

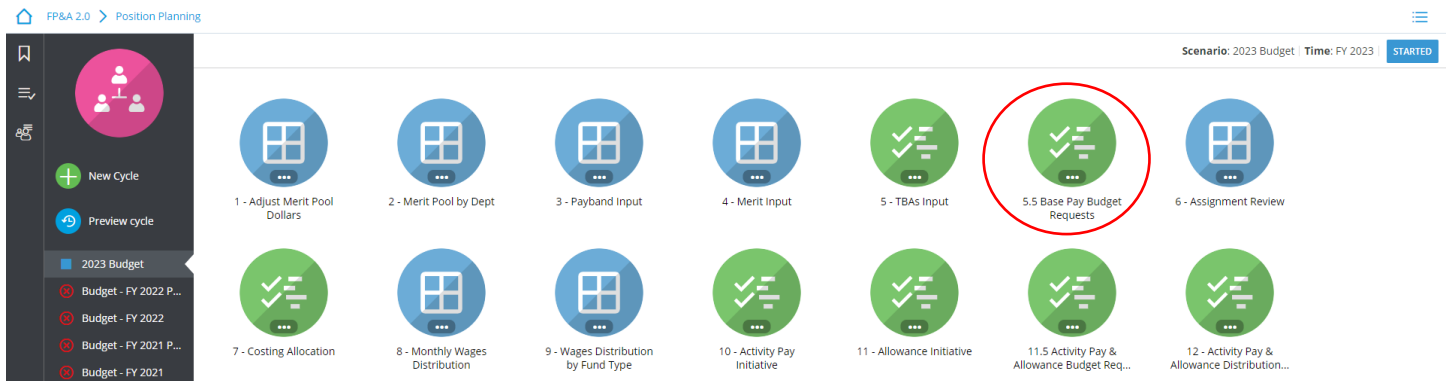
Budget Requests

Budget Requests can be compensation or non-compensation related. Compensation budget requests are to be entered on the Position planning process and non-compensation budget request are to be entered under the Departmental Budgeting as described in the next sections:

Compensation Budget Requests: **Base Pay**

Step 1) **Navigate** to the Base Pay Budget Request panel

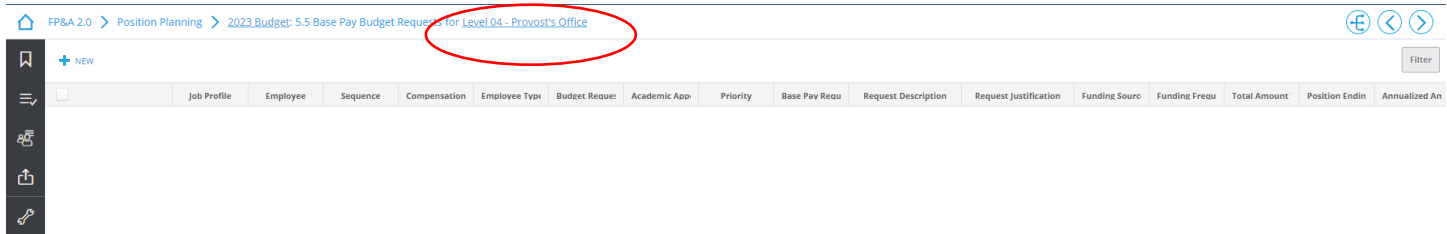
- Path: [Tidemark >> FP&A 2.0 >> Position Planning >> 5.5 Base Pay Budget Request](#)



The screenshot shows the Tidemark Position Planning interface. The breadcrumb navigation is "FP&A 2.0 > Position Planning". The scenario is "2023 Budget" and the time is "FY 2023". The interface displays a grid of 12 budget request panels. The panel for "5.5 Base Pay Budget Requests" is circled in red. The panels are:

- 1 - Adjust Merit Pool Dollars
- 2 - Merit Pool by Dept
- 3 - Payband Input
- 4 - Merit Input
- 5 - TBAs Input
- 5.5 Base Pay Budget Requests
- 6 - Assignment Review
- 7 - Costing Allocation
- 8 - Monthly Wages Distribution
- 9 - Wages Distribution by Fund Type
- 10 - Activity Pay Initiative
- 11 - Allowance Initiative
- 11.5 Activity Pay & Allowance Budget Req...
- 12 - Activity Pay & Allowance Distribution...

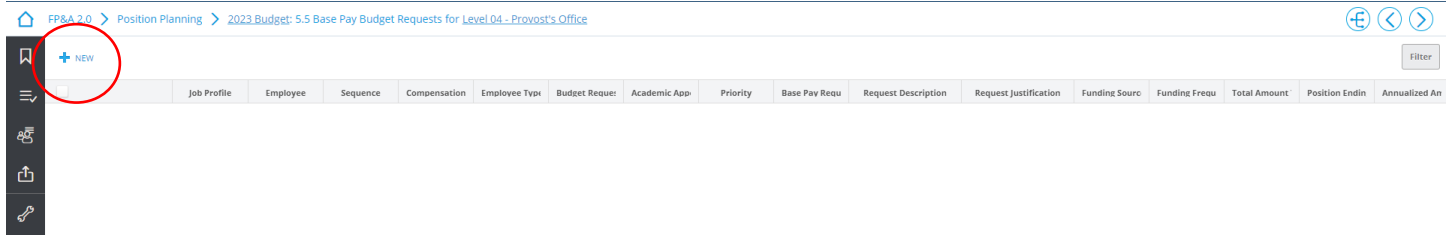
Step 2) **Select** your cost center level. Tidemark defaults your *slice* based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the *slice* and navigating down the hierarchy or searching for the desired cost center. It is recommended to add initiative records at the cost center level.



