Q: What happens if I change the Account Distribution for a Position in PeopleSoft?
A: STAR picks up the latest-effective-dated instance of the Account Distribution for each active Position. Therefore, if the new distribution has an Effective Date between now and 6/30/13, then STAR will show the Position on its new Entity (Agency/Org) on the input schedule.

   NOTE: If you already entered an FY13 budget in STAR for the Position on its old Entity (Agency/Org), then you will need to zero out the budget on the old account in STAR (your budget on the old account is still there, regardless of the account distribution change in PeopleSoft), and then enter the budget for the Position on its new Entity (Agency/Org).

Q: I entered a budget for a Position in STAR, but then I changed the Account Distribution for that Position in PeopleSoft. What do I do now?
A: If you already entered an FY13 budget in STAR for the Position on its old Entity (Agency/Org), then you will need to zero out the budget on the old account in STAR (your budget on the old account is still there, regardless of the account distribution change in PeopleSoft), and then enter the budget for the Position on its new Entity (Agency/Org).

Q: What happens if I set up a new Position in PeopleSoft for FY13?
A: STAR picks up the latest-effective-dated instance of each active Position, even if the Position is currently vacant. If the new Position is active and has an Effective Date between now and 6/30/13, then STAR will show the Position on the appropriate Entity (Agency/Org) on the input schedule after it is processed in PeopleSoft.

Q: I added a new Position in PeopleSoft – why don’t I see it in STAR?
A: There are several possible reasons why a Position would not appear in STAR, including:
   • The Position is attached to a “group” Jobcode and is therefore excluded from the STAR data feed (see list of “group” Jobcodes). Such Positions are budgeted in the “Group Positions” section of the input schedule.
   • The new Position data has not yet been fully processed in the PeopleSoft system and is therefore not yet available for the STAR data feed.
   • The Position is not active in PeopleSoft.
   • The Effective Date of the attached Account Distribution is not between now and 6/30/13.

Q: I added a new Employee in PeopleSoft – why don’t I see the Employee in STAR?
A: There are several possible reasons why an Employee would not appear in STAR, including:
   • The Employee’s only Position is attached to a “group” Jobcode and the Employee is therefore excluded from the STAR data feed (see list of “group” Jobcodes). Group Positions are budgeted in the “Group Positions” section of the input schedule, with no individual Employees attached.
   • The new Employee data has not yet been fully processed in the PeopleSoft system and is therefore not yet available for the STAR data feed (wait a day or two).
   • The Employee’s status is Inactive, Terminated, or Retired in PeopleSoft.

Q: The EmplClass of a Position is incorrect on the salary input schedule. Why?
A: The EmplClass attached to each Position is taken from PeopleSoft. The EmplClass will need to be corrected in PeopleSoft; the corrected data will then appear in STAR.

   NOTE: Maintaining the correct EmplClass for each Position is critical for budgeting, as EmplClass plays a part in determining the applicable ERE rate.

Q: An Employee line on the input schedule uses the Faculty (or Staff) ERE rate, but this Employee is not benefits-eligible, and should therefore use the non-benefits-eligible ERE rate to calculate the ERE amount. Why is the line showing the wrong ERE rate?
A: An Employee who has multiple jobs is considered benefits-eligible for all Jobs if any one Job held makes him/her benefits-eligible. The Employee displayed on your input schedule may be non-benefits-eligible in the job he/she holds in your area, but may hold a separate, benefits-eligible job elsewhere, thus making him/her benefits-eligible for all jobs. Therefore, the appropriate benefits-eligible ERE rate (e.g., Faculty or Staff rate) will be applied for this Employee.
Q: What’s the difference between FTE in PeopleSoft and FTE in STAR?
A: There is a distinct difference. In STAR, we’re looking at an annualized budget, while in PeopleSoft, we’re looking at a pay period. Therefore, in PeopleSoft, if a Classified staff works 40 hours/wk, he’s considered 1 FTE regardless of how long he worked throughout the year. But, in the annual STAR budget, if that person works 40 hrs/wk but only 6 months/yr, he would be budgeted at .5 FTE. A good, calculable rule of thumb for FTE is as follows: for staff (12 months), take # of hrs paid in a year divided by 2080 to determine FTE. For faculty (9 months), take # of hours paid in a year/1560.

Q: How is the ASC budget calculated in the Salary Input Schedule?
A: ASC budget is calculated as 8.5% of Personal Services + ERE (Local accounts only).

NOTES:
• Personal Services-related ASC budget is stored at the Entity (Agency/Org) level only, and is copied to the Financial application.
• All Other Operating - related ASC will be added based on AOO budget entered in the Financial application local budget input schedule.

Q: How is the Risk Management budget calculated in the Salary Input Schedule?
A: Risk Management budget is calculated as X.XX% (1.35% for FY12) of Personal Services (Local accounts only)

NOTE: Risk Management budget is stored at the Entity (Agency/Org) level only, and is copied to the Financial application.

Q: How is the Netcomm budget calculated in the Salary Input Schedule?
A: The Netcomm fee is calculated as X.XX% (1.2% for FY12) of Personal Services (excluding sponsored and agency/clearing funds). NOTE: Netcomm budget is stored at the Entity (Agency/Org) level only, and is copied to the Financial application.

Q: I’d like to budget supplemental pay that is ERE exempt (such as TEC – Technology Subsidy) into Personal Services rather than All Other Operating. How do I do this?
A: If supplemental pay code is: TEC, HSG, AWP, HNR, BNN, BNS & FRD, you may budget the supplemental pay amount onto the appropriate group summary line that has the 0% rate ERE (there are 0 FTE affiliated with supplemental pay).