I. GENERAL INFORMATION

Outlined herein are the guidelines, including salary adjustment policies, to be followed for the completion of the Fiscal Year 2020-21 Operating Budgets for all units of the University.

**Deadlines for Submission of Operating Budget Plans:** All Operating Budget plans are required for all unrestricted indices (Instruction & General, Student Services, Institutional Support, Student Social/Cultural, Research, Public Service, Internal Service, Student Aid, Auxiliary, and Athletics). If indices are not budgeted expenditures for Fiscal Year 2020-21 will not be processed.

- Main Campus Departments Org level 4  
  **April 20, 2020 5pm**
- Colleges & Schools Org Level 3/Student Affairs Org Level 2  
  **April 24, 2020 5pm**
- Branch Campuses  
  **April 24, 2020 5pm**
- VP Units Org Level 2 (AA, AB, & AD)  
  **April 29, 2020 5pm**

Lock dates can be found on the UNM Budget Development Calendar FY20-21 located on the Office of Planning, Budget and Analysis (OPBA) website: [https://budgetoffice.unm.edu/assets/documents/budget/budgetdevcalendar.pdf](https://budgetoffice.unm.edu/assets/documents/budget/budgetdevcalendar.pdf)

**Other Available Sources of Information**

The following resources are available on the Office of Planning, Budget and Analysis website:

A. **Budget Planner Overview:** Gives detailed information on the budget process and an overview of the system. Overview of presentation has been cancelled due to the current situation related to the coronavirus (COVID-19) however you may view the power point presentation linked here: [https://budgetoffice.unm.edu/assets/documents/budget/budgetplanneroverview.pdf](https://budgetoffice.unm.edu/assets/documents/budget/budgetplanneroverview.pdf)

B. **Standard Operating Procedures (SOPs):** SOPs give detailed step-by-step instruction on functions associated with budget building in Salary Planner and Budget Development. [https://budgetoffice.unm.edu/budget/index.html](https://budgetoffice.unm.edu/budget/index.html)

C. **Working Sessions:** These sessions have been cancelled due to the current situation related to the coronavirus (COVID-19) [https://budgetoffice.unm.edu/budget/working-sessions.html](https://budgetoffice.unm.edu/budget/working-sessions.html)

  a. The OPBA team will be available to assist with budget questions throughout the University’s period of limited operations via email or skype meetings as needed. Please direct your questions to our email: budget@unm.edu
II. SALARY ADJUSTMENT POLICIES

A. Main Campus I&G: an allocation of funds for regular faculty, staff, GA/TA and student salary changes in organizations funded by the Main Campus I&G Pooled Funds is based on the following policies.

B. New Mexico State Legislation SB 437: Minimum wage increase effective January 1, 2021 at $10.50 per hour, per current budget planning please use current hourly wage for the full fiscal year and budget adjustments and allocations will be done in January 2021.

C. Faculty Compensation: 4% increase has been approved for individual faculty (12 month faculty, 9 month faculty, Executive faculty, and Post Docs/Fellows), which should be awarded based on satisfactory performance to all faculty listed above. Please refer to Academic Affairs (MSU) Guidelines for details: http://budgetoffice.unm.edu/fy21-provost-budget-guidelines.pdf

D. Temporary Part-Time Faculty: At this time, a 4% increase has been approved for Temporary Part-Time Faculty which should be awarded based on satisfactory performance. Funding for the I&G portion of the increases will be allocated to your unit in the base allocation. Given the current faculty union negotiations, please budget the funding for these increases in a pooled budget account code (20FB- Pooled Temporary Faculty Compensation) until final decisions have been made for this allocated increase pool. Fringe benefits for these pooled accounts should be budgeted on account code 21J0 Other Misc. Fringes. For temporary, part-time faculty, calculate FTE by dividing budgeted salaries by $23,896. The minimum rate of pay for adjunct and temporary part-time faculty is $692.00 per credit hour. Please refer to Academic Affairs (MSU) Guidelines for details: http://budgetoffice.unm.edu/fy21-provost-budget-guidelines.pdf

E. Teaching Assistant and Graduate Assistant Stipend Adjustments: Please refer to Academic Affairs (MSU) Guidelines for details http://budgetoffice.unm.edu/fy21-provost-budget-guidelines.pdf