The screenshot shows the Tidemark interface for the "2023 Budget: 5.5 Base Pay Budget Requests" panel. The breadcrumb navigation is "FP&A 2.0 > Position Planning > 2023 Budget: 5.5 Base Pay Budget Requests". The search bar contains "Level 04 - Provost's Office", which is circled in red. The interface displays a table with the following columns:

Job Profile	Employee	Sequence	Compensation	Employee Type	Budget Request	Academic App	Priority	Base Pay Req	Request Description	Request Justification	Funding Sourc	Funding Freq	Total Amount	Position Endin	Annualized An
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Step 3) Click **+NEW**



Step 4) **Complete** required fields in the pop-up window

Create Initiative ✕

Priority	<input type="text" value="Select..."/>
Startup	<input type="text" value="Select..."/>
Base Pay Request Type	<input type="text" value="Select..."/>
Request Description	<input type="text"/>
Request Justification	<input type="text"/>
Funding Source	<input type="text" value="Select..."/>
Funding Frequency	<input type="text" value="Select..."/>
Employee Type	<input type="text" value="Select..."/>
Compensation Plan	<input type="text" value="Select..."/>
Academic Appointment Tenure Status (Use NA if Not Faculty)	<input type="text" value="Select..."/>
Budget Request FTE	<input type="text" value="0"/>
Employee	<input type="text" value="Select..."/>
Position	<input type="text" value="Select..."/>
Job Profile	<input type="text" value="Select..."/>
Sequence	<input type="text" value="Select..."/>
Start Month	<input type="text" value="Select..."/>
Start Day	<input type="text" value="Select..."/>

End Month	Select...
End Day	Select...
Position Ending Year	Select...
Total Amount Year 1	0
Annualized Amount	0
Total Amount for Year 1 (submitted)	0
Annualized Amount (submitted)	0
Funding Source (submitted)	Select...
Funding Frequency (submitted)	Select...
Status	Requested
FP&A Comment	
Annual Salary	\$0.00
Hourly Salary	\$0.00
Monthly Salary	0
Status Flag	1

[CANCEL](#)
[SAVE](#)

- a) **Priority:** Please select the priority for your request based on the dropdown menu
- b) **Startup:** Yes/No options. If your request is not faculty related, the selection should be “No”
- c) **Base Pay Request Type:** similar to the TBA Reason field on the TBA panel, select one of the below:
 - a. New Hire (New FTE)
 - b. Fill open Position
 - c. Employee Promotion
 - d. Employee Reclassification
 - e. Market/Equity Adjustment
 - f. Faculty – Market Pool
 - g. Other (Specify)
- d) **Request Description:** Text field. Enter the request description
- e) **Request Justification:** Text field. Enter the request justification
- f) **Funding source:** Select one of the following:
 - a. Academic Funding
 - b. Gifts (On Hand) – Reserves
 - c. Unit Operating Reserves
 - d. Unit Operations

- g) **Funding Frequency:** Select one of the following:
- One-Time
 - Recurring
- h) **Employee Type:** Select one of the following:
- Faculty
 - Staff
- i) **Compensation Plan:** enter compensation plan corresponding to the position:
- General Salary Plan:** Includes 12-month Faculty and 12-month Non-Faculty
 - Hourly – 75 Hrs:** 75hr Bi-weekly
 - Hourly – 80 Hrs:** 80hr Bi-weekly
 - Academic Salary Plan - 12 mo.:** Includes 9/12 Faculty
 - Academic Salary Plan - 9 mo.:** Includes 9-month Faculty
- j) **Academic Appointment Tenure Status (Use NA if Not Faculty):** select the request tenure status if applicable:
- Tenured
 - Tenure track
 - Non-Tenure track
 - Not Applicable
- k) **Budget Request FTE:** 1 for full-time employees and 0.5 for part-time employees
- l) **Employee:**
- If the employee is **known**, select the employee by searching for employee name or ID.
 - If the employee is **unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).
- m) **Position:**
- If a Workday position number **exists** for the underlying request (e.g. P000000000 Accountant), select the position number tied to the TBA.
 - If a position number is **unknown** for the underlying request, select a corresponding employee type and cost center (i.e. **CC0000 – Faculty TBA** or **CC0000 – Non-Faculty TBA**).
- n) **Job Profile:**
- If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
 - If a position number does not exist but the job profile is **known**, select the job profile for the underlying request (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
- o) **Sequence:** For new assignments, select a sequence number in the drop-down menu, **starting on ref # 02 – BP Budget Request.**
- p) **Start Month/Day and End Month/Day:** select period corresponding to the request assignment
- q) **Position Ending Year:** Select the fiscal year in which the request is expected to end from the drop-down menu. If the request is not to end, select the most outer year
- r) **Total Amount Year 1:** Amount expected to hit the budget on the current budget cycle
- s) **Annualized Amount:** Enter request total yearly amount. This is the amount to be distributed based on the budget request assignments and costing allocation dates
- t) **Total Amount Year 1 (submitted):** Enter same amount as in **r**). If the approved amount is different from the requested amount, FP&A will use these fields as submission backup and will adjust amounts enter in **r**) accordingly
- u) **Annualized Amount (submitted):** Enter same amount as in **s**). If the approved amount is different from the requested amount, FP&A will use these fields as submission backup and will adjust amounts enter in **s**) accordingly
- v) **Funding source (submitted):** Enter same amount as in **f**). If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **f**) accordingly

