

Additional Budget Process/Salary Planner Information

Central Unfunded Index (A06728)

Can still be used during budget process -- but is only a temporary budgeting tool and must be replaced with active index before any expenditures are charged to it.

- An unfunded plan must be submitted for all amounts budgeted on the central unfunded index.

Actions That Occur After the Snapshot

- Users cannot add or delete names and should not change titles in Salary Planner.
- Only current year approved actions can be added to the new fiscal year budget.
- Budget & Planning will verify any changes and update the new fiscal year budget.

Terminations

An employee is listed in Salary Planner but will terminate by June 30:

- Zero out the employee by entering -100% in the Change Percent column in the List by Employee.
- Send written notification with the final budget materials that the employee is terminating.
- If the position is to continue, budget the position at the appropriate salary amount for the new fiscal year in the List by Position.

Appointments

An employee is hired after the snapshot in the current year and is not listed in Salary Planner:

- Budget the position for the new employee's appropriate salary amount for the new fiscal year in the List by Position.
- Send written notification with the final budget materials listing the new employee's name, ID, position number, title and salary for the new year.

Title Changes

An employee's title is changed after the snapshot:

- Budget the employee and the position at the appropriate salary amount for the new fiscal year.
- Send written notification with the final budget materials of the employee's new title.

Additional Budget Process/Salary Planner Information

Adding / Closing Positions

- Users cannot add or remove positions in Salary Planner.
- Budget & Planning will update the new fiscal year budget as appropriate.

New Positions

New positions must be requested through the new position request form.

- Upon receipt of an approved new position request form, Budget & Planning will add the new position to the new fiscal year budget.

Closing Positions

To close a position in Salary Planner:

- Zero out the position by entering -100% in the Change Percent column in the List by Position.
- Send written notification with the final budget materials that the position is to be closed.

Duration of Vacant Positions

Positions that have been vacant for longer than two years will need to be closed unless an active search is in progress.

For those positions shown on the list of vacant positions open longer than two years:

- If no active search is in progress, close the position.
- If an active search is in progress, budget the position at the appropriate salary level and send written notification with the final budget materials that the position should remain open because an active search is in progress.

Temporary Status Changes

Temporary status changes (e.g., LWOP, sabbatical leave, short/long-term disabilities, etc.) are not done during the budget process.

Only full year salaries should be budgeted.

Continuation of current temporary statuses or implementation of new temporary statuses for the new fiscal year should be done after the Salary Planner upload through the EPAF process.