

Operating Budget Procedures *Revised February 2016*

Faculty Lapsed Salary Savings:

On-campus general fund budget authority associated with vacated faculty salary positions will be moved to a central pool. Lapsed salary accruing during the vacancy will be distributed once a month beginning at the close of January each year as follows:

- 25% to the Provost
- 33% to the President
- 42% to the Dean

Transfers from salary to operating categories or salary pool positions are not allowed at the departmental level prior to the lapsed salary allocation. When the position is filled, funding will be reinstated through the end of the fiscal year.

Staff Lapsed Salary Savings: (Research Faculty will be considered staff)

On-campus general fund budget authority associated with vacated staff salary positions will be moved to a central pool and unavailable for use by the individual departments. When the position is filled, funding will be reinstated through the end of the fiscal year. Transfers from salary to operating categories or salary pool positions are not allowed at the departmental level.

Lapsed salary accruing during the vacancy will not be available for departmental use. Requests to access these funds must be initiated by the department, recommended by the Vice President at a President's Cabinet meeting and approved by the President.

Carry Forward:

The administration will decide whether or not to allow carry forward on a year by year basis. When approved, carry forward for on-campus general funds will be allowed to a maximum of twenty (20) percent of non-salary operating budgets.

External Funding of On Campus Positions:

Cash transfers from non-E&G sources to fund salary positions paid from the On Campus E&G budget must include the requested salary amount plus a 30% fringe charge.

A preferred alternative for funding a position from non-E&G funds is to use the Job Labor Redistribution form.

External Funding of On Campus Expenditures: (Other than Salaries and Fringes)

Cash transfers from non-E&G sources into the On Campus E&G fund for purposes of covering operating expenditures will incur a 30% surcharge.

Preferred alternatives that will not incur a 30% surcharge include:

- 1) When it is known ahead of time that an expenditure transaction will be funded using non-E&G sources, the originating transaction should specify the appropriate funding source.
- 2) When the originating transaction was posted to the On Campus E&G fund but should have been funded using a non-E&G funding source, reallocate the expense by journal voucher to the desired funding source.