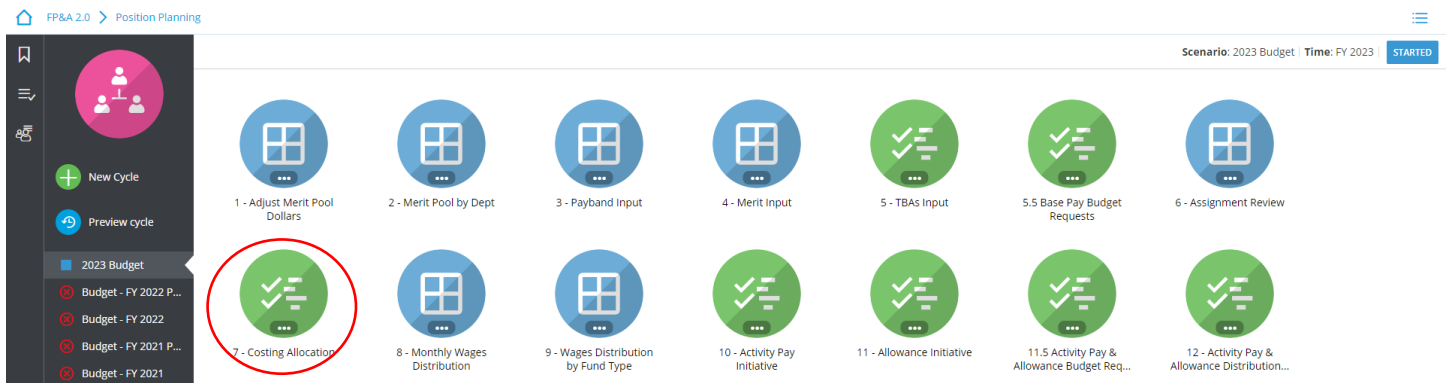
- w) **Funding Frequency (submitted):** Enter same amount as in **g)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **g)** accordingly
- x) **Status:** It defaults to Requested. FP&A office will update it to *Approved* or *Rejected* accordingly
- y) Click **Save**
- z) **Costing Allocation:** enter costing allocation. Please see instructions on costing allocations for Base Pay Budget Request.

Base Pay Budget Requests: Costing Allocation

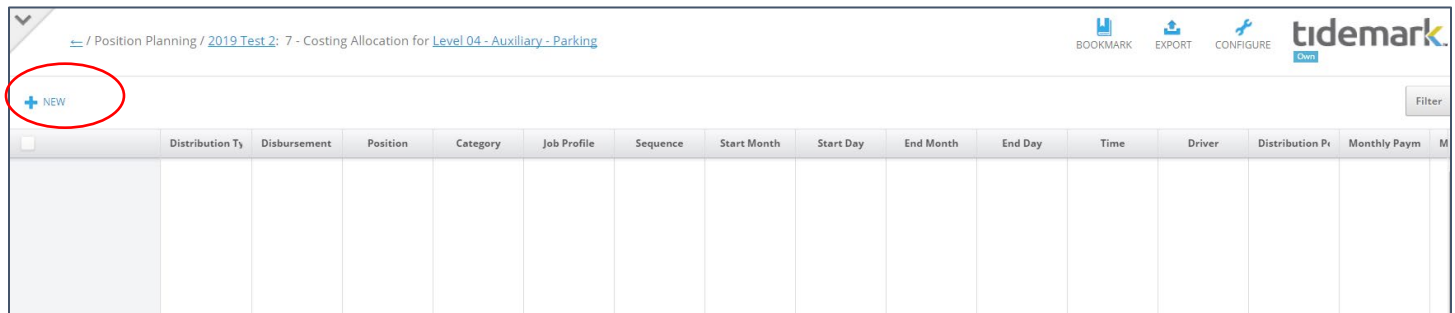
Once you have completed your **Base Pay Budget Request assignments**, you may review all assignments with costing allocations in the **“Costing Allocation”** panel. Please make sure all assignments have a corresponding distribution that equals 100%.

Step 1) **Navigate** to the Costing Allocation panel

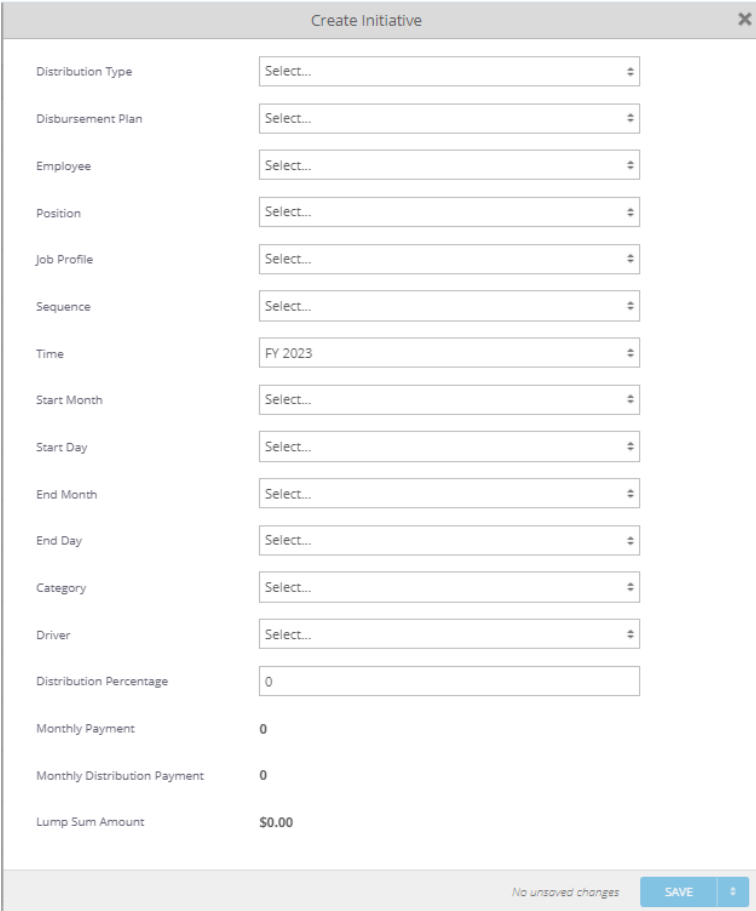
Path: [Tidemark >> FP&A 2.0 >> Position Planning >> 7 - Costing Allocation](#)



Step 2) **Click +New**



Step 3) **Complete** required fields in the pop-up window



Create Initiative	
Distribution Type	Select...
Disbursement Plan	Select...
Employee	Select...
Position	Select...
Job Profile	Select...
Sequence	Select...
Time	FY 2023
Start Month	Select...
Start Day	Select...
End Month	Select...
End Day	Select...
Category	Select...
Driver	Select...
Distribution Percentage	0
Monthly Payment	0
Monthly Distribution Payment	0
Lump Sum Amount	\$0.00

