2010-2011 Departmental Budget Listing

University of Nebraska-Lincoln
Volume 4

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University of Nebraska-Lincoln (Excluding IANR and NCTA)

Data Elements and Definitions for Departmental Budget Listing

The Departmental Budget Document contains the detail of expenditures by subprogram, department, and cost object. The data elements as contained in the columnar format below are defined in the following paragraphs.

Description (Cost Element & Employee Name)	SPC STA	Title	Position	Job Class	Term	Hours	Annual Hours	Pay Rate	FTE	Perm. Budget

Description

Cost Element.....This is the identifying number for budgeted personal and non-personal services expenditures and revenue. It is equivalent to the old account number used in budget documents prior to FY 1999-2000. Cost element numbers are included in all Budget Documents and denote the following classification:

Personal Services

511000 – Faculty
511100 – Faculty – Permanent
511200 – Faculty – Temporary
512000 – Chairpersons
512100 – Academic Administrators
512100 – Other Administrators
513000 – Professional Staff
513200 – Managerial/Professional – Temporary
514000 – Clerical/Service
514200 – Clerical/Service – Temporary
515000 – Other Academic
516000 – Student Wages
516500 – Student Hourly
516600 – Work Study Wages
517000 – Planned Other Personal Services
517200 – Other – Temporary
517300 – Overtime
518000 – Personal Services Credits
518950 – Planned Negative Budget – Faculty Salaries
518955 – Planned Negative Budget – Administrators Salaries
518960 – Planned Negative Budget – Managerial/Professional Salaries
518965 – Planned Negative Budget – Office/Service Salaries
518970 – Planned Negative Budget – Other Academic Salaries
518975 – Planned Negative Budget – Student Wages
518980 – Planned Negative Budget – Other Wages
519000 – Planned Benefits
519100 – Retirement Contribution
519200 – FICA Contribution
519300 – Health Insurance Contribution
519400 – Life Insurance Contribution
519600 – Staff Remissions
519700 – Unemployment Compensation
519800 – Workers Compensation
519950 – Planned Negative Budget – Retirement
519955 – Planned Negative Budget – FICA
519960 – Planned Negative Budget – Health Insurance
519965 – Planned Negative Budget – Life Insurance

Data Elements and Definitions for Departmental Budget Listing

(Continued)

Description (Cost Element & Employee Name)	SPC STA	Title	Position	Job Class	Term	Hours	Annual Hours	Pay Rate	FTE	Perm. Budget

Description

Non-Personal Services

521000 – Operating Expenses
522000 – Planned Employee Recruitment/Other Costs
523600 – Other Operating Expenses
525000 – Planned Repairs & Maintenance
526000 – Planned Contracted Services – General
526601 – DAS Accounting Charges
529000 – Utilities
530000 – Supplies & Materials
540000 – Travel
550000 – Capital Outlay
560000 – Government Aid
563800 – UTAG/Need Based Aid UG
564100 – Optometry/Vet Med Contracts
570000 – Cost of Goods Sold
592100 – Expense Credit – Operating/Services
592900 – Expense Credit – Utilities
594000 – Expense Credit – Travel
599950 – Negative Budget – Operating Expenses
599960 – Negative Budget – Supplies
599965 – Negative Budget – Travel
599970 – Negative Budget – Capital Expenses

Revenues

410000 – State Appropriation
420000 – Federal Appropriation
530000 – Invest Income Loan/Endowment
433428 – Activity Adjustment Debit
441001 – TuientA.0011 Tw[4100)4Upprodergradu.000ResidLoan/Endolies

Data Elements and Definitions for Departmental Budget Listing

(Continued)

Description (Cost Element & Employee Name)	SPC STA	Title	Position	Job Class	Term	Hours	Annual Hours	Pay Rate	FTE	Perm. Budget

