

# Summer Session Budget Program - 1 Information Sheet

URL for Program:

<http://intranet.education.wisc.edu/offices/busoffice/budget/>

## SIGN IN – PAGE 2

- User name: Soe-ad\ (Your computer sign on)
- Password: (Computer sign on)

## CHOOSE DEPARTMENT – PAGE 3

- Click on: Return to My Budgets page

## REQUEST SHEET – PAGE 4

- Course Title (Name of course)
- Session Offered (Dates of Course: Sample 6/19-8/13)
- Professor/Instructor (Name of person or Vacant)
- Instructor Type (Type: Use drop down)
- Session Salary (Dollar amount for session)
- Last offered (Year: Sample 2006 or 0)
- Enrollment (Number enrolled Sample 11 or 0)
- Press Insert (Repeat until completed)
- Enter Additional Expenses:
  - LTE Session Salary
  - Student Hourly Session Salary
  - Chair Session Salary
  - Session Supplies & Expenses

## FINISHED?

You can click on: Return to Budget List (this will let you return to work on it later - your changes will be saved.)

OR

Submit & Sent to Administrator (you will no longer be able to make changes.)

- Summary will give you your totals.

## Summer Session Budget Program - 2

URL for Program: <http://intranet.education.wisc.edu/offices/busoffice/budget/>

The screenshot shows a web browser window displaying the University of Wisconsin-Madison website. The browser's address bar shows the URL <http://intranet.education.wisc.edu/offices/busoffice/>. The website header features the University of Wisconsin-Madison logo and the text "WISCONSIN UNIVERSITY OF WISCONSIN-MADISON". A "Connect to soe-b2.ad.education.wisc.edu" dialog box is overlaid on the page, prompting for a "User name:" and "Password:". The dialog box also includes a "Remember my password" checkbox and "OK" and "Cancel" buttons. An arrow points from the "User name:" field in the dialog box to the text box below.

User name: SOE-AD\*(your computer log-in)* EXAMPLE = SOE-AD\kmhahn

Password: (typically the password you use to login to your computer)

If your password  
does not allow you to log in

Contact Brenda Spychalla  
at 265-5735

Can't access your  
Department's budget?

Contact Pat Gavin at 262-6139

# Summer Session Budget Program - 3

2330n

Highlight  
Your  
Department

Summer Sessions [user access] [view admins]

2006 [dept participation]

Art - not started

Counseling Psychology - not started

Curriculum and Instruction - not started

Dance - in progress

Dean's Office - not started

Ed Leadership & Policy Analysis - not started

Educational Administration - not started

Educational Policy Studies - not started

Educational Psychology - not started

Instructional Support - not started

Kinesiology - not started

Practicing Teachers - not started

Rehabilitation Psychology and Special Education - not started

Return to My Budgets page



Click "Return to My Budget Page"

# Summer Session Budget Program – 4

://intranet.education.wisc.edu/offices/busoffice/budget/budgetRequestSummer.asp

## 2006 Summer Sessions Budget Request Sheet

1762 Dance Department Course List

1	2	3	4	5	6	7	8
Course Title	Session Offered	Professor/Instructor	Instructor Type	Session Salary	Last Offered In	Enrollment	
Animation 101	2005	Burk	Academic Staff	\$ 4,000.00	2006	25	Edit / Remove

### Additional Expenses

LTE Session Salary	Student Hourly Session Salary	Chair Session Salary	Session Supplies & Expenses
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

### Finished?

Return to Budget List

Submit & Send to Administrator

(Your changes will be saved.)

(You will no longer be able to make changes.)

