



JSCC Budget Training Presentation

Business Services

A budget is generally a list of all planned expenses and revenues. It is a plan for saving and spending. Jackson State uses budget controls for effective financial management.

Jackson State Budget Cycles

JSCC has three budget cycles.

- Proposed
- Revised
- Estimated

The Tennessee Board of Regents receives these budgets from Jackson State and approves them for each cycle.

TBR Policy 4.01.00.01 Budget Principles and Controls can be located at

<https://policies.tbr.edu/policies/budget-principles>



Proposed Budget

- Proposed Budgets are prepared in the spring and become effective July 1.
- Budget Managers are responsible for reviewing their respective base budgets.
 - All requests for changes to base budgets are to be submitted on the Proposed Budget Priority (Dynamic Form). It is located on J-Web under the Dynamic Forms link.
 - VP submissions will be placed on J-Web on the F&AA channel under Proposed Budget Priority Submissions.
 - Proposed new positions should be submitted with justification and the amount needed on the position analysis form. Deleted/transferred positions and compensation adjustments are to also be completed for changes in current positions on the position analysis .

1st full week in February – Budget Staff will submit Base Budgets- Operating, Travel & Salary Data

March 1st – Budget Managers will submit Proposed Budgets to President and VPs

March 15- President and VPs will submit Proposed Budgets to VPFAA (including new positions and faculty promotions)

4th week in April– Final review of Proposed Budget by the President and VPs

1st Friday in May– Proposed Budget submitted to TBR

June 15th – Budget managers are notified of the TBR approved budget

***VP should notify Budget Managers in their division of any approved items and the status of their other priorities by June 15th.

Revised Budget

- "October Revised Budget"
- Any revisions to the Proposed Budget are made during this cycle.

Estimated Budget

- This is the final budget submitted for the current fiscal year.
- **March 15**--The Estimated Budget, for the current fiscal year, is submitted at the same time as the Proposed Budget, that is for the following fiscal year.
- After March 15 budget revisions for the current year require the President's approval.

Recurring Revenue & Expenses Versus Non-Recurring Revenue & Expenses

Recurring

New Position

Increase in Travel

Service Contract not in prior budget

Non-Recurring

Grant salaries

One-time equipment purch.

What would be a Recurring and Non-Recurring requested item in your area for the annual July Proposed budget?

July Proposed

**Operating
and
Travel
Budget
Development**

Operating Is Inclusive Of Accounts

73000 - Travel Budget Pool

74000 - Operating Expense Budget Pool

75100 - Utilities and Fuel Budget Pool

78000 - Capital Expense Budget Pool

79000 - Scholarships and Fellowships Budget Pool

Divisional Priorities Budget Request



Divisional Priorities Budget Request

Fiscal Year:

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose -- <input type="button" value="v"/>	<input type="text"/>	6

This dynamic form will be used for:

- An increase in budget
- A decrease in budget
- Allocations

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Final offsets will be automatically approved at Presidential Level, unless otherwise noted.
- Business Services will not change the prioritization of submitted budget request.
- Narrative is required.
- If no changes to base budget requested, submit email to supervisor as support.



Divisional Priorities Budget Request

Narrative Form INSTRUCTIONS:

Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources to this specific budget item.

For each line item indicate how much is for recurring and how much is for non-recurring.

- If new positions are requested, please complete the sections below as well as the "Position Justification" form.
- Anticipated changes in salaries should be explained on the "Position Analysis" form and submitted to HR for review prior to submission of the "Proposed Budget Priority" form. Projected rank promotions, passing of the CPS examination and reclassifications are examples of what to include. (Do not include Across-The-Board increases or equity adjustments.)

Salary Pool: Salaries that are not currently in your budget. Ex: Need for student worker(s).

Narrative to support request:

Travel Budget Pool: Account Code 73000

Narrative to support request

Operating Budget Pool: Account Code 74000

Narrative to support request

Utilities and Fuel Budget Pool: Account Code 75000

Narrative to support request

Capital Equipment Budget Pool: Account Code 78000

Narrative to support request

Scholarships Budget Pool: Account Code 79000

Narrative to support request

Budget Requisition Narrative Form

INSTRUCTIONS:

If new positions are requested, please complete the sections below as well as the "Position Justification" form and attach. Anticipated changes in salaries should be explained on the Position Analysis form and attached. Projected rank promotions, passing of the CAP examination and reclassifications are examples of what to include. (Do not include Across-The-Board increases or equity adjustments.)

