



COLLEGE of
CHARLESTON

Business Affairs Personnel Budgeting

February 14th, 2023



- I. Introduction by Associate Provost Caveny
- II. Process Overview
- III. Funding Guidelines
- IV. Personnel Account Numbers
- V. Resources

1. Actions: Salary Increase, Temporary Salary Adjustment, Bonus, Add Pay, Temporary Contracts
2. Academic Affairs
 - a. Department
 - b. *ORGA for grant funding OR Foundation Finance for foundation funding (if applicable)*
 - c. Dean
 - d. Provost Office
3. Business Affairs at BusinessAffairs@cofc.edu
4. Human Resources via shared TEAMS
5. Position Control
6. Budget Office

1. Funding required to be in place BEFORE submitting for ANY signatures for E&G/Auxiliary
2. Permanent Increase
 - a. Recurring funds (610133/610233 salary adjustment account preferred)
 - b. Fringe allocation
 - c. Budget Office processes vacant position cannibalization for permanent requests
3. Return of Vacancy
 - a. Temporary actions (TSA, Bonus, Temporary Labor, Student Labor)
 - b. Request for Return of Vacancy Funds via MS365 Forms on Budget Office's Website

- 610211 Temporary Positions
- 610414 Other Earnings (Bonus)
- 610113 Dual Employment Non-Concurrent
 - Faculty summer add pays
- 610114 Dual Employment Concurrent
 - Faculty Fall/Spring add pays
 - Exempt temporary salary adjustments (non-exempt processed by Budget Office)
- Temporary Salary Adjustment Exempt vs. Non-exempt



- 610133 Faculty Salary Adjustment / 610233 Staff Salary Adjustment
 - Faculty = Permanent faculty FTEs & Chair/Directorships
 - Recurring funds
 - All non-appropriation permanent positions funded with recurring funds
 - Net salary adjustments remain in Schools/Divisions' "main" Index
 - Budget Office transfers recurring net funds to/from salary adjustment accounts
 - Funding from vacant FTEs processed by Budget Office
 - Schools/Divisions can/should transfer recurring funds in/out of salary adjustment accounts
 - Faculty permanent FTES and Chair/Directorships reconciled in the Fall

- 610134 Faculty Lapsed Salary
 - Vacant and unearned Faculty funds
 - Temporary funds
 - Allocated for adjunct funding
 - Schools can transfer in/out

1. Labor Distribution in ePrint (Labor/Encumbrances)
2. Roster – Requested from Position Control
3. Budget Finance Training Website
4. CougarEd videos
5. Banner INB
 - a. Detail Transaction Activity (FGITRND)
 - b. Budget Availability Status (FGIBAVL)
6. Budget Office Open Labs/Q&A (via Zoom)
7. Business Affairs - BusinessAffairs@cofc.edu
8. Budget - Budget@cofc.edu

QUESTIONS?



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