# Select Budget Method
## Workforce Compensation

Managers can manage their own budget if their budget worksheet access level is set to "Updates Allowed" **and** if a budget has been published for them. A portion of the budget may be set aside to allocate to subordinate managers, budgets may be distributed ("passed down") to subordinate managers, and subordinate managers' budget worksheet access levels can be defined. *(See the "Setting User Access" video and reference guide.)*

## Access the Budget Worksheet
- Select the ▮▮▮▮▮▮▮▮ header  in the ▮▮▮ pane
  - The list of budget pools you have access to appears  under the header
- Select the budget pool name listed in the Tasks pane or under the ▮▮▮▮▮▮ header to access the worksheet

## Select the Budget Method
Upon first access, you will be asked to select a budget method.

NOTE:  This selection determines the budget access settings of all subordinate managers. Individual manager access levels can be adjusted following this selection.

**Option 1:**
*I will not pass down budget to managers below me. Instead I will hold the entire amount*
In this scenario, all subordinate managers will be set to **No Access** for the budget worksheet only. Select this option if you will make all budget allocation awards yourself. Subordinate managers will still have access to the Compensate Workforce section and can also make recommendations without budgets. Managers can turn off access to the Compensate Workforce section under the ▮▮▮▮▮▮▮▮ If you choose this option, go to the Compensate Workforce section to complete distributions.

**Option 2:**
*I will pass down budgets only to those managers reporting directly to me*
If this is chosen, direct report managers without subordinate managers will be set to **No Updates Allowed**.  Direct report managers with subordinate managers will be set to "Updates Allowed".  Select this option if you will distribute and publish or pass down budgets to any of your direct report managers with subordinate managers.

***Option 3:***

*I will pass down budgets to all of my lower managers*

Here, budget access settings of all subordinate managers will be set to **No Updates Allowed**.  Select this option if you will directly distribute and publish or pass down budgets to all subordinate managers under your organization. Settings for specific managers can still be adjusted but only by the manager who has chosen this method which is why updates are not allowed. And, settings for specific managers – such as allocating a budget – can still be adjusted in the budget worksheet.

## Change the Budget Method

- Click the ▇▇▇ link located above the Manager Budgets toolbar
- Make a new selection in the popup window
- Click ▇▇▇▇▇▇
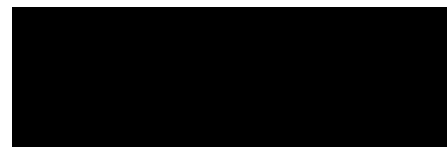
**NOTE:**  The Edit link will only appear when you navigate to the budget worksheet from the ▇▇▇▇▇▇▇ link.

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