Guidelines for Budget Changes

1. You can move budget between 7 accounts as needed.
   1. 70300 – Supplies and Services
   2. 70400 – Travel
   3. 70500 – Capital Outlay
2. 7060 – Debt Service
   1. Only use if you have active debt service lines associated with your budgets.
3. 7080 – Scholarships
   1. Only use if you have active scholarship lines associated with your budgets.
4. You can move 7 account budgets to/from 6 account salaries.
   1. When is it appropriate
      1. You have full approval from the position review committee to add a new position. If you have a request in the works and the position won’t be filled until the new fiscal year don’t panic, that position can be funded in July and added to the FY25 base budget.
      2. You increased someone’s pay during the current fiscal year and need to cover the increase.
      3. You hired someone at a lower annual rate and have an excess.
      4. You want to increase/decrease NWS or Extra Labor lines.
   2. If you increase a salary line you must also increase benefits.
      1. Overloads/adjuncts/Current Employees
         1. TIAA 16%
         2. Teacher 23%
         3. State 23%
         4. Adjuncts 23%
         5. Unknown 20%
      2. Grad Assts .13% (WC only)
      3. NWS .13% (WC only)
      4. Extra Labor 8%
      5. New Full Time Position amount = (Annual Salary x 20%) + 7,600 (Insurance est)
   3. Process
      1. Run the Budget Salary Planner Extract report. Save both Block 1 and Block 2 files as a CSV file.
      2. Find the position you want to change in both files.
         1. Position Budget Totals Block1: Update the Budget, Budget\_Proposed, Change\_Percent, and Change\_Amount fields.
         2. Position Budget by Labor Distribution Block2:
            1. If you’re just changing the budget then update the Budget field.
            2. If you’re changing the distribution then update the Percent, Budget, ACCI\_Code, Fund\_Code, Orgn\_Code, Acct\_Code, and Prog\_Code. Insert new rows as needed.
      3. Delete all other positions you aren’t changing.
      4. Email the Excel File to the Budget office with a quick description of what you’re doing.
5. You cannot move expense budgets from one Fund to another Fund.