

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:

Department Director

BFA Budget Officer

University Planning &
Budget Office

BFA Budget Officer

Action:

1. **Routes** Personnel Action Form (PA) for permanent state funded new hire to 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.”
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.
9. **Files** worksheet in budget files under position number.