For each line item indicate how much is for recurring and how much is for non-recurring.

Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources to this specific budget item.

Requesting an increase or decrease in your budget.

Fiscal Year: *2021

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation Narrative Required Below	Priority
Director of Physical Plant	410010	74000	\$ 5,000	Recurring	Increased cost for consulting services	1
Maintenance	411010	74000	\$ 5,000	Recurring	Increased cost for equipment maintance	2
Custodial Services	412010	78000	\$ 10,000	Non-recurring - One t	Floor Buffer	3
Security	415010	61300	\$ 45,000	Recurring	Salary	4
Security	415010	61300	\$ 20,700	Recurring	Associated Benefits (46%)	5
				-- Choose --		6
				-- Choose --		7
				-- Choose --		8

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Utilities	413010	75100	-\$ 5,000		Under spent the past 3 yr x

Requesting an offset in your budget

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

Final offsets will be automatically approved at Presidential Level, unless otherwise noted.

Requesting an offset plus additional dollars in your budget



Divisional Priorities Budget Request

Fiscal Year:

Divisional Priorities Budget Request For Increase

Organization	Organization #	Account #	Additional Funds Requested	Recurring/NonRecurring	Explanation <small>Narrative Required Below</small>	Priority
Grounds	414010	73000	\$ 3,000	Recurring ▼	Professional Development	1
				-- Choose -- ▼		2
				-- Choose -- ▼		3
				-- Choose -- ▼		4
				-- Choose -- ▼		5
				-- Choose -- ▼		6

***As a Budget Manager you may put in your explanation that "offsets are contingent upon my number 1 item being approved".

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

Submit Consolidated Spreadsheet

Fiscal Year: *2021

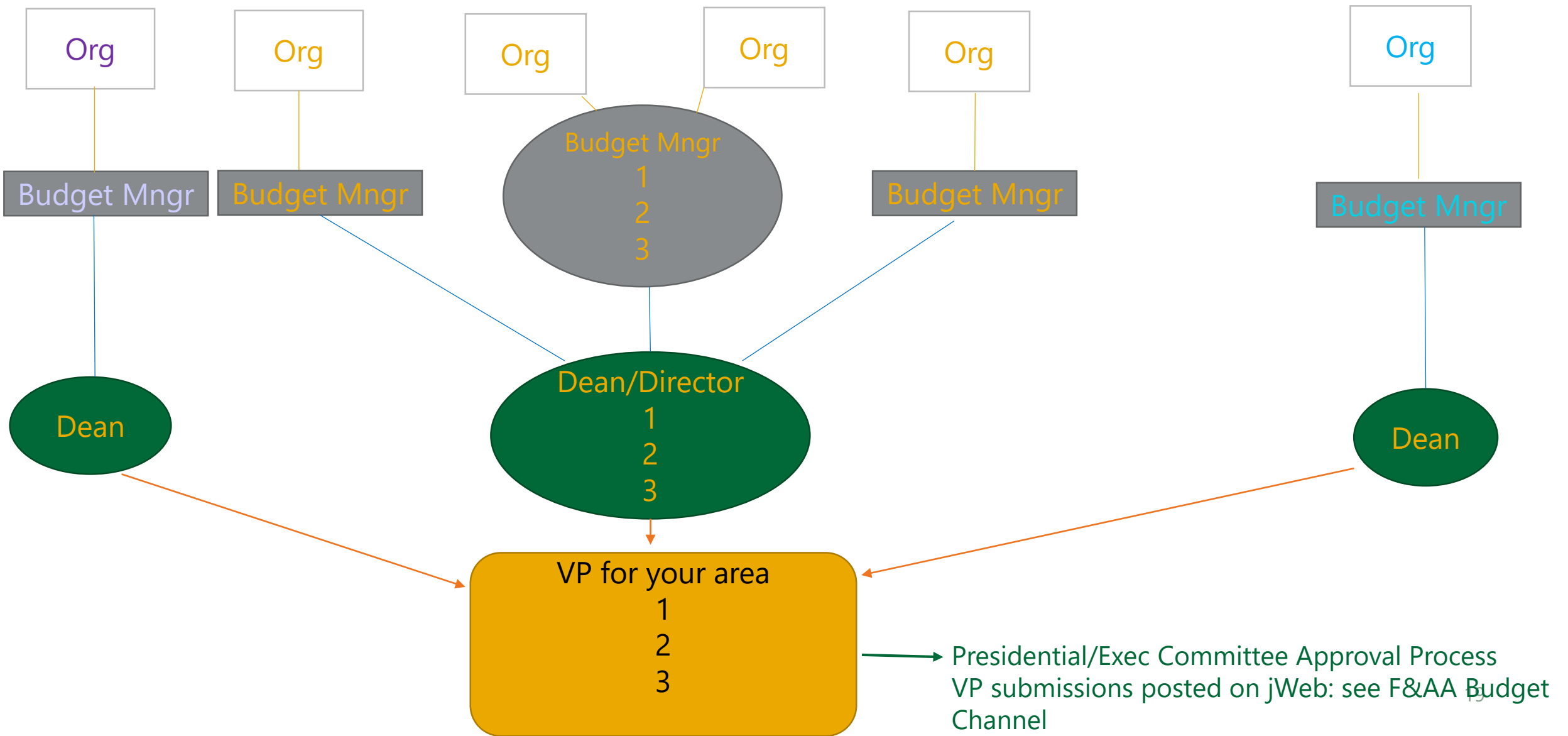
Divisional Priorities Budget Request For Increase

