

General Overview:

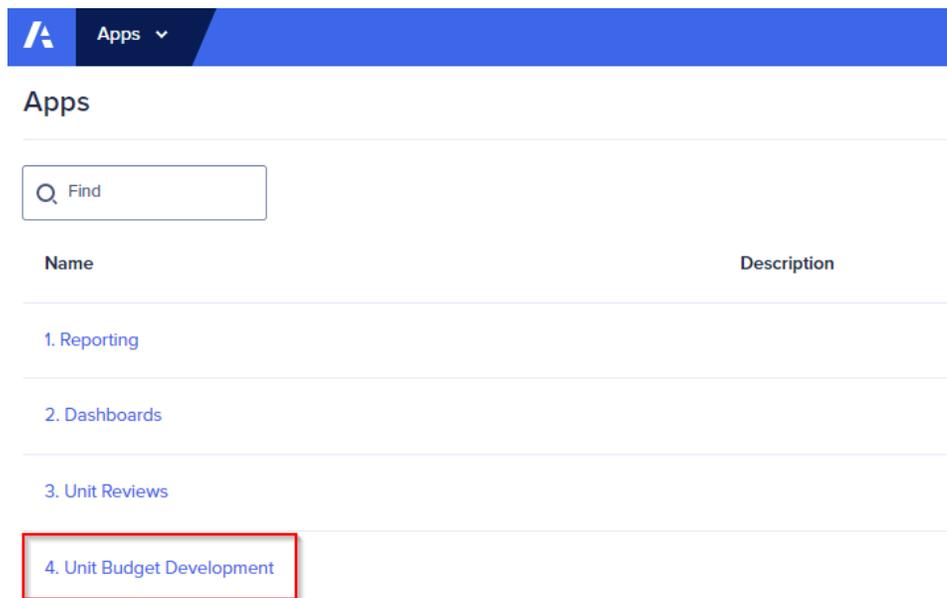
Support units will submit new initiative requests for the upcoming budget development year, as well as review previously submitted requests within this application.

Timeline for Completion

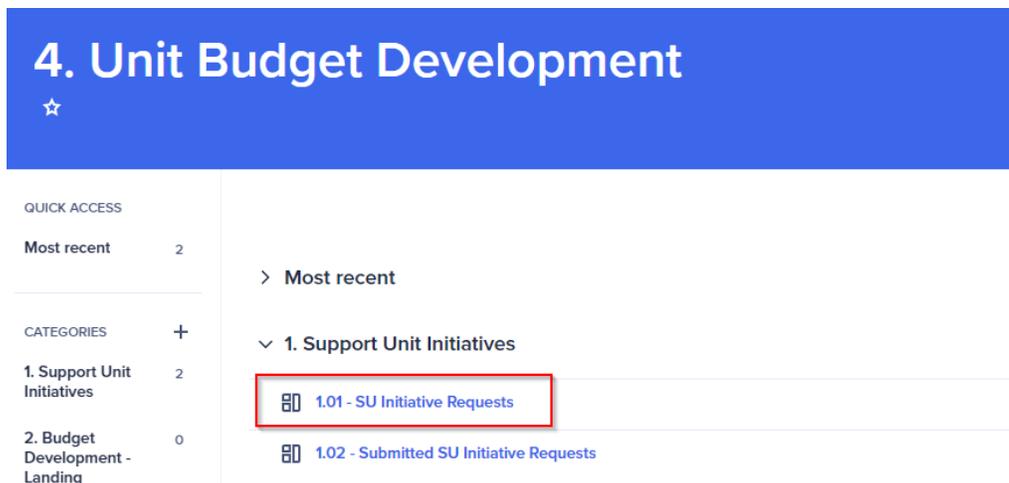
Support unit initiative requests will continue to be completed at the beginning of the budget development cycle for the upcoming fiscal year. The Budget Office will send communication out once the window has been opened for submission.