F. Staff Compensation:

   Academic Affairs Units: Please refer to Academic Affairs (MSU) Guidelines for details: http://budgetoffice.unm.edu/fy21-provost-budget-guidelines.pdf

   All Other Units: Please refer to HR Mass Salary Update (MSU) guidelines for details https://hr.unm.edu/mass-salary-update

1. Regular Non-Bargaining Unit Staff: 4% increase for qualifying employees

2. Staff in the Collective Bargaining Units: Increases are subject to collective bargaining unit agreements

3. Student, Temporary, and On-Call Employees: Additional funds were allocated to units for these employee categories. However, increases are subject to Academic Affairs and HR guidelines.
G. Health Sciences Center: Please reference the FY20-21 Budget Guidelines issued by the Health Sciences Center for information regarding Health Sciences Center employee salary increases and other budgetary changes: https://hsc.unm.edu/financialservices/budget/budget-information.html.

H. Branch Campuses and Graduate Centers: Branch Campuses and Graduate Centers will follow the same guidelines as the Main Campus.

I. Non-I&G Organizational Units: Units not directly funded by I&G appropriated funds, such as separately appropriated Research & Public Service organizations, Auxiliaries, Internal Services, etc., will follow the guidelines for Main Campus I&G.

J. UNM Non-Bargaining Unit Staff: Please reference the Human Resources Salary Ranges: https://hr.unm.edu/unm-staff-salary-structure.

III. INFLATIONARY INCREASES FOR GENERAL SUPPORT

A. Main Campus I&G: There is no allocation for increases in general support expenses.

B. Non-I&G Organizational Units: Units in this group may adjust for inflationary increases if funds are available.

IV. INFORMATION FOR UNITS AND PROGRAMS THAT INCLUDE FRINGE BENEFITS AND ADMINISTRATIVE OVERHEAD IN THEIR BUDGETS

A. Main Campus Administrative Overhead: Units affected by this will be informed of the amount which they should budget for FY20-21.

B. Branch Campuses Administrative Overhead: Branch campuses will be informed of the amount which they should budget for FY20-21.

C. Fringe Benefits:

1. General Guidelines for Budgeting Fringe Benefits: Note, you must budget for each account code that you are incurring fringe benefit expenses on. You may use the Chart below to budget for each account code.

<table>
<thead>
<tr>
<th>Acct Code</th>
<th>Benefits</th>
<th>Faculty</th>
<th>Staff</th>
<th>Temp Faculty &amp; Temp/On Call Staff</th>
<th>Other Students</th>
<th>Graduate Students (GA/TA/RA/PA)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2110</td>
<td>FICA Gen (Includes Medicare)</td>
<td>7.65%</td>
<td>7.65%</td>
<td>7.65%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>2140</td>
<td>Retirement</td>
<td>14.15%</td>
<td>14.15%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>2160</td>
<td>Group Insurance</td>
<td>9.16%</td>
<td>12.53%</td>
<td>n/a</td>
<td>n/a</td>
<td>20.72%</td>
</tr>
<tr>
<td>2180</td>
<td>Unemployment Compensation **</td>
<td>0.09%</td>
<td>0.09%</td>
<td>0.09%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>21A0</td>
<td>Workers Compensation ***</td>
<td>0.07%</td>
<td>0.07%</td>
<td>0.07%</td>
<td>0.07%</td>
<td>0.07%</td>
</tr>
<tr>
<td>21J0</td>
<td>Misc. Other Benefits</td>
<td>4.76%</td>
<td>4.76%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>21L0</td>
<td>Accrued Annual Leave</td>
<td>0.01%</td>
<td>0.01%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>-------</td>
<td>-------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>21L1</td>
<td>Catastrophic Leave</td>
<td>0.01%</td>
<td>0.01%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>35.90%</td>
<td>39.27%</td>
<td>7.81%</td>
<td>0.07%</td>
<td>20.79%</td>
</tr>
</tbody>
</table>

* The above rates are Averages, if your department’s actual cost are higher, then use your own estimates.
** Not shown above are Tuition Waivers for GA/TA/RA/PA. Refer to Graduate Office Policy to estimate budget for Tuition Waivers.
*** Use Workers Comp Rate of 1.10% for employees in hazardous positions.