No unsaved changes SAVE

- a) **Distribution Type:** select **Budget Request**
- b) **Disbursement Plan:** select a plan for the corresponding employee type
- c) **Employee:**
 - If the employee is known, select the employee by searching for employee name or ID.
 - If the employee is **unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).
- d) **Position:**
 - If a Workday position number exist for the underlying request (e.g. P000000000 Accountant), select the position number tied to the request.
 - If a position number is unknown for the underlying request, then select a corresponding employee type and cost center (i.e. CC0000 – Faculty TBA or CC0000 – Non-Faculty TBA).
- e) **Sequence:** Select a sequence number in the drop-down menu, **starting on ref # 02 – BP Budget Request.**
- f) **Job Profile:**
 - If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
 - If a position number does not exist but the job profile is known, select the Job profile for the underlying request assignment (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
- g) **Time:** defaulted to FY 2023

- h) **Start Month/Day and End Month/Day:** select period corresponding to the request assignment
- i) **Category:** Select applicable category
- j) **Driver:** enter corresponding Driver Worktag
- k) **Distribution Percentage:** enter the percent that will be paid from the selected Driver Worktag
- l) **Monthly Payment/Monthly Distribution Payment:** calculated fields; displays % distributed in Driver Worktag
- m) Click **Save**

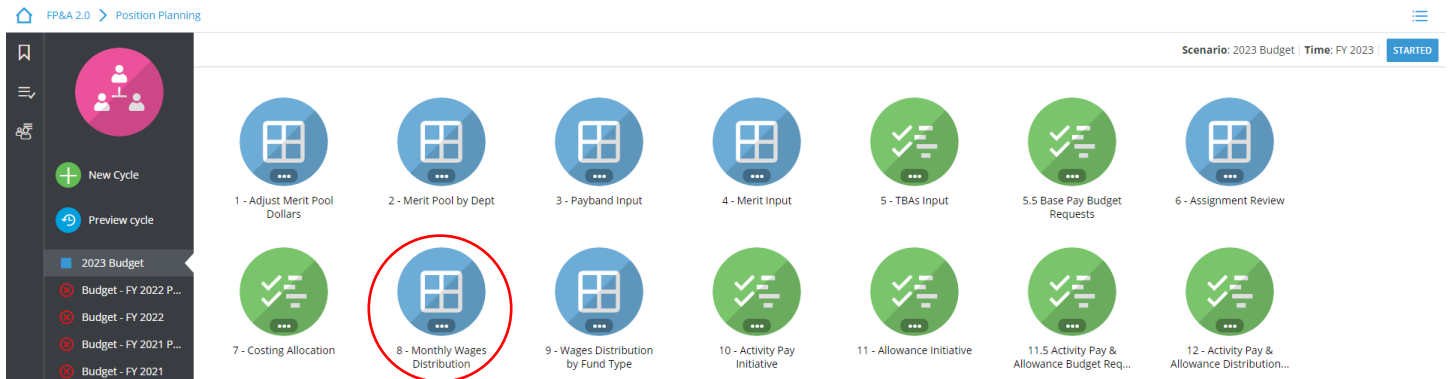
***Very important:** when entering costing allocations, please make sure all applicable fields match the assignment for which you are entering a costing allocation. For example, employee, position, sequence, and start/end date **must** match the request assignment information entered in Base Pay Budget Request input initiative.

Base Pay Budget Request: Monthly Wages Distribution Panel

Once you have completed your **Budget Requests Base Pay assignments** and their **Costing Allocations**, you may review each assignment with its distribution to make sure all the information is correct and shown properly.

Step 1) **Navigate** to the Monthly Wages Distribution panel

Path: [Tidemark >> FP&A 2.0 >> Position Planning >> Monthly Wages Distribution Panel](#)



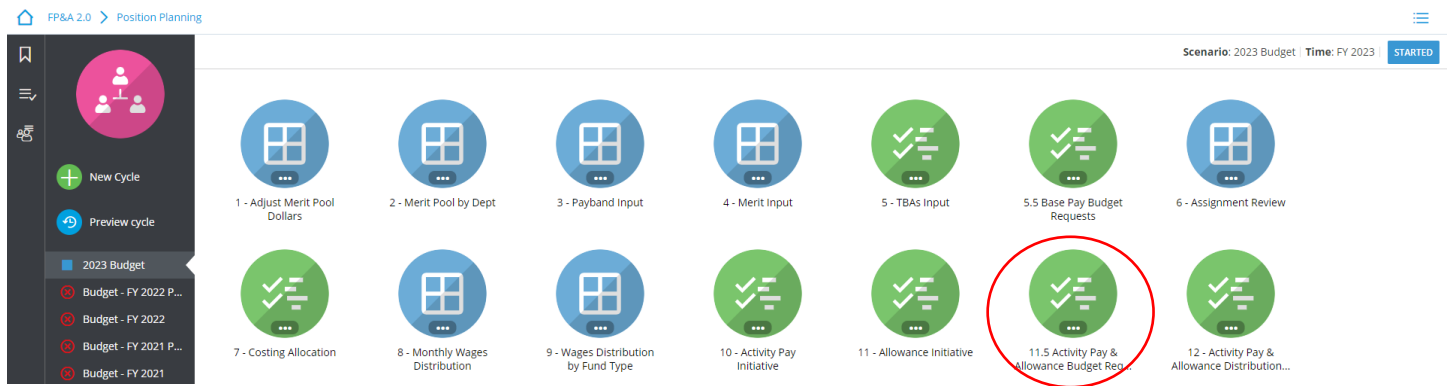
Select 2) **Select** page edges (filters) you would like to display

