

**Salary Budget Transfer Policies (Funds 1xx & 3xx)**

The PeopleSoft Financials workflow currently requires all operating budget transfers involving salary lines to route to the University Budget Office for approval. The Provost office will be added as part of the salary transfer workflow approval process (prior to Budget) for all academic department salary transfers. This includes all permanent transfers an d also temporary transfers that are processed using the following salary accounts:

* 1. all position lines (50100 thru 53140)
	2. part-time faculty (53110)
	3. salaries other (54000)
	4. salaries supplemental (54010)
	5. salaries cell allowance (54020)

All salary transfers that are in an operating fund, including those requiring prior Provost approval, ultimately workflow to the Budget Office for approval. Requests to move excess salary funds will be reviewed by the Budget Office, and allowed for the following actions:

1. Funds may be moved between instructional lines (e.g. Teaching Assistants, Teaching Fellows, Part-time Faculty & Full-time Faculty)
2. Funds may be moved temporarily from instructional lines to non-service stipends or graduate tuition remission as part of a graduate aid package, provided projected tuition revenue is meeting expectations
3. Backfill of vacant positions is allowed by temp pool personnel, temporary positions or temporary hours/week increases in part-time positions providing backfill
4. Backfill of vacant positions by external consultants
5. Funding of faculty summer salaries
6. Funding of severance costs
7. Funds may be moved between non-positioned salary lines (e.g. supplementals to other salaries, temp pool to students) but not out of salaries
8. Ad-hoc movement of salary funding for discretionary operating needs will be addressed on an exception basis with pre-approval by senior division administration and the FVP

Note that existing salary transfer policies still apply:

1. No transfers are permitted out of division/VP salary reserves to non-positioned salaries or operating expense
2. No use of division/VP salary reserves to fund new, non-faculty positions or permanent increases in hours and weeks without EVP approval
3. No interchange between faculty and administrative reserves or positions
4. Permanent dollars moved from an existing position cannot be structured to leave a small remaining balance to “hold’ a position (old position must be inactivated)
5. Non-faculty positions may not be inactivated and funding moved to central reserves without EVP approval
6. The available dollars able to be transferred from vacant positions is limited to the year-to-date unused amount
7. All departmental overruns must be evaluated before excess salary dollars can be used for other purposes (note that some overruns may be permissible)

Transfers that are not part of the allowable use of excess salary funds, or are not pre-approved as exceptions by division administration and the FVP, will be denied. Email approvals of exception requests should be attached to the budget transfer.