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.
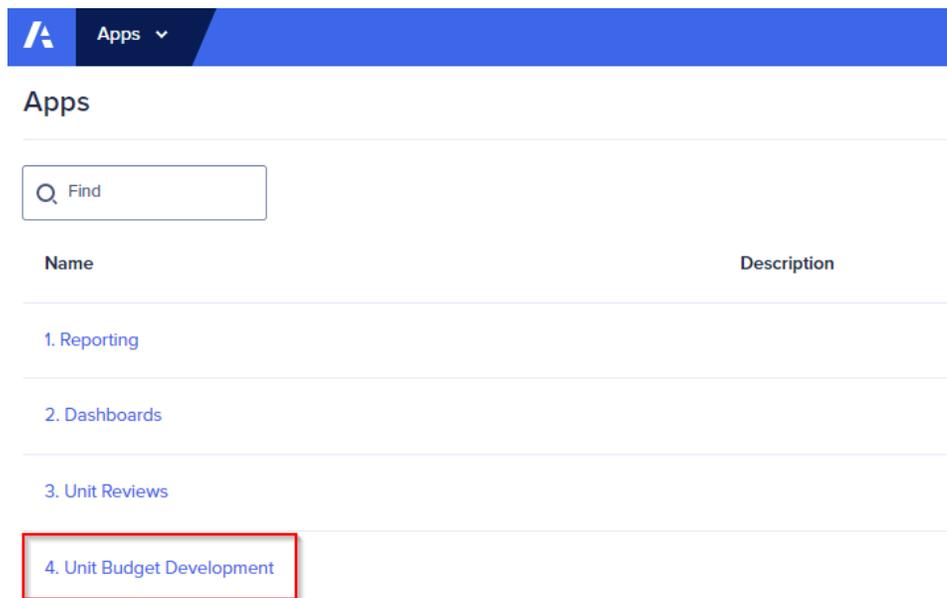
2. From the Unit Budget Development page, select 1.01 – SU Initiative Request.
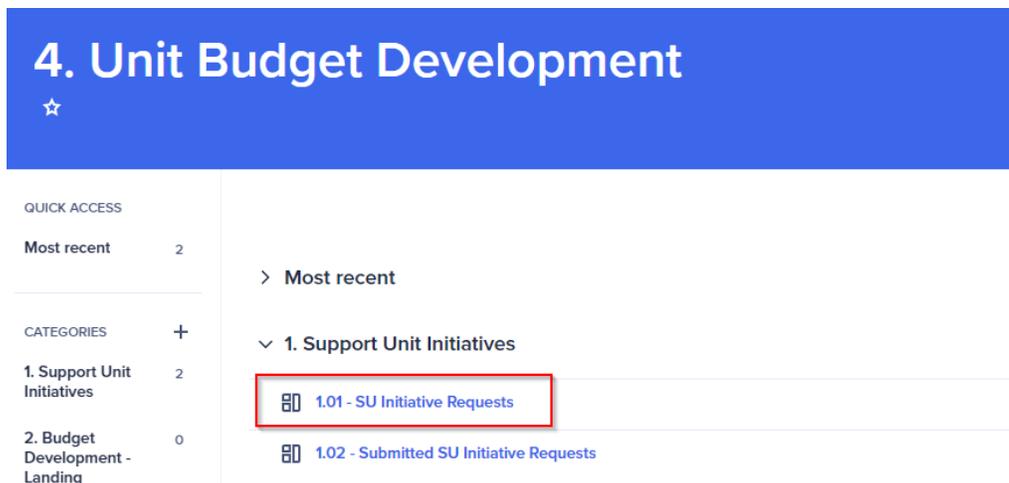
3. Select the blue "Add New Initiative Request" button.
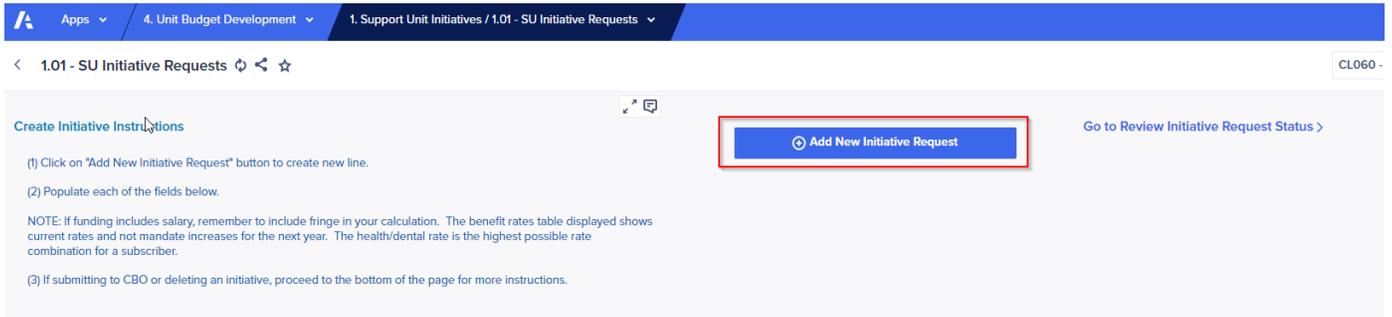
4. Select the appropriate Operating Unit from the drop-down list, enter the new initiative's name, click submit.
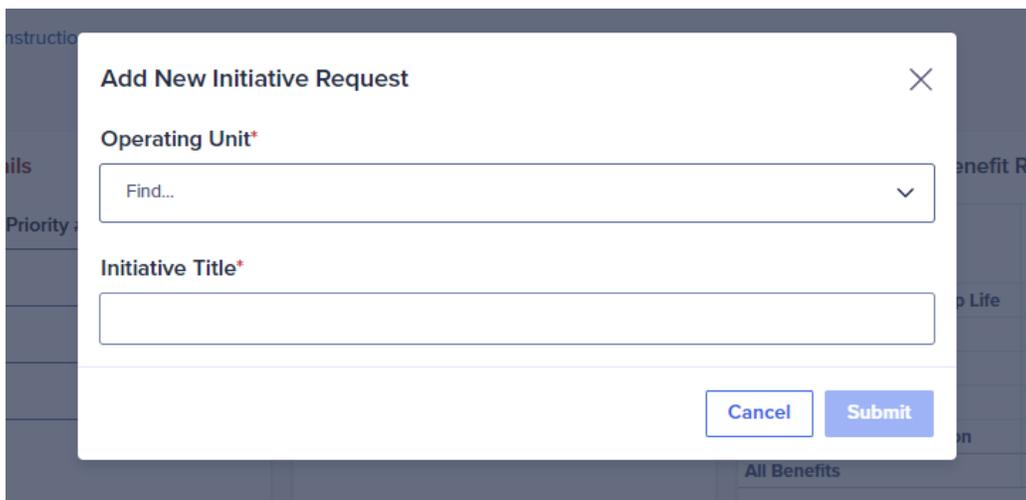
5. If needed, you can edit the initiative's name. Next, select the unit's initiative priority number. Note – each initiative must have a different priority number. The fiscal year selected should be the current budget development year. Enter the requested amounts.
