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THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION
OFFICE OF THE CONTROLLER
201 WEST SEVENTH STREET, ASH 5TH FLOOR
AUSTIN, TX 78701
512.499.4558 - CONTROLLERSOFFICE@UTSYSTEM.EDU
Log On:

- **Site URL:** [https://apps.utsystem.edu/RBChange](https://apps.utsystem.edu/RBChange)
- Users will be presented with a screen similar to the one shown below. Select appropriate institution from the drop down box and click the **Select** button

![Select your institution](image)

- the login screen will appear - enter the **institution** user ID and password
- the user will then be directed to the RBC Site – (see next page)
- **do not add to Favorites until this page is accessed**

**Tip:** *If the user happens to select the wrong institution, close all instances of browsers and launch a new browser session. If “Remember for 1 week” was selected, the will have to also have to clear cache.*

Sherill Franke can be contacted with any technical questions. Contact information is noted below:

**Sherill Franke**  
512.499.4558  
[sfranke@utsystem.edu](mailto:sfranke@utsystem.edu)
Navigate the Main Page:

Homepage – returns user to the main screen
My Profile – used to change roles when appropriate
Pending Requests – same as homepage
Add RBC – select to create a new RBC
Search – new search feature [institutions will only see their RBCs when searching]
Reports – not used at this time
Logoff – use to log off but closing browser works too

Below is a screen shot of the main page of the RBC site. User will see all RBCs in progress for their institution. RBCs requiring action by the user are highlighted in yellow.

Tip: Click on the column title to sort in descending order; click a second time to sort in ascending order!
Create a New RBC:

- Select *Add RBC* from the main menu
- Choose the RBC Type from the drop down
- Click *Continue*

New Request for Budget Change

Select Budget Change Type:

- New Appointment
- Change/Correction
- Emeritus Award
- Transfer Funds

Create a New Appointment or Change/Correction RBC:

- Complete information on the main screen
- Select *Compensation Type* from the drop down. Base Salary should be selected as the first compensation type. Additional compensation types can be added on the next screen.
- After completing all information, select *Next*
- To edit general information such as name, title, etc., click *Edit* link located in the lower right corner of the table.
- To edit compensation details, click *Edit* link next to the appropriate compensation type.
- To add additional compensation types, click the *Add Additional Compensation Info* link.

When adding Compensation Types, select applicable type and enter appropriate information in the highlighted fields.

After entering all information, click *Insert* to add or *Cancel* as appropriate.

---

<table>
<thead>
<tr>
<th>Compensation Type</th>
<th>Percent Time</th>
<th>Wkr Months</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>100</td>
<td>12</td>
<td>$750,000.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Plan Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplement</td>
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<td></td>
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<tr>
<td>Communication Device Allowance</td>
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<td></td>
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<tr>
<td>Deferred Comp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentive Comp</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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UT System Office of the Controller
Request for Budget Change Site User Guide
Create an Emeritus Award RBC:

- Complete information on screen
- No trailing salary information is required
- Select Submit

![Add Emeritus Award](image)

Create a Transfer of Funds RBC:

- Complete information on screen
- Additional account information can be added on the next screen
- After completing all information, select Next

![Transfer Funds](image)

Sign and Route a RBC:
• When RBC is complete, click Yes to sign/approve the RBC AND click the button Route This Item Forward
• Hold for Now is used when the Yes or No radio buttons have been selected but the user does not want to route forward until later

![Routing](image)

Search for a RBC:

• Complete known or applicable information
• Select Get Info

![Search Results](image)

• Search results are returned
• Note the multiple pages on the search results below
• Results can be exported to Excel! Look for the link in the top right hand corner of the search results screen

Log Off:

Log off in one of two ways:

1. Click Logoff on the Menu Bar
2. Simply close the browser

Request Access:

A list of authorized users is maintained by UT System Office of the Controller. Users will be designated as viewers, preparers, or signers. Viewer access can be used to Consent Agenda preparers. For an individual RBC item, anyone designated as a preparer at that institution can create new RBCs, update RBCs, and route for signature. Anyone designated as a signer can sign an RBC and route it to UT System Administration for further approval. In this manner, the approval process can proceed if one of the designated signers is not available to route the document. Although anyone within the designated group can forward the item, the actual individual who performs the task is the one that is recorded and displayed in the routing history.

Budget Rules:

See the current fiscal year Operating Budget Rules for criteria on RBCs and the criteria for Consent Agenda items. These can be found on the Office of the Controller web page at the following url:

http://www.utsystem.edu/cont/policies.htm

Email Notifications:

There are two types of email notifications:

1. Notify when items route to a user
2. Notify when items are final approved

Email notifications have to be set by the Office of the Controller. Requests to add/modify email notifications should be sent to Sherill Franke. See Page 1 for contact information.