



MEMORANDUM: FY23 November 1, 2022 4.5% COLA

The University Budget Office (UBO) has received information from Maryland's Department of Budget and Management (DBM) on the November 1, 2022 4.5% COLA allocation. While DBM has provided the university with our funding amount for the 4.5% COLA, the University System of Maryland (USM) has yet to officially confirm this and allocate the funds. In the unlikely event that these funds are reverted from the university budget, please operate under the guidance that this funding is subject to change.

Under separate cover, each unit will receive a detailed spreadsheet indicating their state-supported (401100; state-operating) COLA allocation. COLA data was derived through collaboration with Human Resources and Payroll, pulling all eligible employee categories as of November 1, 2022. Object codes 1011 – 1020 will receive an allocation.

Revised Budget: The revised budget in KFS will be updated to reflect 8 months, or 3% (November – June) of the current year allocation. Position budgets *and* fringe budgets will automatically be updated with their respective allocation, and the offsetting revenue budget and actuals will reflect in 0221 – allocation state appropriation.

Future Budget: The future position budgets *and* fringe budgets will automatically be updated to reflect the annualized 4.5% COLA in the FY24 BPM working budget. Annualized offsetting revenue budget will be populated in 0221 - allocation state appropriation.

Due to KFS restrictions, the position number and UID combination must be active in order for the position budget to be successfully loaded. Because we received COLA in November, and are loading in March, we recognize that personnel changes have occurred, and a position number and UID combination in the detailed spreadsheet may no longer exist. If the position was on your detailed spreadsheet, but cannot be loaded due to the constraints as defined above, the corresponding amount will be loaded to your unit's assigned '**contingency account/object code**' as shown in the detailed spreadsheet. This amount should be reallocated as needed during the FY24 BPM Working Budget cycle.

If you have any questions about the funding of the November 1, 2022 cost of living adjustment, please contact your [assigned budget analyst](#), additionally, please feel free to reach out to:

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