				2019 Budget														
				Distribution Amount														
				2018.Jun	2018.Jul	2018.Aug	2018.Sep	2018.Oct	2018.Nov	2018.Dec	2019.Jan	2019.Feb	2019.Mar	2019.Apr	2019.May	FY 2019	2018.Jun	2018
EMPLOYEE	CATEGORY	DRIVER	POSITION	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
All Employees	All Categories	Level 01 - Universit...	Level 04 - Auxiliary...	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,782.50	\$59,782.50	100%

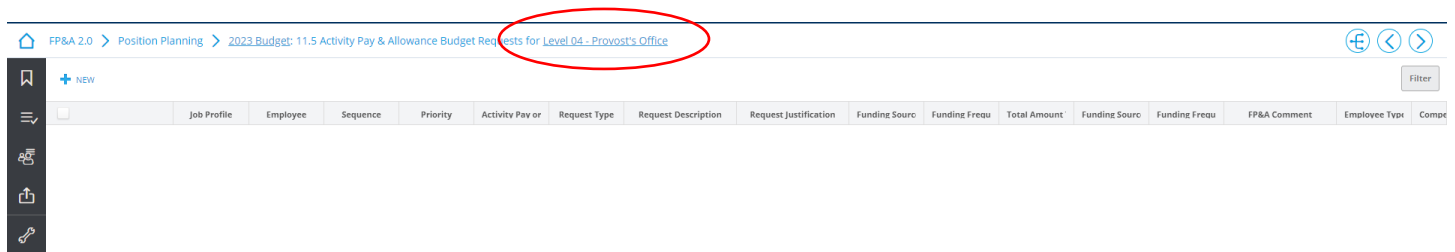
Compensation Budget Requests: **Activity Pay and Allowance**

Step 1) **Navigate** to the Activity Pay and Allowance Budget Request panel

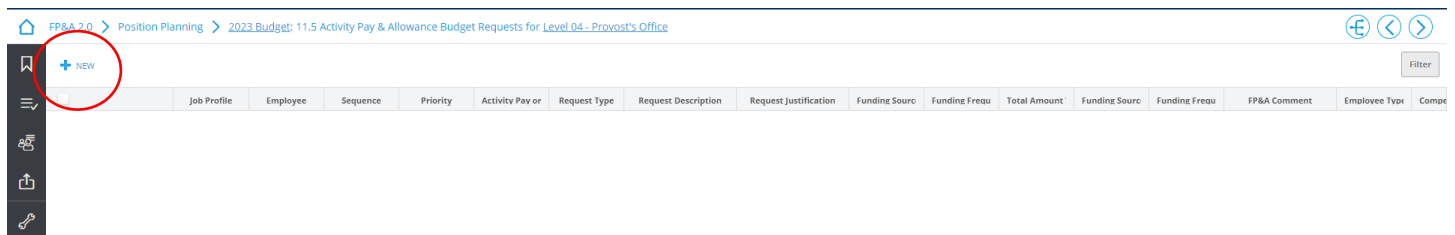
- Path: [Tidemark >> FP&A 2.0 >> Position Planning >> 11.5 Activity Pay and Allowance Budget Requests](#)



Step 2) **Select** your cost center level. Tidemark defaults your *slice* based on your security level. Users with security at the budget unit level or higher have the option to narrow down to the cost center level by clicking on the *slice* and navigating down the hierarchy or searching for the desired cost center. It is recommended to add initiative records at the cost center level.



Step 3) **Click +NEW**



Step 4) **Complete** required fields in the pop-up window

Create Initiative✕

Priority	<input type="text" value="Select..."/>
Startup	<input type="text" value="Select..."/>
Activity Pay or Allowance	<input type="text" value="Select..."/>
Request Type	<input type="text" value="Select..."/>
Request Description	<input type="text"/>
Request Justification	<input type="text"/>
Funding Source	<input type="text" value="Select..."/>
Funding Frequency	<input type="text" value="Select..."/>
Employee Type	<input type="text" value="Select..."/>
Compensation Plan	<input type="text" value="Select..."/>
Academic Appointment Tenure Status (Use NA if Not Faculty)	<input type="text" value="Select..."/>
Employee	<input type="text" value="Select..."/>
Position	<input type="text" value="Select..."/>
Job Profile	<input type="text" value="Select..."/>
Sequence	<input type="text" value="Select..."/>
Start Month	<input type="text" value="Select..."/>
Start Day	<input type="text" value="Select..."/>

End Month	Select...
End Day	Select...
Position Ending Year	Select...
Total Amount Year 1	0
Annualized Amount	0
Activity Pay Total Amount	\$0.00
Allowance Amount	\$0.00
Total Amount for Year 1 (submitted)	0
Annualized Amount (submitted)	0
Funding Source (Submitted)	Select...
Funding Frequency (submitted)	Select...
Status	Requested
FP&A Comment	
Status Flag	1

[CANCEL](#)
[SAVE](#)

- a) **Priority:** Please select the priority for your request based on the dropdown menu
- b) **Startup:** Yes/No options. If your request is not faculty related, the selection should be “No”
- c) **Activity Pay or Allowance:** select one of the following:
 - a. Allowance
 - b. Activity Pay
- d) **Request Type:** select one of the below:
 - a. AP - Administrative Supplements
 - b. AP - Grad Assist/Teach/Res/Admin
 - c. AP - Graduate Students Trainees
 - d. AP - Non-Teaching Overloads
 - e. AP - Summer Research
 - f. EA - Auto Allowance
 - g. EA - Guarantee
 - h. EA - Housing Allowance
 - i. EA - Hybrid Work with Cell Phone
 - j. EA - Hybrid Work without Cell Phone
 - k. EA - Mobile Phone Allowance
 - l. EA - Other
 - m. EA – Police Education Incentive