### Summary

Category	Total Amount
Faculty	\$ 0.00
Academic Staff	\$ 4,000.00
PA Proj/Prgm Asst.	\$ 0.00
TA Teaching Asst.	\$ 0.00
To Be Named	\$ 0.00
LTE	\$ 0.00
Student Hourly	\$ 0.00
Chair	\$ 0.00
Supplies & Expenses	\$ 0.00
	\$ 4,000.00

## ALL BOXES MUST BE COMPLETED

1. Course Title (Name of course)
2. Session Offered (dates of course example 6/19-8/13)
3. Professor/Instructor (Name of person or Vacant)
4. Instructor Type (Type: Use drop down)
5. Session Salary (Dollar amount for session)
6. Last offered (Year: Sample 2006 or 0)
7. Enrollment (Number enrolled Sample 11. or 0)
8. Press Insert (Repeat until completed)

Enter Additional Expenses:

LTE Session Salary

Student Hourly Session Salary

Chair Session Salary

Session Supplies & Expenses

### FINISHED?

Click = **Return to Budget List**  
(This will let you return to work on it later  
- your changes will be saved.)

OR

**Submit & Sent to Administrator** (you  
will no longer be able to make changes.)

Summary will give you your totals.

# Summer Session Budget Program – 5

2006 Summer Sessions Budget Request Sheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

http://imdc.test.education.wisc.edu/budget/budgetRequestSummer.asp

## 2006 Summer Sessions Budget Request Sheet << Dean's Office >>

1705 Dean's Office Department Course List							
Course Title	Session Offered	Professor/Instructor	Instructor Type	Session Salary	Last Offered In	Enrollment	
			Choose...	\$			<input type="button" value="Insert"/>
ARTISTS VIDEO	6/19-8/13	VACANT	Academic Staff	\$3,889.99	2006	11	<a href="#">Edit</a> / <a href="#">Remove</a>
CERAMICS	6/19-8/13	VACANT	Academic Staff	\$6,645.86	2006	11	<a href="#">Edit</a> / <a href="#">Remove</a>
COLOR	5/29-6/18	BUDCH	Faculty	\$4,744.15	2006	2	<a href="#">Edit</a> / <a href="#">Remove</a>
DIGITAL PHOTO	5/29-6/18	CONNORS	Faculty	\$4,708.15	0	0	<a href="#">Edit</a> / <a href="#">Remove</a>
DRAWING 1-2	6/19-8/13	VACANT	Academic Staff	\$3,889.99	2006	14	<a href="#">Edit</a> / <a href="#">Remove</a>
INTERM/DIV PAINTING	6/19-7/16	BUDCH	Faculty	\$6,325.84	2006	12	<a href="#">Edit</a> / <a href="#">Remove</a>
INTRM/DIV DRAWING	6/19-8/13	VACANT	Academic Staff	\$3,810.15	2006	12	<a href="#">Edit</a> / <a href="#">Remove</a>
PAPER MAKING	6/19-7/13	EDCALANTE	Faculty	\$11,716.32	2006	9	<a href="#">Edit</a> / <a href="#">Remove</a>
TYPOGRAPHY & COMM DESIGN	6/19-8/13	VACANT	Academic Staff	\$7,380.00	2006	13	<a href="#">Edit</a> / <a href="#">Remove</a>

Additional Expenses				
LTE Session Salary	Student Hourly Session Salary	Chair Session Salary	Session Supplies & Expenses	
\$1,000.00	\$2,500.00	\$3,000.00	\$1,000.00	<a href="#">Edit</a>

Summary	
Category	Total Amount
Faculty	\$27,494.15
Academic Staff	\$27,216.99
Admin Asst	\$0.00
TA Teaching Asst	\$0.00
To Be Named	\$0.00
LTE	\$1,000.00
Student Hourly	\$2,500.00
Chair	\$3,000.00
Supplies & Expenses	\$1,000.00
	\$82,210.15

Finished?	
<input type="button" value="Return to Departments"/>	(Your changes will be saved.)
<input type="button" value="Submit &amp; Send to Administrator"/>	(You will no longer be able to make changes.)



This is an example of what the final worksheet should look like.

If you have any questions please contact  
Pat Gavin in the Business Office at 262-6139

Developed by the IMDC for the SOE Dean's Office