

## Quick Reference Guide – Online Budget Submission Student Salaries

### IMPORTANT CONSIDERATIONS

- The student salaries budget is separate and distinct from the operating expense budget
- The work study expense object code is 51022
  - o 50% of the student's hourly rate is charged to the Federal work study account
  - o 50% of the student's hourly rate is charged to the department account
  - o The % split depends on the amount of Federal work study that Nazareth receives in a fiscal year.
- The non-work study expense object code is 51020
- A copy feature is available in budgeting.naz.edu to save you time entering requests. See below for instructions.

### Login Information

1. Go to <https://budgeting.naz.edu> (Available on and off campus)
2. Login with your MyNaz username and password
3. Click "Sign In"

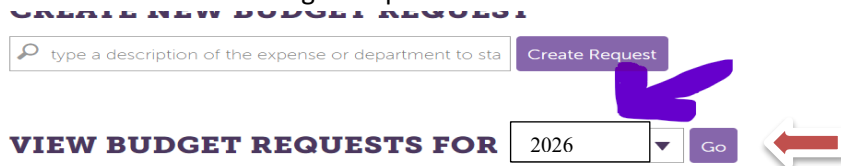
### Create New Budget Request (Note: To save time see "Copy to New Year" feature below)

1. In the "Create New Budget Request" box type a description of the expense or your department name
2. Click "Create Request"
3. Provide a brief justification for the request and criteria that will be used to assess the outcomes of the position.
  - o Note if this request is an increase over the current year budget or was previously funded by the Center for Life's Work Enhanced Student Employment Program.



***Any increase requests need to be approved by your respective dean or vice president and tie to the strategic framework and/or institutional goals***
4. Enter a position title/description and total hours requested for that position.
  - o A formula is built-in to calculate the total dollars for each position and grand total for all positions.
5. Any summer hours requested should be entered as a 51020 student salary request – not work study
6. When finished click "Save Request"
  - o Saving submits your request, but you have until the deadline to make changes.
7. Click the "Go Back" arrow and enter your next request.

### Copy to New Year (Optional Feature to save time)

1. To save time in creating your student salaries and work study budget requests, use the "+ Copy to" feature.
2. Select 2026 for "View Budget Requests for" and click "Go"



3. Click the "+ Copy" button for the student salaries or work study account that you want to copy and prepopulate for 2027.

Account	Last Modified	Totals	
11-0202001-51020 Student Salary Request	jglaza4 @ June 11, 2020, 8:49 a.m.	hours: 718	 Copy 

4. Edit the desired fields (eg. Hours, position title) as needed
5. When finished click the "Save Request" button
6. Click the "Go Back" arrow and repeat the copy function as needed

### **Finish Budget Request Submissions**

1. When you are finished, all submitted budget requests will be listed on the 'Budget Request Dashboard.'
2. Review the details of your budget requests to ensure all fields have been completed and are accurate.
3. Click "Sign Out" at the top far right of the screen.

### **Editing Budget Request Submissions**

1. Click the underlined account that you want to edit from the list of requests displayed on the 'Budget Request Dashboard.'
2. The budget request originally submitted will be displayed on the screen allowing you to edit the desired fields or priority.
3. Once you have made the necessary edits, click "Save Request"
4. Click the "Go Back" arrow and edit your next request.

### **Deleting Budget Request Submissions**

1. Click the "Delete" button to the right of the underlined account you want to delete on the 'Budget Request Dashboard.'