- n. EA – Police Education Incentive AA/AS
 - o. EA – Police Education Incentive BA/BS
 - p. EA – Police Special Unit – Bike
 - q. EA – Police Special Unit – FTO
 - r. EA – Police Supplemental Ret.
 - s. EA – Police Vehicle Allowance
- e) **Request Description:** Text field. Enter the request description
- f) **Request Justification:** Text field. Enter the request justification
- g) **Funding source:** Select one of the following:
- a. Academic Funding
 - b. Gifts (On Hand) – Reserves
 - c. Unit Operating Reserves
 - d. Unit Operations
- h) **Funding Frequency:** Select one of the following:
- a. One-Time
 - b. Recurring
- i) **Employee Type:** Select one of the following:
- a. Faculty
 - b. Staff
- j) **Compensation Plan:** enter compensation plan corresponding to the position:
- a. **General Salary Plan:** Includes 12-month Faculty and 12-month Non-Faculty
 - b. **Hourly – 75 Hrs:** 75hr Bi-weekly
 - c. **Hourly – 80 Hrs:** 80hr Bi-weekly
 - d. **Academic Salary Plan - 12 mo.:** Includes 9/12 Faculty
 - e. **Academic Salary Plan - 9 mo.:** Includes 9-month Faculty
- k) **Academic Appointment Tenure Status (Use NA if Not Faculty):** select the request tenure status if applicable:
- a. Tenured
 - b. Tenure track
 - c. Non-Tenure track
 - d. Not Applicable
- l) **Employee:**
- If the employee **is known**, select the employee by searching for employee name or ID.
 - If the employee **is unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).
- m) **Position:**
- If a Workday position number **exists** for the underlying request (e.g. P000000000 Accountant), select the position number tied to the TBA.
 - If a position number **is unknown** for the underlying request, select a corresponding employee type and cost center (i.e. **CC0000 – Faculty TBA** or **CC0000 – Non-Faculty TBA**).
- n) **Job Profile:**
- If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
 - If a position number does not exist but the job profile **is known**, select the job profile for the underlying request (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
- o) **Sequence:** For new assignments, select a sequence number in the drop-down menu, **starting on ref # 02 – EA Budget Request or 02 – AP Budget Request (type the sequence for quicker response).**

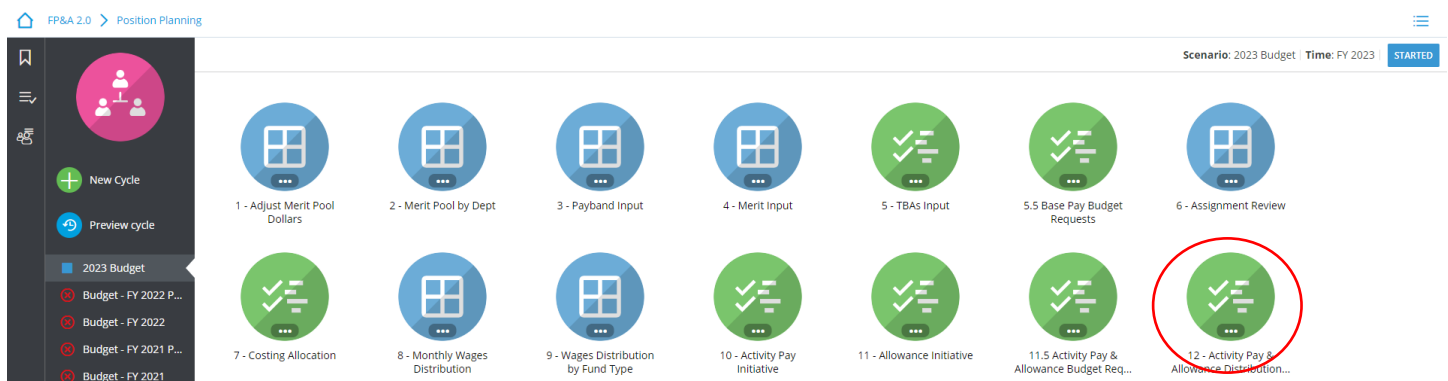
- p) **Start Month/Day and End Month/Day:** select period corresponding to the request assignment
- q) **Position Ending Year:** Select the fiscal year in which the request is expected to end from the drop-down menu. If the request is not to end, select the most outer year
- r) **Total Amount Year 1:** Amount expected to hit the budget on the current budget cycle
- s) **Annualized Amount:** Enter request total yearly amount. This is the amount to be distributed based on the budget request assignments and costing allocation dates
- t) **Total Amount Year 1 (submitted):** Enter same amount as in **r)**. If the approved amount is different from the requested amount, FP&A will use these fields as submission backup and will adjust amounts enter in **r)** accordingly
- u) **Annualized Amount (submitted):** Enter same amount as in **s)**. If the approved amount is different from the requested amount, FP&A will use these fields as submission backup and will adjust amounts enter in **s)** accordingly
- v) **Funding source (submitted):** Enter same amount as in **f)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **f)** accordingly
- w) **Funding Frequency (submitted):** Enter same amount as in **g)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **g)** accordingly
- x) **Status:** It defaults to Requested. FP&A office will update it to *Approved* or *Rejected* accordingly
- y) Click **Save**
- z) **Costing Allocation:** enter costing allocation. Please see instructions on costing allocations for Base Pay Budget Request.

Activity Pay and Allowance Budget Requests: **Costing Allocation**

Once you have completed your **Activity Pay and Allowance Budget Request assignments**, you may review all assignments with costing allocations in the **Activity & Allowance Distribution Planning** panel. Please make sure all assignments have a corresponding distribution that equals 100%.

Step 1) **Navigate** to the Costing Allocation panel

Path: [Tidemark >> FP&A 2.0 >> Position Planning >> 12 - Activity Pay & Allowance Distribution Planning](#)



FP&A 2.0 > Position Planning

Scenario: 2023 Budget | Time: FY 2023 | STARTED

- 1 - Adjust Merit Pool Dollars
- 2 - Merit Pool by Dept
- 3 - Payband Input
- 4 - Merit Input
- 5 - TBAs Input
- 5.5 Base Pay Budget Requests
- 6 - Assignment Review
- 7 - Costing Allocation
- 8 - Monthly Wages Distribution
- 9 - Wages Distribution by Fund Type
- 10 - Activity Pay Initiative
- 11 - Allowance Initiative
- 11.5 Activity Pay & Allowance Budget Req...
- 12 - Activity Pay & Allowance Distribution...

