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project | e n c o r e  
P E R F O R M A N C E I N F O R M E D B U D G E T I N G

# Budgeting & Planning

# AGENDA

- Timeline Overview
- Line Item Budgeting
- Position Budgeting
- Security Forms
- Training
- Closing Remarks and Questions

# Timeline Overview

- Jan.: Project Kick-off
- Feb. – May: Design and Build
- June: System Integration Testing
- July: User Acceptance Testing
- Aug.: Go-live and Training
- Sept.: Working Sessions



# Current Focus

- User Acceptance Testing
  - Running test scripts to validate functionality
- Data Validation
  - Still a few outstanding issues but overall is looking pretty good
  - Another round starting later this week

# Planning & Budgeting Overview

- Budget Request and Budget Work Program entries are now in the same system.
  - Enter Budget Request data in Aug./Sept.
  - Changes in June for the Final Budget
- All budgets will be at the 6 digit account level
  - If you have entered your budget at a higher level in the past, you will need to pick a 6 digit account number for budgeting
    - Budget conversion will reflect this process

# Position Budgeting

- Thanks to everyone for the clean-up work you have done!
- **Salary** will include basic compensation plus some additional pay including
  - BRD: Board Members and Commissioner
  - CEL: Cellular Phone Usage
  - CPS: Cell Phone Stipend
  - EEA: Employee Expense Allowance (Uniform)
  - GTL: Group Term Life
  - HOU: Housing Allowance
  - VEH: Vehicle Usage - \$3.00



# Position Budgeting

## – Positions/Employees:

- Every position will come across with a 'VACANT' line – all dollar amounts reflect 'default' values that have been setup
- If a position is filled, it will also come across with an employee line – reflecting actuals for the employee

# Position Budgeting

SOKPLAN - Manage Position-Employee \*

**Forms**

- Form Folder
  - Forms
    - Human Capital Planning
      - Budget Administration
      - Budget Preparation
        - Manage Revisions
        - Manage Approvals
        - Manage Compensation Defaults
        - Manage Position Budgets**
          - Position Information
          - Employee Information
          - Manage Employee Information
        - Inquiry
          - Budget Analysis
      - Capital Planning
      - Operating Plan
        - Test\_Mahesh
        - Statistical Planning

**Forms in Manage Position Budgets**

Form
Fill To-Be-Hired Vacancies
Manage All Positions
Manage Position-Employee Assignments

**Manage Position-Employee Assignments**

44500 010000] - Office Activity

		Position Number
EP44500001 - Agency Administrator	EE [REDACTED]	EP44500001
	Vacancy	EP44500001
EP44500002 - Deputy Administrator	Vacancy	EP44500002
EP44500003 - Accountant	EE [REDACTED]	EP44500003
	Vacancy	EP44500003
EP44500006 - Executive Secretary	EE [REDACTED]	EP44500006
	Vacancy	EP44500006
EP44500007 - C.S.R.	EE [REDACTED]	EP44500007
	Vacancy	EP44500007
EP44500012 - Temporary	Vacancy	EP44500012
EP44500013 - Temporary	Vacancy	EP44500013
EP44500014 - Temporary	Vacancy	EP44500014
EP44500015 - Temporary	Vacancy	EP44500015

# Position Budgeting

- **For VACANT positions**, OMES will select a default value (salaries, health benefits, etc.) and then the agency will have the ability to override.
  - Classified salaries: mid-point of salary range
  - Unclassified salaries: \$24,000
  - Benefit Allowance: Married with Spouse
  - SoonerSave: \$25.00 + Admin fee
  - Retirement: 16.5% (OPERS)
  - FICA

# Position Budgeting

- For some information, i.e. overtime & longevity, the agency will be able to budget a total dollar amount.

The screenshot shows the SOKPLAN software interface. The title bar reads 'SOKPLAN - LineItem\_11a\_Program'. On the left is a 'Form Folder' tree with categories like 'Human Capital Planning', 'Capital Planning', 'Operating Plan', 'Revenue Planning', 'Expense Planning' (highlighted), 'Test\_Mahesh', and 'Statistical Planning'. The main area contains a table with the following structure:

	FY15	FY15	FY16
	YearTotal	YearTotal	YearTotal
	Actual	Budget	Budget
51 - PERSONAL SERVICES			
52 - TRAVEL			
53 - ADMINISTRATIVE EXPENSE			
54 - PROP,FURN,EQUIP & RELATED DEBT			
55 - GEN ASST, AWDS, PROG-DIRECTED			
56 - TRANSFERS & OTHER DISBURSMNTS			

