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Access requirements

KBC OPENING SOON – PLEASE REVIEW ACCESS

You are receiving this email because you are currently assigned the BC processor role.

We have loaded the data and tables for the new KBC cycle for 2016 and are almost ready to open the module. I anticipate opening it sometime early next week and will notify you when that happens.

In the meantime, please review your department’s access for KBC and submit any requests for changes using the existing Kuali User Access request found on the Kuali Workflow Main Menu. Please contact me for assistance if you do not know how to find who has KBC access for your unit.

SOME ROLE ASSIGNMENTS ALREADY IN PLACE – PLEASE REVIEW AND CHANGE AS NEEDED

BC PROCESSORS – ALREADY ASSIGNED, PLEASE REVIEW

BC processors should already be assigned, based on one BC processor per 5-digit org code. I removed and reinstated all BC processors this year, to be sure that we did not have anyone assigned who is not in that position
this year. If you have restructured or I have missed someone or some org code, please submit an access request. Remember not to assign more than one BC processor per org code. Some org codes may need to be split into units using the 7-digit code.

The BC processor is the person actively in charge of KBC for your school or budget unit. This person has access to update and view all KBC edocs, GL budget or salary data, and is responsible for running reports in Cognos and balancing the budget. The BC processor can also unlock accounts or positions in KBC when they become locked in error.

FISCAL OFFICER – ALREADY ASSIGNED FOR ALL OF KUALI

Fiscal officer cannot be delegated or changed for KBC. The fiscal officer’s access to KBC is limited to viewing and editing the GL budget edocs. No salary data can be accessed in KBC by the fiscal officer.

SALARY EDITORS – NEED REVIEW

Salary editors remain as last year unless you have already requested additions or changes. You may find it would be easier to add more salary editors this year, but all data is still mapped to the 5-digit org code, so access should be assigned in the same manner.

COMPLETING THE ACCESS REQUEST:

Please note that the KBC roles are not open to everyone, and are therefore not included in the available choices to check. Please use the OTHER REQUESTS category by checking that box and then add the specific role information.

![Image of Access Request Form]
in the text box for Other Requests. Be sure to include the org code to go with the role. Role 81 is BC processor, and role 131623 is Salary Budget Document Editor. If you are already assigned the BC processor role, you do not need to add the salary editor role to your access, since you have the same access permissions as that role.

**Now Open**

**KBC NOW OPEN FOR VIEW AND UPDATE**

You are receiving this email because you are on the KBC email list, either as SBO, BC Processor, or Salary Editor.

We have loaded the data and tables for the new KBC cycle for 2016 and have now opened the module for view and update.

Please review the following important information about what's new this year, training available, and the all-important schedule, which includes the deadline for your KBC entry. All items are discussed in more detail on the Kuali Budget Construction website: [http://www.usc.edu/dept/finserv/dirtrng/KBChome.htm](http://www.usc.edu/dept/finserv/dirtrng/KBChome.htm). Please bookmark the site for future reference.

Please see the links on the left bar to find detailed information. Items listed on the KBC training page will be identified with “NEW” in front of the subject matter on the list of links when they are referring to something new in KBC.

**Pooled Positions in KBC – Review and Update**
WHEN DO YOU NEED TO USE A POOLED (DUMMY) POSITION?

Pooled positions should only be used when you need to include in your KBC budget a salary or wage object code that requires fringe benefits, AND you are not including the budget in an existing KBC position that comes from Workday.

DEFINITION

Positions starting with “D” are dummy positions, created by the KBC Administrator in KBC only. They do not come from or go back to Workday. They are used only to update the account and object code budget when a position is required but when a Workday position is not being used.

WHERE TO FIND THEM

Look in your position pick list for your org code and you should see them sort to the top of the list. Real positions start with P and dummy positions start with D.

You can also find them on your salary worksheet or your salary report when you sort by position, not incumbent, because there is no incumbent assigned to a dummy position.

EXAMPLES FOR USING POOLED POSITIONS

- Budgeting for several open positions together for part-time faculty not yet hired.
- Budgeting for types of pay that have fringe charges, but do not have any comp plan in Workday, such as overtime for non-exempt staff, or one-time special payments, such as bonuses.
- Budgeting for positions that are inactive or have not yet been created in Workday.
- Budgeting for special pay that you are not yet assigning to individuals, such as teaching overload.
- Budgeting for summer pay comp plans that are already set up in Workday because they start in May of this year.