Description

442310 – Application Fees – Graduate
442420 – Change of Schedule Fees
442710 – Graduation Processing Fees
442800 – Late Payment Fees
442810 – Other Student Fees
450000 – Sales and Services
459950 – Sales & Services Offset – Debit
460000 – Restricted Revenue
461000 – Federal Grants and Contracts
461900 – Indirect Costs – Federal
464000 – Private Gifts and Contracts
464320 – Professional Fees – Contract
490000 – Other Revenues
490100 – Miscellaneous Cash Income
490200 – Miscellaneous Other Income
833428 – U-Wide Act Adj. – Debit

Employee Name..... On Personal Services lines, this column contains the name of the incumbent staff member or T.B.A. (To Be Appointed) on unfilled positions. On Non-Personal Services lines, this column contains the name of the cost element (expenditure).

Special Status (SPC) ..... The purpose of this field is to identify that the employee currently filling this position carries with him/her a special status.

Non-Academic
"P" – Probation
"O" – Non-Disciplinary Probation
"D" – Disciplinary Probation

Academic
"T" – Continuous Appointment (Tenure)
"E" – Specific Term Appointment (Eligible for Tenure)
"N" – Special Appointment (Not on Track for Tenure)
"F" – Tenure Awarded for future date (normally one year in advance)

Title..... The title held by the person occupying this position appears in this column. (In the case of a T.B.A. line, the title of the position appears instead.)

Position ..... This is the identifying number for budgeted personal and non-personal services positions.

Job Class ..... This is the identifying number for budgeted personal services position titles.

Data Elements and Definitions for Departmental Budget Listing

(Continued)

Description (Cost Element & Employee Name)	SPC STA	Title	Position	Job Class	Term	Hours	Annual Hours	Pay Rate	FTE	Perm. Budget

Description

Term.....This code indicates the length of the appointments, as well as the period of time payments are made.
"00" – 12-month appointment paid over 12 months
"01" – Academic year appointment paid over 9 months
"02" – Academic year appointment paid over 12 months
"03" – 10 month appointment paid over 10 months
"04" – 10 month appointment paid over 12 months
"05" – Summer session appointment
"06" – Fall semester appointment
"07" – Spring semester appointment
"08" – Other
"09" – Spring semester appointment paid over 8 months
"11" – 11 month appointment paid over 12 months

Hours.....This field indicates the weekly work hours funded for the position (not provided for salaried employees).

Annual Hours.....This field indicates the estimated annual work hours funded for the position (not provided for salaried employees).

Pay Rate .....This field contains the hourly pay rate for individuals paid on the basis of hours reported (not provided for salaried employees).

Full-time Equivalent .....This column indicates the measurement of each individual staff position in relation to a full-time position. It is that fraction of a calendar year during which an employee in this position would normally be paid for active work. Please note that the full-time equivalent column applies to the position and not to the individual filling the position.

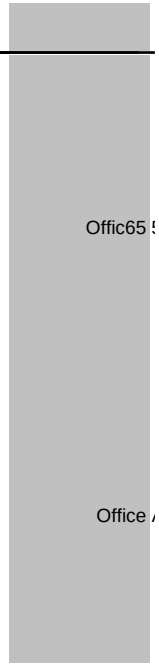
Permanent Budget.....This is the annual amount budgeted.

Major Personal Services Categories

Faculty .....Faculty includes anyone defined as faculty in Section 3.1.1.1 of the Regents' Bylaws (including T.B.A.'s) with the academic rank of assistant instructor and above. The faculty FTE or departmental chairpersons is decreased by 60 percent. Extension agents who hold faculty status are also counted as faculty.

Other Academic .....Other academic staff are defined in Section 3.1.1.2 of the Regents' Bylaws and includes all research associates (including postdoctoral), research assistants, graduate assistants, teaching assistants, teaching fellows, and house officers.

Academic Administrators.....Academic Administrators are defined in Section 3.1.1.1 of the Regents' Bylaws as those persons who administer the functions carried out by the faculty. This includes faculty and administrative officers designated by the Board of Regents: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