Process to Submit New Initiative Requests

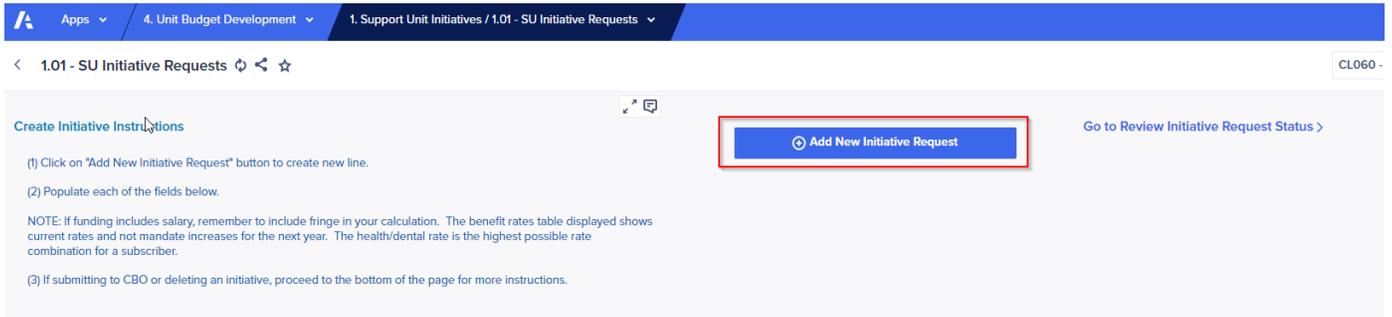
1. From the Apps page, select 4. Unit Budget Development.



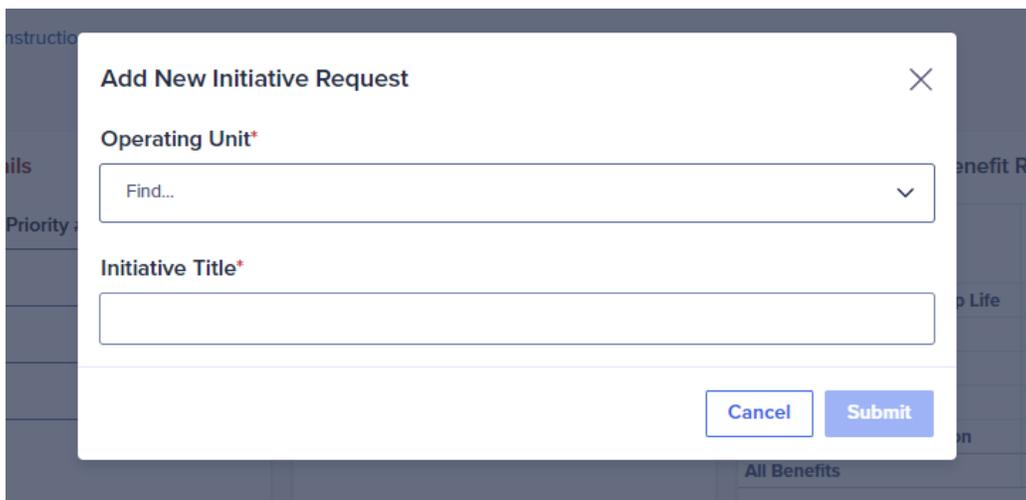
2. From the Unit Budget Development page, select 1.01 – SU Initiative Request.



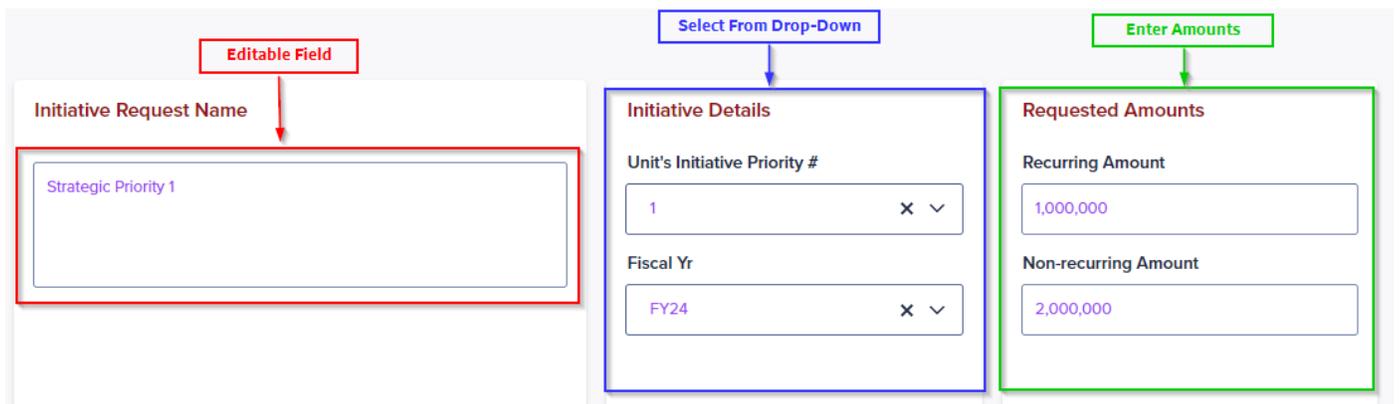
3. Select the blue “Add New Initiative Request” button.



