

Revised 12.14.2023

Personnel Budgeting

Notes

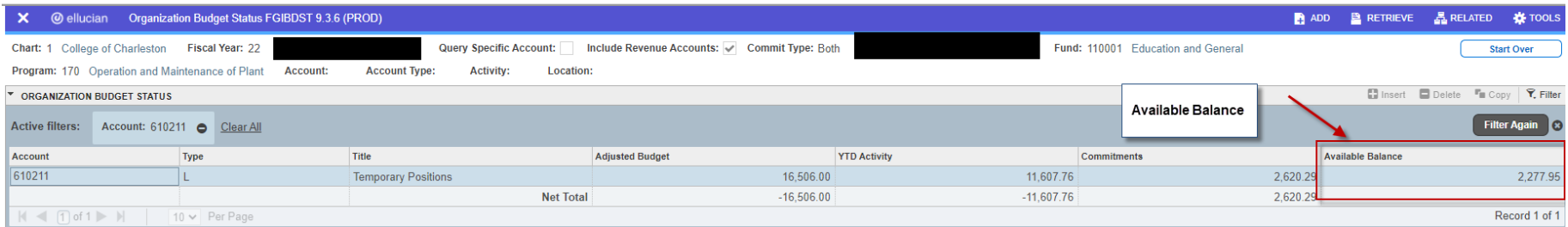
Departments must provide funding sources and establish budgets for personnel actions before final approval.

Available balance = Budget less Expense Less Encumbrance

Temporary Contracts

There must be a sufficient available balance for estimated earnings (estimated hours x pay per hour) in the available balance in account 610211

Temporary Positions.



Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 College of Charleston Fiscal Year: 22 Query Specific Account: Include Revenue Accounts: Commit Type: Both Fund: 110001 Education and General

Program: 170 Operation and Maintenance of Plant Account: Account Type: Activity: Location:

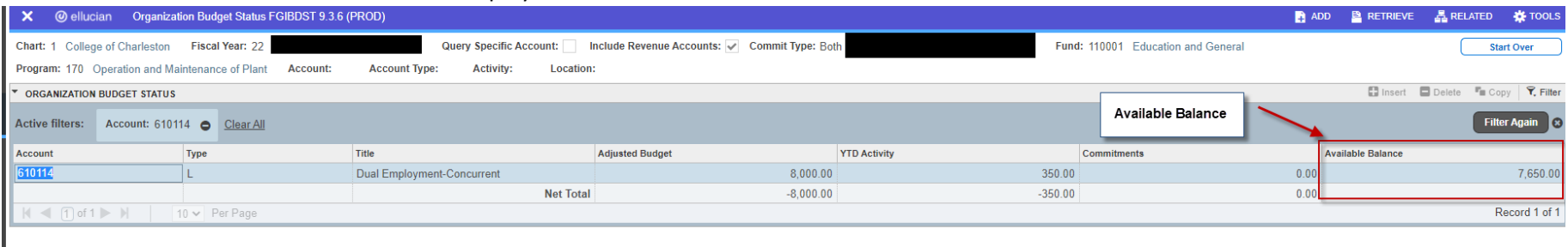
Active filters: Account: 610211 Clear All

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610211	L	Temporary Positions	16,506.00	11,607.76	2,620.29	2,277.95
Net Total			-16,506.00	-11,607.76	2,620.29	

Record 1 of 1

Add Pays

- Faculty Fall/Spring Add Pays (during standard 8/16 – 5/16 teaching contract) or 12-month staff employee Add Pays - There must be a sufficient available balance in the account 610114 Dual Employment – Concurrent.



Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 College of Charleston Fiscal Year: 22 Query Specific Account: Include Revenue Accounts: Commit Type: Both Fund: 110001 Education and General

Program: 170 Operation and Maintenance of Plant Account: Account Type: Activity: Location:

Active filters: Account: 610114 Clear All

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610114	L	Dual Employment-Concurrent	8,000.00	8,000.00	350.00	7,650.00
Net Total			-8,000.00	-8,000.00	350.00	

Record 1 of 1

2. Faculty Summer (outside normal 8/16 – 5/15 teaching contract) – There must be a sufficient available balance in account 610113 – Dual Employment – Non-Concurrent

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 College of Charleston Fiscal Year: 22 [Redacted] Query Specific Account: [Redacted] Include Revenue Accounts: Commit Type: Both [Redacted] Fund: 110001 Education and General Start Over

Program: 120 Instruction Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Active filters: Account: 610113 Clear All Filter Again

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610113	L	Dual Employment-Non-Concurrent		9,650.00	9,650.00	0.00
Net Total				-9,650.00	-9,650.00	0.00

Record 1 of 1

Bonus

1. There needs to be a sufficient available balance in 610414 Other Earnings.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 College of Charleston Fiscal Year: 24 Index: [Redacted] Query Specific Account: [Redacted] Include Revenue Accounts: Commit Type: Both Start Over

Organization: [Redacted] Fund: 110001 Education and General Program: 120 Instruction Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Active filters: Account: 610414 Clear All Filter Again

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610414	L	Other Earnings		57,900.00	27,247.06	0.00
Net Total				-57,900.00	-27,247.06	0.00

Record 1 of 1

Temporary Salary Adjustment (TSAs)

1. Non-exempt (hourly) employees - Due to FLSA regulations, for non-exempt TSAs, the TSA will be incurred to account 610210 Classified positions. The Budget Office will need to process the appropriate budget transfer; however, the department needs to identify the source of funds on the TSA form.
2. Exempt (salary) employees – There needs to be a sufficient budget in 610114 – Dual Employment – Concurrent.
3. Return of Vacancies – If the planned funding source is a return of vacancy, departments must request a return of vacancy for the TSA on the Budgeting and Payroll website ([Return of Vacancy Request](#)) **AND** note the vacant position on the TSA form as the source of funding.

Permanent Employee Staff Salary Increases/New Hire Changes

1. In most cases, the salary increase and fringe offset should be transferred to the Division’s main Index with recurring funds. Staff salary changes are transferred to account 610233 Staff Salary Adjustments. Faculty salary changes are reconciled every Fall and net salary changes are transferred to the Division’s main Index – 610133 Faculty Salary Adjustments. Please email the Budget Office at Budget@cofc.edu if you do not know your Division’s main Index. Budgeted fringe rates effective until 06/30/2024. The following chart refers to **Staff** salary changes:

Salary Change Funding Source	Directions	Fringe % of Salary Change
Vacant Position	Note vacant position number on the form. No budget transfer necessary.	N/A
610233 Staff Salary Adjustment	Ensure salary adjustment funds are in the Division's main Index as recurring (BD01/BD02) funds. Note Index and Account on the form.	N/A
610211 Temporary Positions	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	29.25%
61030 Student Employment	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	42.50%
61033 Assistantships	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	42.50%
610112 Chair and Director Stipends	Transfer recurring funds to Division's Main Index - 610233 Staff Salary Adjustment. Transfer salary change.	N/A
610113 Dual Employment Non-Concurrent	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	10.50%
610114 Dual Employment Concurrent	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	10.50%

Salary Change Funding Source	Directions	Fringe % of Salary Change
610412 Overtime	Transfer recurring funds to Division's Main Index - 610233 Staff Salary Adjustment. Transfer salary change.	N/A
610413 Shift Differential	Transfer recurring funds to Division's Main Index - 610233 Staff Salary Adjustment. Transfer salary change.	N/A
Any "7" Operating Account	Transfer recurring (BD02) budget funds to Division's Main Index - 610233 Staff Salary Adjustment account. Transfer salary and fringe offset percentage.	43.50%

FY2024 Budgeted Fringe Rates*	
Permanent	43.50%
Police	46.25%
Add Pay	33.00%
Add Pay (PORS)	35.75%
Temporary	14.25%
Students	1.00%

**Effective until 06/30/2024*