Position Budgeting (cont.)

Inflate Salary

Note: The Inflate Salary button allows you to inflate the amounts already populated by a percent of inflation in order to update the input for New Year Annual Salary or New Year Hourly Rate columns. The primary use is to update the New Year Hourly Rate or Annual Salary column based on the wage pool provided in your Management Center budget instructions.

This option will **overwrite any budget amounts that are already populated or entered** on the layout for Positions.

1. Before using the Inflate button, review all loaded data to determine which New Year (white input) columns need to be inflated.
Position Budgeting (cont.)

2. If needed, use the **PSA Quick Filters** or **Additional Filters** to filter or re-load the data in the layout in order to use the Inflate function on a subset of data. You may also adjust the budget data per the options below:

- **PSA Quick Filters** – to quickly filter data to one or more Personnel Sub-Areas by clicking in the checkbox for Faculty, Staff, and/ or Biweekly.

On the Additional Filter buttons below, use the **Get (name varies by button)** to see choices and select one or more values.

- **PSA Filter – Funded** – to filter to one or more specific Personnel Sub-Areas like Faculty Regular Rank, Faculty Tenured, or Post Doc for Funded data.

- **PSA Filter – Owned** – to filter to one or more specific Personnel Sub-Areas like Faculty Regular Rank, Faculty Tenured, or Post Doc for Owned data.

- **Position Filter – Funded** – to filter to one or more Positions for Funded data.

- **Position Filter – Owned** – to filter to one or more Positions for Owned data.

- **Fund Filter** – to filter to one or more seven-digit Funds (Cost Objects).

- **Cmmt Item Filter** – to filter to one or more six-digit Commitment Items (G/L Accounts).

Note: Filters vary between Funded, Owned, and Student layouts. Refer to the **Budget Tool: General Navigation Guide** for additional information and instructions on filters.
3. Click on the **Inflate Salary**.

4. In the resulting **Inflate Current Salary** dialog box, click in the checkbox to indicate the tabs used for the inflation (Funded/Owned layouts or Student layouts).
5. Enter the percent to inflate (provided by Management Centers) the New Year Annual Salary or New Year Hourly Rate amounts in the **Inflation Percent** field per examples below:

- **To use the New Year dollar amounts and NOT inflate** the amounts, use a **0 (zero)** percent inflation.
- **To use the New Year dollar amounts and inflate** by a certain percentage, **enter the percentage as a whole number**.
- **To help with calculating a percent**, use the **Calculator Drop-down** button beside the Inflation Percent field.

6. Click **OK** to apply the inflate function to the loaded data.

7. Read the message prompting to inflate all loaded data and click the radio button for **Yes** if the message is correct (click **No** as needed).

8. Click **OK** to populate the New Year Budget column with the inflated values based on your selections.
9. Review the results with the New Year Budget column populated with the inflated values based on your selections.

10. Repeat these steps if needed to work with other PSA Quick Filters or Additional Filters and the Inflate function or adjust line items by directly entering amounts into the New Year Annual Salary or New Year Hourly Rate columns as needed.

*Note:* Be sure to use the **Clear Additional Filters** button to load **ALL** data again as needed.

Remember that if you use **Inflate** on **ALL** loaded data, you will overwrite any amounts in the New Year input columns that have already **been populated or entered** on each position. You may choose to inflate by using the filters to create subsets of data versus inflating on **ALL** data.

11. Click in the check box under the Comments column to add a comment for a specific line item as needed (see **Budget Tool: General Navigation Guide** for more detailed instructions).

12. Click on **Save Only** (no edits or fringe calculations) or **Calculate and Save** as appropriate.