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Security	415010	61300	\$ 45,000	Recurring	Salary	4
Security	415010	61300	\$ 20,700	Recurring	Associated Benefits (46%)	5
				-- Choose --		6
				-- Choose --		7
				-- Choose --		8

Decreases/Offsets associated with any priorities (if applicable)

Organization	Organization #	Account #	Amount	Priority Offset	Explanation
Grounds	414010	74000	-\$ 2,000		Reallocate to travel
Grounds	414010	73000	\$ 2,000		Reallocate from operating

What is the Budget Spreadsheet Approval Process?



FGIBAVL – Banner Screen

Budget Availability Status FGIBAVL 9.3.7 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Chart: J Fiscal Year: 20 Index: Commit Type: Both Fund: 110001 Undesignated E and G Organization: 410010 Director of Physical Plant Account: 73000 Travel Budget Pool Program: 500 Physical Plant Keys ---> Start Over

Control Fund :110001 Control Organization: 410010 Control Account :73000 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
73000	Travel Budget Pool	300.00	158.72	0.00	141.28	<input type="checkbox"/>
74000	Operating Expense Budget Pool	39,300.00	477.58	2,073.48	36,748.94	<input type="checkbox"/>
	Total	39,600.00	636.30	2,073.48	36,890.22	

1 of 1 Per Page Record 1 of 2

Banner 9 FGIBDST

Enter Parameters

- Enter at least your Fund and Organization
- Select Go in the top right corner of the page or Click on the Down Arrow in bottom left corner of page

The screenshot shows the Banner 9 FGIBDST application interface. The title bar at the top reads "Organization Budget Status FGIBDST 9.3.6 (JSBPRD)". The interface includes a search form with the following fields and values:

- Chart: * J (Jackson State Community College)
- Fiscal Year: * 20
- Index: (empty)
- Query Specific: *
- Account
- Commit Type: Both
- Include Revenue:
- Organization: 410010 (Director of Physical Plant)
- Fund: 110001 (Undesignated E and G)
- Program: 500 (Physical Plant)
- Account: (empty)
- Account Type: (empty)
- Activity: (empty)
- Location: (empty)

A "Go" button is circled in red in the top right corner. A help message at the bottom states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

FGIBDST –a view of your account

Chart: J Jackson State Community College Fiscal Year: 20 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 410010 Director of Physical Plant Fund: 110001 Undesignated E and G Start Over

Program: 500 Physical Plant Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter							
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
61100	L	Administrative Salaries	73,553.00	6,249.98	0.00	67,303.02	
61102	L	Administrative Salaries Longevity	1,300.00	0.00	0.00	1,300.00	
61300	L	Clerical and Support Salaries	33,877.00	2,879.55	0.00	30,997.45	
61302	L	Clerical and Support Sal Longevity	1,600.00	1,600.00	0.00	0.00	
62000	L	Employee Benefits Budget Pool	57,200.00	0.00	0.00	57,200.00	
62100	L	TCRS Retirement Non-Faculty	0.00	2,089.77	0.00	-2,089.77	
62300	L	FICA	0.00	620.69	0.00	-620.69	
62400	L	Medicare FICA	0.00	145.16	0.00	-145.16	
62500	L	Group Insurance	0.00	2,232.92	0.00	-2,232.92	
62900	L	401 K	0.00	100.00	0.00	-100.00	
73000	E	Travel Budget Pool	300.00	0.00	0.00	300.00	
73100	E	Individual Instate Travel	0.00	60.00	142.72	-202.72	
74000	E	Operating Expense Budget Pool	39,300.00	0.00	0.00	39,300.00	
74120	E	Printing of Supplies Outside Instit	0.00	0.00	1,000.00	-1,000.00	
74260	E	Telephone Installation	0.00	11.12	55.38	-66.50	
74502	E	Operational Supplies	0.00	253.49	30.00	-283.49	
74620	E	Operating Leases Personal Property	0.00	0.00	587.40	-587.40	
Net Total			-207,130.00	-16,242.68	1,815.50	22	

