

01 Budget Pool Update

As many of you may be aware, the FY20 Maryland state budget was passed by the legislature yesterday and includes a 3% COLA increase for state employees effective **July 1, 2019**. This is great news!

However, it does create some extra work for us in the internal budget process here at SU. As you may recall, when the budget templates were loaded earlier this month (March 8th), we were operating under the assumption that the 3% COLA would be delayed until January 1, 2020. The 01 budget pool information in the templates needs to be refreshed to include the full PIN salaries and benefits based on the July 1, 2019 COLA date.

We have prepared an upload to replace the current 01 figures in the budget templates on both the 01 PIN tab and 01Exp tab. Any comments that have already been entered on the 01 tabs will be preserved during this update. In order to ensure there are no data integrity errors, I am requesting some "downtime" in the budget template. I am planning to upload this data tomorrow morning (Friday, March 29th) at 7am. Please refrain from being in the budget template at that time. I will send another email once this update is completed (hopefully by 8am).

02 Budget Pool Update

The 3% COLA increase should be recognized for CII, FTNTT, Adjunct and Overload contracts based on the July 1, 2019 effective date. Please update your 02Wk tab in the budget template to reflect the full year of the COLA for these employee types.

The minimum wage legislation was initially vetoed by Governor Hogan, but has been overturned by the legislature and will take effect on January 1, 2020. Please budget accordingly for employees who will be affected by the new minimum wage of \$11/hour.

Additional Budget Preparation Pointers

- Please provide PIN-related comments on the 01PIN tab to include: sabbaticals, transitional leave, use of tuition remission, retirement, etc.
- Please utilize the open account code boxes on both the 01Exp and 02Exp tabs to provide estimated FY20 expenses related to overtime, shift differential, tuition remission, leave payout, etc.
- Please remember to put comments in the budget template for FY20. The comments that appear for the prior year (FY19) are there for your reference. Please use the copy function if the same comment applies or enter new comments to assist both the budget office and the approvers for your departmental budget(s).