POOLED POSITIONS FOR FACULTY

FACULTY CURRENTLY ON LEAVE ARE NOT ACTIVE INCUMBENTS
• Faculty who are on leave are not active for update in KBC as incumbents, and they will not be loaded to Workday from KBC.
• However, you can add the budget for these faculty on leave to one of your pooled faculty positions.

**HOW TO ENTER AND CALCULATE PAY LINES FOR POOLED FACULTY POSITIONS**

• Identify any vacant positions that you wish to budget completely in a pooled position, such as your part-time faculty, lecturers, etc.
• Most of the positions with faculty on leave will show as NOT FILLED and will not have any loaded funding lines.
• Determine the collective budget needed for the pooled position by comp plan and object code.
  - Multiply the average hourly rate times the number of positions to get the collective hourly rate for non-exempt faculty for each term.
  - Multiply the average monthly rate times the number of positions to get the collective monthly rate for exempt faculty for each term.
• Allocate the collective comp plan budgets by account and object code, using the correct dummy position for the employee type.
  - Enter the comp plan and object code combination for each account you are budgeting.
  - Enter the comp plan and cost allocation dates for the term you are budgeting.
  - Enter the pay rate, hourly or monthly, for the appropriate comp plan.
  - The total allocated should represent the average rate times the number of pay periods.
  - If you are using the same rate and account for each semester, you can enter it as one academic year instead of separate semesters.
• No update is needed in KBC for these individual positions since they are already vacant and do not have any funding lines to update.
• The only action required in KBC is to update the dummy positions as required to represent the budget you are setting aside for these vacant positions.

**USING POOLED POSITION FOR PART-TIME FACULTY INCUMBENTS**

• If the faculty member is active, assigned to the correct position, and will continue active in a position, you can budget the incumbent or the position in KBC to load to Workday. This way the incumbent will have a continuing comp plan to replace the previous one ending at year end.
• If the faculty member will be not be working, but going on leave (not sabbatical leave) and returning in a later semester, you would not budget them as an incumbent in KBC. Instead you would budget the position as VACANT, and you would either budget the individual vacant position OR you would add the budget to the pooled position.
• *Any* filled positions (with an active incumbent) need to be marked as pooled if you are not updating their position, but rather including them in a pooled position. *This is very important to explain why data is not coming over to Workday for the incumbent that is not terminating or going on leave.*

**HOW TO MARK INCUMBENTS AS INCLUDED IN POOLED POSITION**

**USING THE SALARY WORKSHEET**
• Locate the column in the worksheet “Incl. P. P.?”
  • Change the N to Y for any lines that you are including in the funding. *These lines should have M to modify in the first column.*
  • *Do not included any pay rates or costing allocations for these marked as included in pooled position.*
  • Mark all applicable lines this way for any comp plan that is included in the pooled position.
  • Any incorrect or discontinued comp plan/object code combinations should be marked D to delete in the first column.
  • You may wish to separate these positions that you have marked this way and update them through a separate upload.

**USING THE INCUMBENT OR THE POSITION SALARY SETTING SCREEN**

• Mark the applicable funding lines for comp plans to include in pooled position and do not add any pay rate to those lines.
• When the position/incumbent is updated, all continued comp plans should either be funded or marked to include in pooled position.

<table>
<thead>
<tr>
<th>Incl. Pooled Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
</tr>
</tbody>
</table>

**AUTOMATICALLY UPDATED BUDGETS**

**OBJECT CODES AUTOMATICALLY UPDATED IN KBC**

DO NOT add budgets in KBC for the following assessments:

• Fringe benefits (object code 13000 and any object code starting with 13.)
• FIF – facilities improvement funds
• SA – Student Aid

These three budgets are calculated automatically overnight in KBC. You do NOT need to add a budget for these object codes when entering your budget using the data entry screen, or when using the GL import. *If you do add the object code budget using GL import, it will be added to your GL budget and may be incorrect.*

Once you add the 13000 object code to your account budgets in KBC, you cannot delete it. Only the nightly fringe calculation can change it, but it MAY NOT delete it if you remove all salaries or wages from the account, since there is nothing to re-calculate. The KBC Administrator must manually make the change.

The same applies to FIF and Student Aid budgets. Once you enter the appropriate tuition object codes subject to these assessments, KBC will automatically add the budget for the appropriate object code to the appropriate account. *Please DO NOT include these when entering your GL budget or using the GL import.*
MISSING ACCOUNT EDOCS

BUDGETING AN ACCOUNT? DID YOU BUDGET IT LAST YEAR IN KBC?

