
BUD707 – Original Budget Salary Plan

The BUD 707 Original Budget Salary Plan report is a workbook to aid each department in building its original budget for Fiscal 2018. The purpose of the report is to enter recommended salary levels for all employees into [oneBudget](#). These reports are now available via oneBudget for all departments.

The original budget data will affect SPD and payroll for FY 2018, so please verify all data very carefully. In the report you will see a listing of all filled positions in your department, along with the annual salary rate information for the positions. Also, there is a tab containing HR data on salary history to assist with salary decisions.

Units must e-mail the completed Excel forms to their budget analysts, and the Budget Office will then load the data into oneBudget to populate the “@ rates” (salary levels). These rates will subsequently be loaded into the HR/payroll system. The upload will not impact your budget distribution data. After the rates are uploaded you must use oneBudget to distribute your budget between projects for all your positions, which must be entered by oneBudget users after the “@ rate” upload.

Original Budget Procedure:

1. Retrieve your BUD707 report:
 - a. Log into oneBudget (<http://onebudget.budgets.gatech.edu/>).
 - b. Navigate to your department.
 - c. At the bottom of the “Budgeting Home” page for your department you will see a link for “BUD707 Report - Original Budget Salary Plan”.
2. Complete your BUD707 workbook for all your departments (*see information section below*).
*** You will only be able to set annual rates for positions assigned to your department.*
3. Email the completed BUD707 to your budget analyst.
4. Log into oneBudget and distribute your budget to the correct projects for all your positions.
5. Use oneBudget to submit your completed original budget.

Information regarding the BUD707 report:

- BUD707-Original Budget Salary Plan reports are due to the Budget Office no later than **Monday, April 24.**
 - *Email completed MS Excel forms to your budget analyst.*
- Enter information ONLY in green columns unless you are editing personnel data. Most other columns contain formulas.
 - *These worksheets have not been locked from editing so that you will be able to correct/add where needed. However, only rate information will be loaded to HR.*
 - *You must enter FTE information for budget amounts to populate.*
- Verify all position information for your department (including current rate by position).

- *You may insert new rows to add unlisted positions or delete rows that do not belong in your department.*
- When the BUD707 is submitted back to the Budget Office, the FY2018 Proposed Rate (@ Rate) will be loaded to oneBudget.
 - *You will be able to edit these rates in oneBudget if needed (only for positions assigned to your department).*
- Do not change any of the column headings as these are used when the rates are automatically loaded to oneBudget.
- Please do not add any temporary employees to the listing. They should be assigned to a group position.
- The bi-weekly salary rates are calculated based on 2,080 hours in FY 2018.
- “Click” on the employee name to see additional relevant HR historical information included on the BUD707 report.
- **NEW for FY18** – Salary range & compa-ratios are now included on the [Monthly], [Bi-Weekly] & [HR Data] tabs. This will indicate where the salary rate is within the appropriate OHR salary range for that job title.
- For “Academic” units: The Promotional & Tenure (P&T) raise amount is calculated based on the FY 2017 rate. This results in a new base rate for the faculty member. Any merit percentage increase will then be calculated based on the new P&T base rate.