

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 32% of the student's hourly rate is charged to the Federal work study account
 - o 68% of the student's hourly rate is charged to the department account
- The non-work study expense object code is 51020

General Login

1. Go to your browser and type in : <https://budgeting.naz.edu>
 - * **Available on and off campus**
2. Log in with your MyNaz user name and password
3. Click the "Sign In" button

Create New Budget Request

1. In the "Create New Budget Request" box type a description of the expense or a department such as:
 - o *Student Salaries - 51020*
 - o *College Work Study - 51022*
2. Click the "Create Request" button.
3. Provide a brief justification for the request and criteria that will be used to assess the outcomes of the position's work. Also specify if this request is an increase over the current year budget. **Any increases need to be approved by your respective dean or vice president and tie to the strategic plan and/or institutional goals.**
4. Enter the Position Title and total hours requested for that position.
 - o A formula is built-in to calculate the total dollars for each position with a grand total of hours and dollars for all positions displayed at the bottom of the page.
5. Any summer hours requested should be entered as a student salary request – not work study
6. When finished click the "Save Request" button.
7. Click the "Go Back" arrow and enter your next request.

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 the "Sign Out" button at the top far right area 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 ranking.

Deleting Budget Request Submissions

1. Click the "Delete" button to the right of the underlined account you desire to delete.