- Load all of your budget that is not being entered automatically, specifically the object codes that are not related to compensation, student aid, or FIF.
- If the account you are budgeting this year was not budgeted in KBC last year, there may not be a budget edoc created in KBC, so one will need to be created. (See below.)

USING AN ACCOUNT FOR COMPENSATION?

- Restricted accounts - was it loaded into KBC funding lines this year?
- Is it still active?
- If you are using a new restricted account in the position or incumbent funding lines, it must have been loaded into KBC in a funding line for you to be able to use it without first creating a budget edoc.
- Verify that your payroll clearing account for KBC, starting with 22- and ending with -8888, is in KBC and has an active budget edoc.

HOW DO YOU VERIFY THAT THE ACCOUNT HAS A BUDGET EDOC IN KBC?

- Use My Organization, then search for budgeted accounts.
- If the account is listed, then there is a budget edoc in KBC for that account.

WHAT DO I DO TO ADD THE ACCOUNT TO KBC IF IT IS NOT THERE?

- BC Processors: Use “load document” from the first page. Enter the account number and “load document”.
- If the budget edoc opens and shows either view access granted, or edit access granted, then click on save and wait until the next day to complete your update. The org code hierarchy will be missing until the overnight update.
- If the account edoc does not open, you should get an error message to contact the KBC administrator.
- Please contact me as soon as possible, since this requires my manual update of the account and an overnight update to KBC before you can use the account. (see also KBC training, add new accounts.)

FREQUENTLY ASKED QUESTIONS

Is there a specific browser I should be using?

Make sure you are using the supported browser, Internet Explorer, if you frequently get errors. Some may be caused by browser issues.

What employee number do I use in the pooled/dummy positions?
How do I calculate the comp plan rate for sabbaticals?

Each type of sabbatical and how much you pay determines how you calculate it. See KBC training: Examples – Comp Plan Rates and Sabbaticals and Faculty-Sabbatical setup in KBC.

Specific Error messages

- Salary setting - Employee####### does not exist

The employee number you entered is not in KBC because it is on the terminated employee list or on leave. This can happen even if the employee has been re-hired, and happens with some fixed-term employees. In either case, you will need to set up this person directly in Workday. You can fund the position as Vacant in KBC or add the funding to a pooled position in KBC.

- “Failed to lock the funding: SC,” (account number, object code, and perhaps position number follows)
- “View only access granted”
- “Another user was taking action on this document at the same time. Please try your action again.

Answers:

- All of these errors are related to locking a record while you are working on it.
- Locked records can be caused by you when you do not close each screen properly, using the Save and Close buttons. It can also be caused when you have multiple tabs open for the same record, such as a position using the account, and another tab where you are trying to load the account edoc.
- If you have locked the record, the lock monitor will show your name. If you are BC processor you can unlock the record using the lock monitor.
- If you closed everything correctly, sometimes there is just a delay to update everything and unlock the record.

Other error messages regarding access

- “View only access granted”
- “Access denied to either the account or the edoc. Please contact your KBC Administrator”

Answers:

- You may be allowed view only access to a new account – Please follow the steps in KBC Training - Missing or New Accounts. Contact the KBC Administrator if those steps do not work.
- You cannot upload to an account that does not have a budget edoc, so the budget edoc must be manually added first, the updated overnight to the chart hierarchy in KBC.

For more help please review the presentations and quick reference guides on the KBC Training Page, located on the Office of the Comptroller/Kuali Budget Construction site.
ERROR MESSAGES IN POOLED POSITIONS

MISSING COMP PLAN ERROR

OVERTIME AND BONUSES

Overtime object code 12710 and bonus object code 14241 are object codes that can only be budgeted using the pooled/dummy positions in KBC.

- These object codes DO NOT HAVE COMP PLANS so you will always get the invalid comp plan message when you try to use them.
- If you are importing your salary data using the salary import it will not work due to the missing comp plan code.
- You will have to manually add the pay lines because you can then override the error message.
- If you do not want to manually add the pay lines, you will have to use a different object code that has a comp plan in your dummy position, such as 12700 instead of 12710 or 14242 instead of 14241.
- You must use the non-exempt staff dummy position for overtime, and the exempt staff dummy position for exempt staff bonuses.

FACULTY POOLED POSITIONS

- If you have a missing comp plan error in one of your dummy faculty positions, it may be because you are trying to use an object code that works only with certain job families.
- Your dummy position for part-time faculty is set up to work with object code 11260 for core pay and exempt faculty.
- Your dummy position for non-exempt faculty is set up for hourly faculty, object code 12770.
- You can use these and other object codes and override the error message if you are entering the lines manually.
- If you need to import the lines then you will need to contact the KBC Administrator to add a job family code to your dummy position, or create a new one for you.