FGITRND

If you want to look closer at what makes up a line item go to the related bar in the top right corner. From the drop down area select FGITRND. Below you will see transactions for line item 73100.

X @ ellucian Detail Transaction Activity FGITRND 9.3.6 (JSBPRD)
ADD RETRIEVE RELATED TOOLS

COA: J Fiscal Year: 20 Index: Fund: 110001 Organization: 410010 Account: 73100 Program: 500 Activity: Location: Period: Commit Type: Both
 Start Over

▾ DETAIL TRANSACTION ACTIVITY
 Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
73100	410010	500	ENC	142.72	+	PORD	P0057943	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	ENC	-135.72	-	POBC	*0008202	07/05/2019	07/05/2019	Batch Close PO P0057942	U	110001		
73100	410010	500	ENC	-7.00	-	PODS	P0057942	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	ENC	142.72	+	PORD	P0057942	07/05/2019	07/05/2019	Turner, William Preston.	U	110001		
73100	410010	500	YTD	60.00	+	INNI	I0276419	07/01/2019	07/01/2019	WTEMA	U	110001		
			Total	202.72	+									

1 of 1 10 Per Page Record 1 of 5

Budget Revision (not used for the Proposed Cycle)

JACKSON STATE COMMUNITY COLLEGE

Request for Budget Revision

Date

Account Name	Chart	Fund	Organization	Account	Program	Position Number	Increase/ (Decrease)
Custodial	J	110001	XXXXXX	7XXXX	XXX		\$ 1,000.00
Maintance	J	110001	XXXXXX	7XXXX	XXX		\$ 1,000.00
Total							\$ 2,000.00

All accounts should be rounded to the nearest 100 excluding salaries.

Please mark one: Recurring Non-recurring (one time)

The reason for requesting this revision is as follows:

Make sure to fill this section out.

Recommended: _____
Division Chairman
Director
Budget Supervisor

Approved: _____
Vice President

Approved: _____
Vice President of
Finance & Administrative
Affairs

Approved: _____
President

Entered in Accounting Records:

Document Number: _____

Date: _____

Signature: _____

Travel and Operating questions?

Salary Budget Development

Budget Requisition Narrative Form

INSTRUCTIONS:

If new positions are requested, please complete the sections below as well as the "Position Justification" form and attach. Anticipated changes in salaries should be explained on the Position Analysis form and attached. Projected rank promotions, passing of the CAP examination and reclassifications are examples of what to include. (Do not include Across-The-Board increases or equity adjustments.)

For each line item indicate how much is for recurring and how much is for non-recurring.

Provide written justification for the various line items that explains why the funds are needed. If there is an impact on Strategic Goals or Departmental Goals, please explain that as well. Include as much information as you deem necessary to express why the institution should allocate its resources to this specific budget item.



Jackson State Community College
Position Analysis

Please complete the appropriate sections relating to any requested position changes.

For HR review prior to Proposed Prioritization Form Submission.

*02/20/2020

Proposed Budget ▼

All new positions requested require a New Position Justification Narrative.

****Note new change****

This form **MUST** go to HR before Priority Form Submission if you are requesting any change to a position.

HR will review and sign this form as support for your request, not approve it.

You must submit the form signed by HR with your Divisional Priorities form.

The Position Analysis form is located within Dynamic Forms.