Step 2) Click **+New**

☰ / Position Planning / 2019 Test: 12 - Activity Pay & Allowance Distribution Planning for [CC00372 Provost's Office](#)

BOOKMARK EXPORT CONFIGURE Own

+ NEW Filter

	Distribution Type	Position	Category	Sequence	Job Profile	Start Month	Start Day	End Month	End Day	Time	Driver	Distribution Perc	Monthly Paymen	Monthly Distribu

Step 3) **Complete** required fields in the pop-up window

Create Initiative ✕

Distribution Type	<input type="text" value="Select..."/>
Employee	<input type="text" value="Select..."/>
Position	<input type="text" value="Select..."/>
Job Profile	<input type="text" value="Select..."/>
Sequence	<input type="text" value="Select..."/>
Time	<input type="text" value="FY 2023"/>
Start Month	<input type="text" value="Select..."/>
Start Day	<input type="text" value="Select..."/>
End Month	<input type="text" value="Select..."/>
End Day	<input type="text" value="Select..."/>
Category	<input type="text" value="Select..."/>
Driver	<input type="text" value="Select..."/>
Distribution Percentage	<input type="text" value="0"/>
Monthly Payment	<input type="text" value="0"/>
Monthly Distribution Payment	<input type="text" value="0"/>

No unsaved changes SAVE

- a) **Distribution Type:** select **ONLY** either of the distribution types below:
 - a. Budget Request – Activity Pay
 - b. Budget Request - Allowance

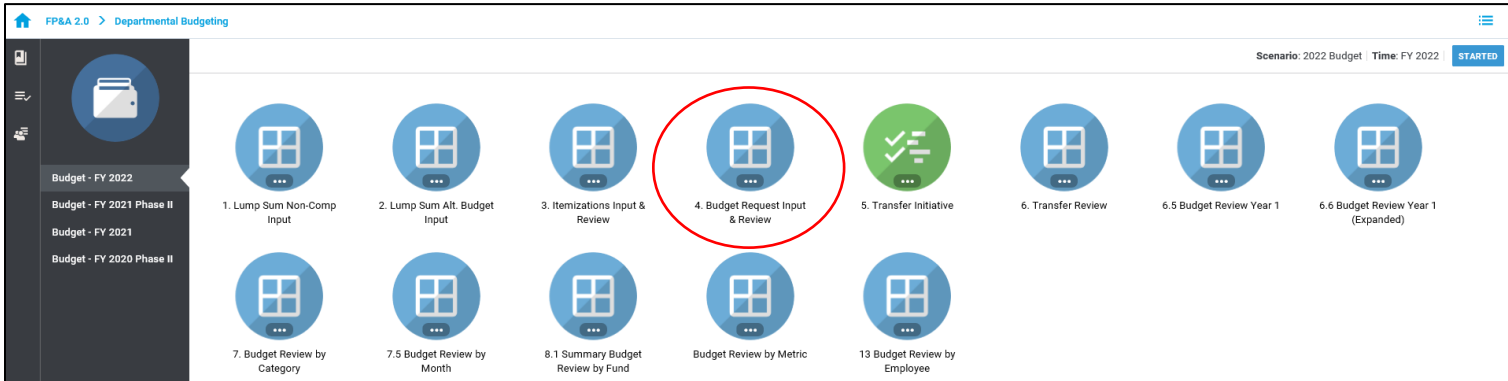
- b) **Employee:**
- If the employee is known, select the employee by searching for employee name or ID.
 - If the employee is **unknown**, select the corresponding cost center / employee type (i.e. CC0000-Faculty TBA).
- c) **Position:**
- If a Workday position number exist for the underlying request (e.g. P000000000 Accountant), select the position number tied to the request.
 - If a position number is unknown for the underlying request, then select a corresponding employee type and cost center (i.e. CC0000 – Faculty TBA or CC0000 – Non-Faculty TBA).
- d) **Sequence:** Select a sequence number in the drop-down menu, **starting on ref # 02 – EA Budget Request or 02 – AP Budget Request (type the sequence for quicker response).**
- e) **Job Profile:**
- If an existing Workday position number was used in the position field, select the corresponding job profile for the position (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
 - If a position number does not exist but the job profile is known, select the Job profile for the underlying request assignment (e.g. Accountant, Financial Analyst, Assoc. Professor, etc.).
- f) **Start Month/Day and End Month/Day:** select period corresponding to the request assignment
- g) **Time:** defaulted to FY 2023
- h) **Category:** Select applicable category
- i) **Driver:** enter corresponding Driver Worktag
- j) **Distribution Percentage:** enter the percent that will be paid from the selected Driver Worktag
- k) **Monthly Payment/Monthly Distribution Payment:** calculated fields; displays % distributed in Driver Worktag
- l) Click **Save**

***Very important:** when entering costing allocations, please make sure all applicable fields match the assignment for which you are entering a costing allocation. For example, employee, position, sequence, and start/end date **must** match the request assignment information entered in Base Pay Budget Request input initiative.