COMP PLAN RATE MUST BE THE SAME FOR EACH LINE

IN POOLED POSITIONS

- If you are using a pooled position to budget for core pay for faculty, you must still enter a comp plan rate for each line that is representing that comp plan.
- You can enter any comp plan rate, but it must be the same for every account in that position that contains the same comp plan.
- Since the data in the pooled position is not going to Workday, you can enter any comp plan rate.
- The pay rate is what will be used in KBC to calculate the amount allocated to your budget.

CANNOT ENTER MORE THAN ONE LINE PER ACCOUNT AND OBJECT CODE COMBINATION
• Pooled positions contain the budget for numerous positions, not just one.
• You must enter all of the budget together by account and object code that represents all of the positions to be included.

SEE KBC TRAINING FOR MORE INFORMATION

For more help please review the presentations and quick reference guides on the KBC Training Page, located on the Office of the Comptroller/Kuali Budget Construction site.

NEW UPDATES AVAILABLE
○ UPDATED: Positions - Pooled or vacant positions
○ NEW: Examples - How to calculate pools, overtime and other

SABBATICALS AND OTHER FACULTY PAY INFORMATION – IMPORTANT

It is very important to enter your faculty sabbaticals into KBC as early in the process as possible so that your entries can be reviewed and verified against the approved forms from the Office of Faculty Affairs. Please ensure that your KBC entries match what has been approved. It is very important to have the correct dates, rates and allocated amounts. THEY CANNOT BE POOLED! If you should have any questions on how to set up a sabbatical in KBC, you may refer to the documentation located at on the KBC Training site, as well as some information below.

You can also contact me directly (see contact information below) or Terri Haase in the Office of Budget and Planning at extension 08573 or at thaase@usc.edu. Remember, the allocated amounts for your sabbaticals in KBC will be used to determine your school’s reimbursement from the sabbatical pool so please be sure they are correct.

DATES AND COMP PLAN RATES – FACULTY

We’re still seeing some errors in the faculty pay lines that indicate there is still some confusion surrounding the rates and dates and totals that appear within the position or the incumbent salary setting screen, as well as the salary export report.

ACADEMIC ENABLED PAY – CORE PAY, CORE SABBATICAL PAY, CORE PART-TIME

RATES

Comp plan rate in KBC

• The comp plan rate is what will be loaded into Workday under the Compensation Plan as the monthly rate.
• It is VERY IMPORTANT to get the correct comp plan rate in KBC in order to ensure that the academic enabled pay is distributed correctly and at the right rate from Workday.
• You must use the same comp rate for each line covering the same comp plan, regardless of the dates, since only one comp rate will be loaded into Workday.

Compensation Rate Total in KBC may be misleading.

• If you combine more than one core pay comp plan in one position, KBC will treat each comp plan as a separate one, and total it by multiplying the comp plan rate by the AWP months.
• Dates are not considered in the Compensation Rate total calculation.
• This can result in doubling or tripling the correct amount and be misleading.
• Since this total is not loaded anywhere, it is important to concentrate on the comp plan rate.

Pay Rate – Cost allocation

• The pay rate is the monthly rate based on the DPP months for the position.
• The pay rate will be the same as the comp plan rate when the contract length (AWP) and the distribution period (DPP) are the same. Example, 9/9, 12/12.
• The pay rate will be different from the comp rate when the DPP is larger than AWP. Example 9/12.
• The pay rate must be split to create the distribution percent when you want to allocate the monthly pay among accounts.

Total Allocated

• The total allocated equals what is budgeted or allocated among the various accounts.
• It is calculated based on the number of pay periods covered in the cost allocation dates.

DATES

Compensation Plan start and end dates in KBC – Core pay

• The compensation plan for continuing full-time faculty should start when the old one leaves off. That is, if last year’s core pay comp plan ends on 6/30/15, then the new core pay comp plan should start on 7/1/15, because you don’t want to interrupt the pay cycles.
• If the faculty contract is 9 months or longer, then this core pay comp plan should start on 7/1/15 and end on 6/30/16.
• Some use 8/15 as the start date and 5/15 as the end date only for 9/9 faculty when there is a different comp plan covering the summer.