# Security Forms

- New form: 301EPLAN

Manager's Approval: \_\_\_\_\_

<input type="checkbox"/> Human Capital Plan (HCP) Planner	Department Access:	<input type="checkbox"/> All;
<input type="checkbox"/> Line Item (LI) Planner		<input type="checkbox"/> List; _____, _____,
<input type="checkbox"/> Capital Improvement Plan (CIP) Planner		_____ ' _____ ' _____
<input type="checkbox"/> Strategy Planner		
<input type="checkbox"/> View User	Rollup Dept. Access:	<input type="checkbox"/> All;
		<input type="checkbox"/> List; _____, _____,
		_____ ' _____ ' _____

**For OMES Use Only**

<input type="checkbox"/> Create UPK Training ID	_____
	OMES Budget Group

# Security Forms

- Security Roles
  - Human Capital Plan (HCP) Planner
    - An HCP Planner enters and submits HCP budget requests for approval
  - Line Item (LI) Planner
    - An LI Planner enters and submits LI budget requests for approval
  - Capital Improvement Plan (CIP) Planner
    - A CIP Planner enters and submits CIP budget requests for approval

# Security Forms

- Security Roles
  - Strategy Planner
    - A Strategy Planner enters and submits goals and executive summaries for approval
  - View User
    - A View User has the ability to view and analyze data (e.g. executives)

# Security Forms

- Department Access
  - **All:** Grants the user access to enter/update/promote data for all departments within the agency
  - **List:** Grants the user access to enter/update/promote data for all 7 digit department numbers listed
- Rollup Department Access
  - **All:** Grants the user access to enter/update/promote data for all departments within the agency
  - **List:** Grants the user access to enter/update/promote data for all 2 digit department numbers listed i.e. 10 – Admin, 88 – IT, etc.



# Security Forms

- UPK Training ID
  - For an initial setup, you will be assigned two user id's
    - ENCORE
    - User Productivity Kit (UPK) for training
      - In keeping with our standard policy, users must complete training prior to being granted access to the system.

# Training

- 4 Training Classes
  - General Navigation
    - Required for everyone – UPK only
  - Line Item (LI)
    - Required for Line Item Planner access
  - Human Capital Planning (HCP)
    - Required for HCP Planner access
  - Capital Improvement Planning (CIP)
    - Required for CIP Planner access

# UPK Training

- UPK provides multiple modes in which participants can learn and practice Hyperion functions and transaction processes
- Below you will see various modes used during the training sessions.

Simulation that allows users to **watch** a recording of a transaction being completed with on-screen instructions in a simulated Hyperion system

**See It!**

Simulation that allows users to **practice** completing a transaction with step-by-step instructions in a simulated Hyperion system

**Try It!**

Simulation where users **work independently** through each topic, with instructions only being provided when an incorrect action is performed

**Know It!**

Application where users obtain **on-screen instructions** for walking through the transaction

*Used to practice in the live training environment, and as performance support after go-live*

**Do It!**

# Training Plan

- Instructor-led training
  - Each agency should identify one person that will be the subject matter expert (SME) for the agency. This person will attend the instructor-led training.
  - This may be a different person for HCP, LI and Capital or it might be the same person for all three modules.
  - As time & space allows, additional employees may be included in instructor-led training

# Training Plan

- UPK Training
  - Other users within the agency will utilize the UPK training approach
- Budget Workshops
  - During the month of September the Budget Division will host workshops where users may bring their budget documents and enter their budgets. Budget Division personnel will be available to answer questions

# User Productivity Kit (UPK) Demo

# CLOSING REMARKS

- **Please submit your security forms ASAP!**
  - Found on the website [encore.ok.gov](https://encore.ok.gov)
- Completing 2<sup>nd</sup> round of UAT this week
  - Good feedback from the team
- Data validation and clean-up continues
- 1<sup>st</sup> year will be a challenge – please plan to take advantage of the work sessions

# Workstation Requirements

- Browser Requirements
  - IE 9: Use IE9 in standard mode with this release. Compatibility mode with IE9 is not supported in this release if ADF is enabled.
  - Firefox 10 or later: With XUL Manager Add-on installed.
- Office Productivity Tools:
  - Microsoft Office Suite
    - Office 2007 (all SP levels included)
    - Office 2010 (all SP levels included)
  - Adobe: Acrobat Reader 9+



# Questions or Comments?

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