Funding Personnel Items

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.

Add Pays
1. 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.

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.
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.

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)

Salary Increases

1. Funding from a vacant, permanent position – The Budget Office will process the required budget transfers. Advise the Budget Office and/or list on the required form, the position vacant number and amount to be used from the vacant position’s budget. No fringe transfer is required.

2. Funding from operating budgets – Department should transfer funds to either 610133 Faculty Salary Adjustment for a Faculty employee salary increase, or 610233 for a Staff employee salary increase. Typically, the Index to transfer the funds will be the Division’s “main” Index. The amount of budgeted fringe increase will also need to be transferred, in addition to the salary increase.

3. Funding from Temporary, Student, or other personnel budgets - Department should transfer funds to either 610133 Faculty Salary Adjustment for a Faculty employee salary increase, or 610233 for a Staff employee salary increase. Typically, the Index to transfer the funds will be the Division’s “main” Index. The difference in budgeted fringe rates will also need to be transferred, in addition to the salary increase.
   a. For Example: Department is transferring $1,000 from a temporary position budget to fund a $1,000 salary increase for a permanent employee. For FY22, the budgeted fringe rate for temporary employment is 15.75% and for a permanent employee the budgeted fringe rate is 41 percent. The difference in fringe rates is 25.25%, which mean there would also need to be a budget fringe transfer of $25.25 ($1,000 x 25.25%).