Compensation Plan start and end dates in KBC - sabbatical

• Compensation plan start and end dates for sabbaticals should coincide with when the sabbatical takes place, but it also needs to be in place when the first payment is distributed, meaning you must consider both AWP and DPP when determining the dates.
• If you would enter the fiscal year dates for a core pay comp plan, then you would enter 7/1/15-12/31/15 for a fall semester sabbatical and 1/1/16-6/30/16 for a spring sabbatical comp plan.
• If you are entering 8/15/15 as your start date for core pay fall, you would enter the same as the start date for your fall semester sabbatical, and your spring sabbatical would end on 5/15/16.

Cost Allocation start and end dates in KBC – Core pay
• In KBC you group cost allocation by comp plan, and then by date.
• If you are changing accounts and/or distribution percent at a semester, you would split the dates into the appropriate fall and spring dates.
ERRORS WHEN USING SALARY IMPORT

INCIDENT REPORT

USING EXCEL AS THE EXPORT VERSION INSTEAD OF CSV

It was suggested in the instructions to use CSV for export if you are using the worksheet to then upload back into KBC. However, some users have preferred to use Excel and then convert to CSV before importing. Some of you already know about this, but we have discovered that the Excel export file contains two extra columns and that this is a common cause for an incident report if these two extra blank columns are not removed before you try to import or upload into KBC.

This is the XLS version – note columns D and E are empty and have no heading. Delete these empty columns before converting to csv and importing.

This is the CSV export. Notice columns D and E are not empty.
FORMAT YOUR FILE TO CSV BEFORE IMPORTING

Be sure that your file is in CSV format before importing. This is another common cause of the incident report.

EMPTY REQUIRED FIELDS

Another common cause of incident reports are missing data where it is required.

Make sure you have the compensation plans and earning codes filled in where it is not already filled in for you. Examples: Lines with object codes 11200 and 14242 will require that you enter a comp plan code.

FINAL STEPS – BALANCING AND PULL-UP

BALANCING – RUN KBC BI REPORTS

VARIANCE REPORTS IN BUSINESS INTELLIGENCE – BC PROCESSORS ONLY

- See instructions on the KBC Training site for running the variance reports.
- Make sure you are running the correct report that matches the way your control budget is entered.
- You are expected to have your org codes in balance by the deadline.
- You can run other reports for your reference, but only report 3 or 4 will give you the necessary data to balance to your control budget.
- Be sure you select the default ALL, both allocated and not allocated, when running the variance report 3 or 4.

FRINGES AND OTHER AUTOMATIC UPDATES – WEEKDAYS ONLY

- Fringe benefits, student aid, and FIF are updated early in the morning on weekdays only.
- This is important if you make last minute changes to wages or salaries subject to fringes on Friday, since you will not be able to verify the fringe benefits budget until Monday morning.

OBJECT CODE 12870
• Please refer to the instructions for this object code on the KBC Training site. Contact me or Budget and Planning for more questions.
• The extra pay period may impact all of your biweekly object code entries, including mobile allowances and overtime.

RUN SALARY EXPORT REPORT – BC PROCESSORS AND SALARY EDITORS

To review your compensation entries that impact your budget and that will update to Workday, you must run the salary export, but select the report option. There is no other report for checking this detail.

WHEN FINISHED – PULL UP ALL ACCOUNTS TO LEVEL 2, ORG AND SUBORG LEVEL

• This is a very important step because we must have all accounts pulled up to the org level before we can load the budget to the general ledger for the new fiscal year 2016.
• Only BC processors can execute the pull-up or push-down.
• If you are the BC processor or the Salary editor, you will still be able to make changes after you have pulled up the accounts.
• Pull-up only locks out the fiscal officer if that person is not also the BC processor.
• The pull-up level you select is BOTH, which includes the org and sub-org levels. You will pull up from level 0 to level 2 if you have access to the 5-digit org code in KBC.
• You do not have to push-down to make changes if you are the BC processor or salary editor.

See the KBC training page “Balancing” for more instructions on executing the pull-up. Please contact me directly if you have questions about any of these items.

CHANGES TO SALARIES AFTER DEADLINE

Periodically we may turn update on and off to make adjustments in KBC to controls or offset data. DO NOT attempt to make changes in the KBC salary data unless requested by Budget and Planning or by me. We are auditing the information and finalizing it to send to Workday, so if you make changes it can throw your budget out of balance or create issues with the data transferred to Workday.

Alert messages – You may see them in KBC when an employee terminates from a position or transfers to a new position. You do not need to change KBC, since the budget will remain, but the compensation data will not load for an unfilled position into Workday. You may need to make changes directly in Workday.