Compensation Adjustment

Title Current	Title Proposed	Fund Code	Organization Code	Account Code	Program Code	Increase Amount	Justification
Secretary	N/A	110001	401010	61300	450 ▼	\$ 2,000	CAP certification
					-- Choose -- ▼		
					-- Choose -- ▼		
					-- Choose -- ▼		
					-- Choose -- ▼		

New Requested Position - New position justification form required with submission

Title	Fund Code	Organization Code	Account Code	Program Code	Position #	Job Grade	Salary	Benefit Amt 40%
Security	110001	415010	61300	500 ▼	TBD000			
				-- Choose -- ▼				
				-- Choose -- ▼				
				-- Choose -- ▼				
				-- Choose -- ▼				

Deleted Position

Title	Fund Code	Organization Code	Account Code	Program Code	Position #
Accountant	110001	401010	61600	450 ▼	555555
				-- Choose -- ▼	
				-- Choose -- ▼	
				-- Choose -- ▼	
				-- Choose -- ▼	

Transferred Position

Title Current FOAP	Fund Code	Organization Code	Account Code	Program Code	Position #	Title New FOAP	Fund Code	Organization Code	Account Code	Program Code
Assistant Professor	250009	230090	61200	200 ▼	111111	Assistant Professor	110001	230010	61200	200

New Position Justification Form

The "Justification" should be approximately 1-2 paragraphs which describe WHY this position is needed to support and justify your request.

"Position Skill Level" (classified employees only) and "Position Paygrade" (administrative/professional technical employees) Must be discussed with the Human Resource office.

JACKSON STATE COMMUNITY COLLEGE

JUSTIFICATION FOR NEW POSITION

BUDGET FY _____

DIVISION: _____

ORGANIZATION: _____

ORGANIZATION CODE: _____

ACCOUNT CODE: _____

POSITION NUMBER: _____

POSITION TITLE: _____

POSITION SKILL LEVEL: _____

POSITION PAYGRADE: _____

JUSTIFICATION: _____

REQUIRED SIGNATURES:

REQUESTOR: _____

HUMAN RESOURCES REVIEW: _____

VICE PRESIDENT: _____

Group/Pooled Positions

		Program	Position		Account	Base Proposed		2019-20	Additional	Recurring	Approved	Approved amount	
Organization Code & Description	Number	Number	Group type	Code	Code	Groups	Overtime	Proposed	Request	Y/N	Y/N		
415010 Security Services	500	530880	Clerical/Supp	61300		7,000.00		7,000.00	2,000.00	Y	Y	9,000.00	
415010 Security Services	500	530990	Overtime	61303			29,250.00	29,250.00	5,000.00	N	N	29,250.00	
	Total Security Services					7,000.00	29,250.00	36,250.00				38,250.00	

Budget Revision (not used for the Proposed Cycle)

JACKSON STATE COMMUNITY COLLEGE

Request for Budget Revision

Date 9/25/19

Account Name	Chart	Fund	Organization	Account	Program	Position Number	Increase/ (Decrease)
Custodial	J	110001	XXXXXX	6XXXX	XXX		\$ 500.00
Maintenance	J	110001	XXXXXX	6XXXX	XXX		\$ 500.00
Total							\$ 1,000.00

Please mark one: Recurring Non-recurring (one time)

The reason for requesting this revision is as follows:

Make sure to fill this section out.

Recommended: _____
Division Chairman
Director
Budget Supervisor

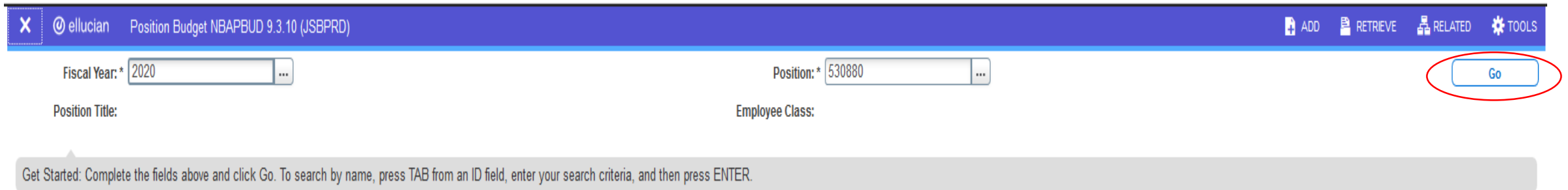
Approved: _____
Vice President

Approved: _____
Vice President of
Finance & Administrative
Affairs

Approved: _____
President

Entered in Accounting Records:
Document Number: _____ Date: _____ Signature: _____

Enter the Fiscal Year and Position number. Select go.
If you are unsure of the position number contact Jeanne Mayer at
Jmayer@jscc.edu



Position Budget NBAPBUD 9.3.10 (JSBPRD)

ADD RETRIEVE RELATED TOOLS

Fiscal Year: * 2020 ...

