Personnel Budgeting Agenda

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

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
Account Numbers

- 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
Account Numbers

- 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
Account Numbers

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

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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