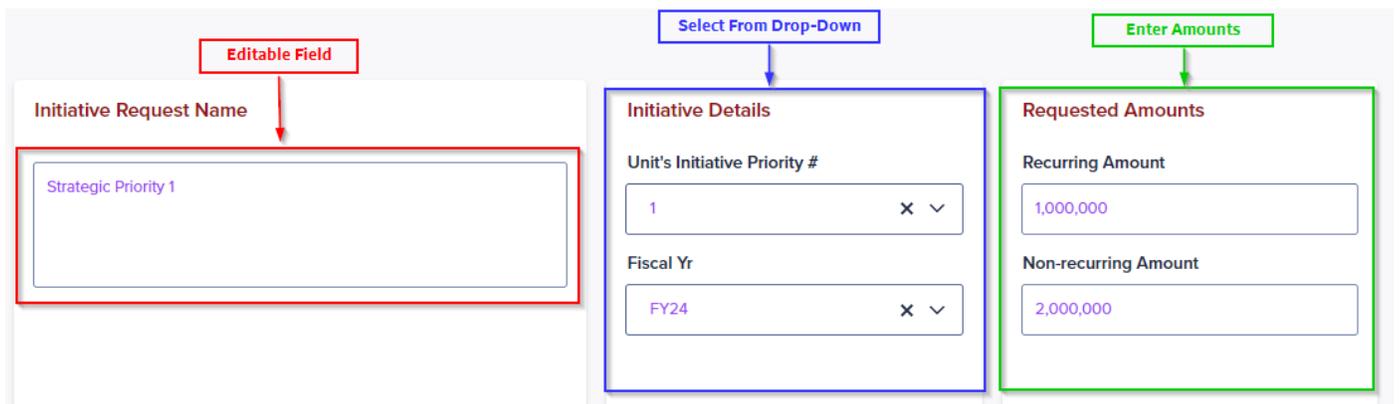
6. If personnel costs are associated with the request, reference the benefit rates table to the right and include the cost of benefits within the requested amount.

Reference Table: Benefit Rates

	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.

Initiative Submission Status

Ready for Submission!

🔒 Click Here to Submit Your Request!

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.

Initiative Submission Status

*Please populate all fields

🔒 Click Here to Submit Your Request!

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.

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".