Position: * 530880 ...

Position Title:

Employee Class:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Tab over to the Labor Distribution form.

ellucian Position Budget NBAPBUD 9.3.10 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Fiscal Year: 2020 Position: 530880 Position Title: Temporary Hourly Employee Employee Class: TH Temporary Hourly Employees [Start Over](#)

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals **Labor Distributions** Comments

LABOR DISTRIBUTIONS Insert Delete Copy Filter

Fiscal Year

Fiscal Year	2020	Organization	415010	FTE	99
Status	Approved	Budget ID	FY2020	Date Created	07/01/2019
COA	J	Phase	LBR20	Salary Group	2020

Salary

Budgeted Amount	7,000.00	Expended Amount	0.00
Encumbered Amount	0.00	Remaining Amount	7,000.00

LABOR DISTRIBUTIONS Insert Delete Copy Filter

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget *	Percent *	To Be Posted
<input type="checkbox"/>		110001	415010	61300	500					7,000.00	100.00	0.00
Totals										7,000.00	100.00	0.00

1 of 1 Per Page 33 Record 1 of 1

Enter your FOAP account information into FGIBAVL. Next, select Go in the top right corner.


 @ellucian Budget Availability Status FGIBAVL 9.3.13 (JSBPRD) ADD RETRIEVE RELATED TOOLS

Chart: *	<input type="text" value="J"/>	<input type="button" value="..."/>	Fiscal Year: *	<input type="text" value="20"/>	<input type="button" value="..."/>
Index:	<input type="text"/>	<input type="button" value="..."/>	Commit Type:	<input type="text" value="Both"/>	<input type="button" value="v"/>
Fund:	<input type="text" value="110001"/>	<input type="button" value="..."/> Undesignated E and G	Organization:	<input type="text" value="401010"/>	<input type="button" value="..."/> Business Services
Account:	<input type="text" value="62000"/>	<input type="button" value="..."/> Employee Benefits Budget Pool	Program:	<input type="text"/>	<input type="button" value="..."/>

Keys --->

Control Fund :		Control Organization:	
Control Account :		Control Program:	

Pending Documents:

Go

We would recommend leaving program empty.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Monthly Budget Reporting

Preston Turner	Ledger Type	BUD	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
	Year	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019

Organization	Account	Program																		
413010	*	500	Utilities	820,000.00	69,955.02	66,476.47	63,614.59	66,584.61	63,489.46	63,034.59	22,857.21	62,519.61	99,796.91	57,916.40	58,138.02	58,342.89	1,361.64	754,087.42	754,087.42	-

				July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
	Year	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020

Organization	Account	Program																		
413010	*	500	Utilities	820,000.00	64,098.87	63,925.18	63,466.84	-	-	-	-	-	-	-	-	-	-	191,490.89	191,490.89	628,509.11

Available

Salary questions?

If you do not have access to any Banner 9 forms mentioned, please sign onto Jweb and go under Forms/Documents. The System and Security access form is under the Banner section.

System Security Access Request/Change Form

Section A – User Information:

Name: _____ Date access needed: _____ Phone# _____
 Job Title: _____ Username _____
 Department: _____ J# _____

Circle the system(s) the user is requesting access to:

BANNER ARGOS BDMS DEGREEWORKS EPRINT UC4

Section B – User access needed:

- The same as the former employee whose Username was _____
- The same as the current employee whose Username is _____
- New forms needed are listed in Section D
- Forms to delete are listed in Section D
- Remove all access from system(s)

Section C – Class Name:

Form/User names needed in Class

Form/User	Add/Delete	Query/Maint	Form/User	Add/Delete	Query/Maint
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

Section D – List Form Access Changes:

Form Name	Add/Delete	Query/Maint	Form Name	Add/Delete	Query/Maint
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

Notes:

Section E – Approval

By requesting access to JSCC data, employees are accepting responsibility for knowing and complying with all state and federal regulations and the JSCC Data Security Plan located on jWeb.

 User's Name (Printed) User's Signature Date

 Supervisor's Name (Printed) Supervisor's Signature Date

 Security Officer's Name (Printed) Security Officer's Signature Date

Section F – OIT

 Changed By Name (Printed) Changed By Signature Date

 OIT Director's Name (Printed) OIT Director's Signature Date



Please reach out to us if you have any questions.

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Note

Forms will be converted to Dynamic Forms throughout 2020 and made available on Jweb. If you are unable to locate a form, please contact us.