2. Additional Fringe Benefits Information:
   a. Retirement: No increase for FY21, compute at 14.15% of salaries exclude GA/TA/RA/PA, students, temporary, and on-call.
   b. Social Security and Medicare (FICA): No rate increase is expected. Use the chart above, or use your own department cost estimates if they are higher than average. Exclude GA/TA/RA/PA, students, temporary, and on-call. The rate currently is 7.65% for earnings up to $132,900.
   c. Group Insurance: Increase of 4.9% for FY21 for staff & faculty, compute using the chart above or use your own estimates if they are higher. Increase of 19.3% for GA/TA insurance, compute using the chart above or use your own estimates if they are higher.
   d. Unemployment Compensation: Increase of 0.02% for FY21 is expected, compute using 0.09% of salaries. Exclude GA/TA/RA/PA and students.
   e. Workers Compensation: Increase of 0.01% for FY21 is expected, compute at 0.07% of employee salaries in non-hazardous positions and 1.10% of employee salaries in hazardous positions.
   f. Miscellaneous Other Fringe Benefits: Compute at 4.76% of salaries within unrestricted funds or 3.61% of salaries within restricted funds (rate pending approval from feds). Exclude GA/TA/RA/PA, students, temporary, and on-call.

V. OTHER BUDGET CONSIDERATIONS

A. Automobile Insurance:
The State of New Mexico provides insurance for automobiles which belong to the University. The State sets the rates and those rates result in the per-vehicle charge each year. The “estimated rate” for a UNM vehicle is $18.00, per-month or $216.00 per-vehicle, per-year. The “estimated rate” for an electric vehicle is $9.00, per-month or $108.00 per GEM, per-year. If you have a UNM vehicle, the charge will automatically be deducted from your index utilizing account code 70J0. (Auto Insurance Gen). Safety and Risk Services will then use those funds to pay the State. Include these figures as you plan your FY21 budget.

B. Information Technologies and Parking Related Fees: Please reference the respective web sites for any fee updates.
C. **Procurement Payment Service Charge (Banner Tax - 80K0):** A University-wide service charge will be assessed monthly to each Banner Index in the amount of 1.00% of non-salary expenses in order to fund the on-going cost of Banner. The charge will generally exclude non-procurement expenses such as Financial Aid, Cost of Goods Sold, Cost Share, and F&A overhead charges on restricted accounts. This amount should be budgeted in account code 80K0-Banner Tax.

D. **Procurement Payment Surcharge (Foundation – 80K2):** A Foundation surcharge of 0.50% on all unrestricted current fund dollars to support the University of New Mexico Foundation operations. The surcharge is calculated on total expenditures, labor, materials, and all other expense account codes with some exclusions. This amount should be budgeted in account code 80K2, (Foundation Surcharge). Branches are excluded from the Foundation Surcharge.

E. **Deferred Compensation:** Departments will budget the appropriate expense amount in account code 2140, (Retirement Gen) of the applicable index. Human Resources will charge the department index and credit the liability account 514003-L110 and process the DPEZs to TIAA-CREF.

F. **Allocations and Transfers:** Within I&G, the I&G Pooled allocation from your VP Representative should be budgeted in account code 1640, (Allocations Pooled Allocation Gen).

Transfers and allocations between unrestricted indices must be budgeted on both sides. If indices are within the same fund, an allocation must be budgeted using a 16xx account code (other than 1640). If indices are not in the same fund, a transfer must be budgeted using 11xx, or 12xx account codes as appropriate. Cost Share transfers must be budgeted if you expect to make transfers from current unrestricted fund indices. Account code comments must be entered in Budget Planner detailing offset index, account code, and amount. Report available in MyReports “FNRMBTA – Main and Branch Transfers Allocation” use as a resource to check appropriate transfer and allocation account codes.

G. **Student Fees:** If Main Campus I&G units have outside revenue from student course fees or other student related fees, these should be budgeted in the index where the expenses will occur. In order to charge these fees to the students, they must be approved by the Board of Regents and be listed in the Schedule of Classes.

H. **Internal Service Center/Internal Sales:** Account codes 061x, (Internal Service Center Internal Sales) are reserved for Internal Services units only (program code P181).

I. **Use of Reserves:** (Budgeted Use of Reserves Account Code 1901). For Fiscal Year 2021, Main Campus units are not allowed to budget use of reserves unless it is preapproved by your org level 2 EVP representative. To obtain approval, please submit a memo to your Fiscal Agent with the justification. Account code comments must be entered in Budget Planner referencing prior authorization for budgeting use of reserves.