SAO - FINANCIAL MANAGEMENT DEPARTMENT

# FY20 Trust Overhead Allocations

Dear Colleagues,

The FY2020 Trust Overhead budget allocations have been approved and entered into the Budget Application and PeopleSoft.

**Budget Application**:

To view your allocation, please go to the Budget App at <https://www.cfa.harvard.edu/icgi2/budget/budgets.pl>, select FY2020 Scenario 1  Department ID  Fund  click on **View Summary**.

For each budget, you will see two high-level allocations, 1) labor and 2) non-labor components (appears in "Other Services").

Where relevant, we have added notes in the comment field indicating high level changes to your budget request.

**PeopleSoft**:

These budgets are allocated in PeopleSoft at the 'FUNDDETAIL*'* level by Dept/Div ID and include the total labor and non-labor components.

If you would like to view your allocations in PeopleSoft, please go to Commitment Control Review Budget Activities  Budget Detail.

The budgets will be reflected on your SIGL120R reports for April 2020.

Please note the following:

* Labor projections have been adjusted for the new benefit rate, January 2020 cost of living increase, planned cash award actions and any anticipated new hires/replacements.
* Non-labor activity is not held to specific line items requested per your submitted budget.
* Spending should not exceed high-level allocations (labor and non-labor categories).
* Any significant deviation from planned and approved requests needs to be discussed with Tracey and Karen.

If you have any questions or need help navigating to your budgets please let us know.

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