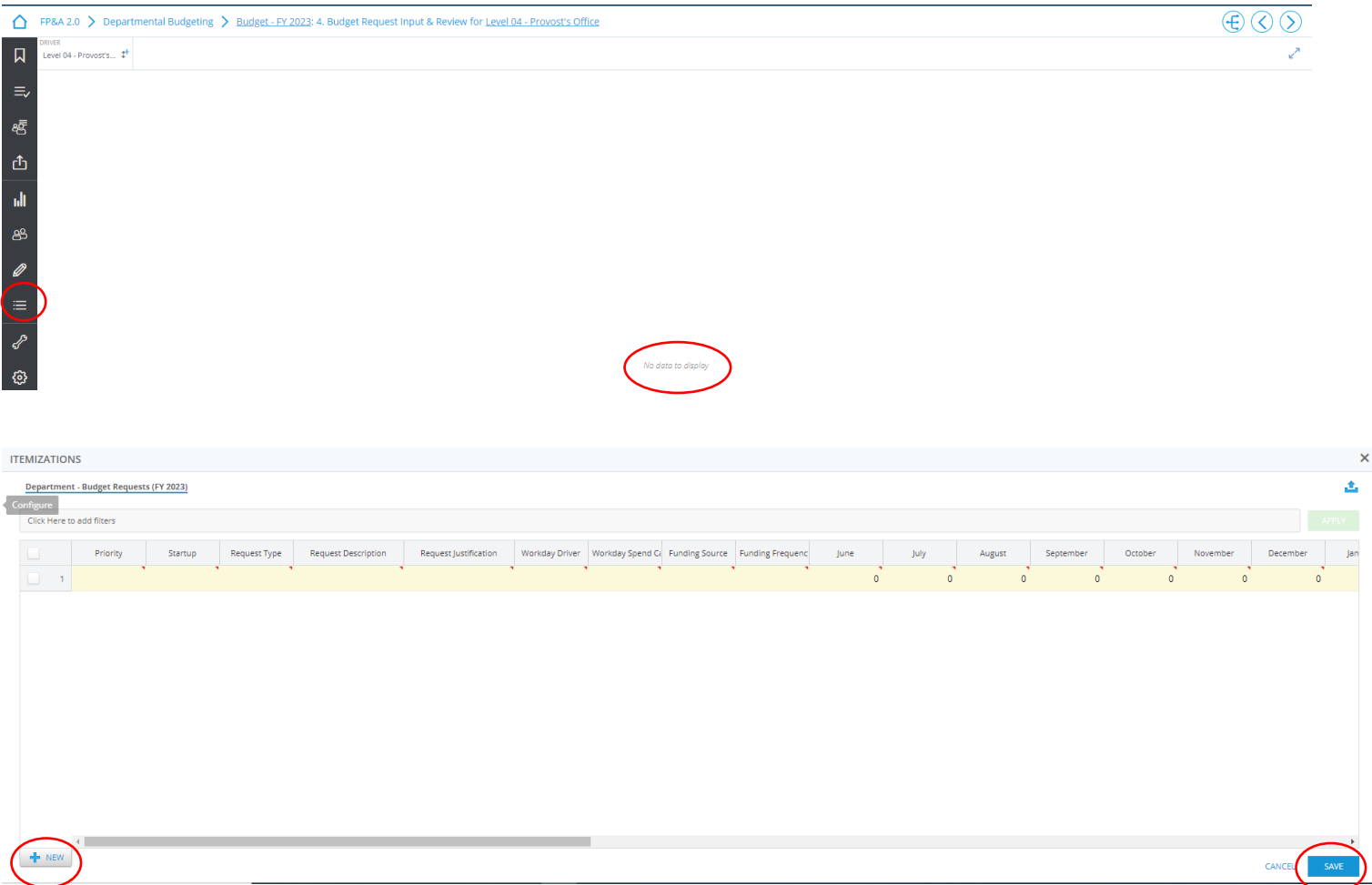
Non-Compensation Budget Requests

Step 1) **Navigate** to the panel (this panel is considering an *itemization type* panel)

- Path: [Tidemark >> FP&A 2.0 >> Departmental Budget >> 4. Budget Request Input & Review](#)



Step 2) the panel opens to the review section. **Click** on the bottom icon from the icon list on the left inside of the panel, to open the itemization section. If no itemizations have been done, the message *No data to display* will be shown.



Step 3) **Complete** the required data:

- a) Click on **New** to open a new line
- b) **Priority:** Enter the priority for the itemization
- c) **Startup:** Yes/No options. If your request is not faculty related, the selection should be “No”
- d) **Request Type:** select one of the following:
 - a. Others (explain)
 - b. Reserve Drawdowns – Professorships
 - c. Reserve Drawdowns – Scholarships
 - d. Reserve Drawdowns – Startups (non-capital)
 - e. Reserve Drawdowns – Others (explain)
 - f. Consulting Services
 - g. License Fees
 - h. Conferences and Meetings
 - i. Advertising and Publications
 - j. Travel
 - k. Other Supplies
 - l. Other Outside Services
 - m. Insurance
 - n. Repair & Maintenance
 - o. Utilities
 - p. Students
- e) **Request Description:** Text field. Enter the request description
- f) **Request Justification:** Text field. Enter the request justification
- g) **Workday Driver:** Enter the Driver. Users have access to drivers based on their security
- h) **Workday Spend Category:** Enter the category. Only the categories allowed for entry in the Budget Request Input & Review panel are visible
- i) **Funding source:** Select one of the following:
 - a. Academic Funding
 - b. Gifts (On Hand) – Reserves
 - c. Unit Operating Reserves
 - d. Unit Operations
- j) **Fund Frequency:** Select one of the following:
 - a. One-Time
 - b. Recurring
- k) **June throw May Fields:** Enter the monthly amount for the request for year 1.
- l) **Annualized Amount:** Enter request total yearly amount. If Recurring, it may be different from the *Total Amount for Year 1* calculated field
- m) **Funding source (submitted):** Enter same amount as in **i)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **i)** accordingly
- n) **Fund Frequency (submitted):** Enter same amount as in **j)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **j)** accordingly
- o) **June (submitted) throw May (submitted) fields:** Enter same amount as in **k)**. If the approved amount is different from the requested amount, FP&A will use these fields as submission backup and will adjust amounts enter in **k)** accordingly.
- p) **Annualized Amount (submitted):** Enter same amount as in **l)**. If the approved amount is different from the requested amount, FP&A will use this field as submission backup and will adjust amounts enter in **l)** accordingly.

- q) **Status:** It defaults to Requested. FP&A office will update it to *Approved* or *Rejected* accordingly
- r) **Save** the changes