-style-type: none"> ○ Can be used as a starting point to copy the funding to a time band as needed
Distribution Percentage	The percentage of the time band associated with the particular combo code <ul style="list-style-type: none"> ○ Must be 100% in total Distribution Percentage on all used time bands in order to be loaded at the end of the BPSS cycle
Budgeted Amount	The amount budgeted on the specific combo code within that time band <ul style="list-style-type: none"> ○ Gets summed with all the other combo codes to show the Total Budgeted Amount in the position section

Line-Item Forms

Terms	Definitions
Revenues	The form folder and forms associated with budgeting chartstring revenues (account codes beginning with a 4)
NonPersonal Expenses	The form folder and forms associated with budgeting chartstring nonpersonal expenses (account codes beginning with a 6, 7, 8, and 9)
Personal Expenses	The form folder associated with budgeting non-salary setting eligible chartstrings (i.e., benefits, student workers, etc.)
Benefits Expense	The form associated with budgeting benefits that are not centrally paid (i.e., F14100, F12240)
Line Item Position Expense	The folder associated with non-salary setting eligible chartstrings
Casual Labor	The form to budget account code 525100
Grad Assistants	The form to budget account code 523100
Part Time Faculty	The form to budget account code 512100
Student Assistants	The form to budget account code 524000
Summer Faculty	The form to budget account code 513100

Additional Information

- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2) or the UGA Budget Office at budgets@uga.edu or 706-542-2802.