4. Select the appropriate Operating Unit from the drop-down list, enter the new initiative’s name, click submit.



5. If needed, you can edit the initiative’s name. Next, select the unit’s initiative priority number. Note – each initiative must have a different priority number. The fiscal year selected should be the current budget development year. Enter the requested amounts.



6. If personnel costs are associated with the request, reference the benefit rates table to the right and include the cost of benefits within the requested amount.

	Flat Amount	Benefit Rates
SC Retirement / Group Life	-	23.81%
FICA	-	7.65%
Health / Dental	12,429	-
Unemployment	-	0.03%
Workers Compensation	-	0.50%
All Benefits	12,429	31.99%

7. Enter a description for each of the justification fields. The request cannot be submitted until all boxes are completed.
8. Once all fields are completed, submit the request by clicking on the green “Click Here to Submit Your Request!” icon.

The screenshot shows a submission interface. On the left, there is a white box titled "Initiative Submission Status" with the text "Ready for Submission!". On the right, there is a green button with a lock icon and the text "Click Here to Submit Your Request!". The button is highlighted with a red border, indicating it is active.

9. If the green submit button is not active, reference the “Initiative Submission Status” card to the left of the submit button to see what requirements are pending for submission.

The screenshot shows a submission interface. On the left, there is a white box titled "Initiative Submission Status" with the text "*Please populate all fields". On the right, there is a green button with a lock icon and the text "Click Here to Submit Your Request!". The button is not highlighted with a red border, indicating it is inactive.

Deleting an Initiative

1. Select the initiative you want deleted in the drop-down list in the top right of the “1.01 – SU Initiative Request” page.

The screenshot shows the top navigation bar with '4. Unit Budget Development' and '1. Support Unit Initiatives / 1.01 – SU Initiative Requests'. Below the navigation, there is a search bar with 'C1060 - Strategic Priority 1'. The main content area includes a 'Click Here to Submit Your Request!' button. A 'Delete Initiative?' card is visible, containing a checkbox and the text 'Check this box and click "... top right corner of this card to run process.' The 'Processes' menu is also visible, with 'Delete Selected Initiatives' highlighted.

2. Check the box within the “Delete Initiative” card. Click on the “...” icon in the top right corner of this card. While hovering over the “Processes” option, select “Delete Selected Initiatives”.

The annotated screenshot shows the 'Delete Initiative?' card with a checkbox checked. A red box labeled 'Check Box' points to the checkbox. The 'Processes' menu is open, and a red box labeled 'Delete Selected Initiatives' points to the menu item. A red box labeled 'Check Box' also points to the checkbox. The 'Processes' menu is highlighted with a red box labeled 'Processes'. The 'Delete Selected Initiatives' menu item is highlighted with a red box labeled 'Delete Selected Initiatives'. The 'Check Box' label is also present below the checkbox.

Delete Initiative Instructions

- (1) To remove an initiative request, select the “Delete Initiative?” box to the right and click the ellipsis.
- (2) hover over “Process” and click “Delete Selected Initiatives.”
- (3) Once the process is run, you will be redirected to another initiative as the deletion is complete.

NOTE: You cannot delete submitted requests.