

## Quick Reference Guide – Online Budget Submission Student Salaries

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### IMPORTANT CONSIDERATIONS

- The student salaries budget is separate and distinct from the operating expense budget
- The work study expense object code is 51022
  - o 65% of the student’s hourly rate is charged to the Federal work study account
  - o 35% of the student’s hourly rate is charged to the department account
- The non-work study expense object code is 51020
- A copy feature is available for student salaries and work study to save you time. The “+ Copy” button allows you to copy the budget request from the prior year (eg. 2022) and prepopulate the new budget year (eg. 2023). You can then edit the FY 2023 budget request as needed. See below for instructions.

### 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 (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 such as:
  - o *Student Salaries – 51020*
  - o *Biology 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.
  - o Specify if this request is an increase over the current year budget.
  - o Note if this request was part of 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 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.
  - 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 2022 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 2023.

Account	Last Modified	Totals	
<a href="#">11-0202001-51020</a> 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
7. 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 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 on the 'Budget Request Dashboard'.