PROCEDURE

Effective Date: 7/13/11

Authority: POL-BFA5100.02 Managing Permanent Salary Savings of State Funded Positions

Approved By: Vice President Rich Van Den Hul

Cancels:

See Also:

PRO-BFA5100.02A SWEEPING PERMANENT SALARY SAVINGS

Action by: Action:

Department Director
1. Routes Personnel Action Form (PA) for permanent state funded new hire to BFA Budget Officer.

BFA Budget Officer
2. Verifies salary on PA is approved amount based on Request to Recruit Form.
3. Determines if there are permanent salary savings to be swept.
4. Determines if sweep to occur at time of hire or at end of fiscal year.

4a. If funds to be swept, requests University Planning & Budget Office to sweep funds by noting in Section 4 comments of the PA:

- “Sweep salary and benefits savings to E98940” if sweep is to occur at time of hire or
- “Do not sweep surplus position budget” if sweep to occur at end of fiscal year.

5. Routes PA based on routing instructions.

6. Logs sweep in E98940 Tracking Document located at P:/FISC/Restricted/Internal Controls/BFA Budget/Salary Savings/E98940 Tracking or notes “to sweep at end of fiscal year.”

University Planning & Budget Office
7. Receives PA and completes Position Adjustment Worksheet to document transfer of funds to E98940 if any.

8. Forwards copy of Position Adjustment Worksheet to BFA Budget Officer.

BFA Budget Officer
9. Files worksheet in budget files under position number.

PRO-BFA5100.02 Sweeping Permanent Salary Savings