TO: Account Managers  
Administrative Support  

FROM: Gordon Thyberg  
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SUBJ: Changes Required For Budgeting by Position in Fiscal Year 2009  

In order to assist departments in tracking salary commitments by position, salaries are now budgeted at the position level in SAP. Accordingly, all personnel changes that affect a budgetary commitment for a salaried position will require a complementary budget change (a FMBB transaction) that references the position.

The following salary commitment items are the only ones that will be budgeted by position (vacant and filled).

- 670080 – Faculty Salaries
- 670081 – Graduate Student Salaries
- 670084 – Faculty Salaries-Adjunct
- 670100 – Staff Salaries

All FMBB budget transactions for those budgetary commitment items **MUST** reference a position number. A position number is referenced by entering the position number in the first 8 characters of the line item text field of the FMBB transaction.

During FY 2009 budget development, salary group items were created for salary budgets in excess of anticipated cost of their positions. Those salary group items are:

- 670094 – Graduate Student Salaries Group Item
- 670093 – Adjunct Faculty Group Item
- 670198 – Staff Salary Group Item

Example of transfer using group items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Grant</th>
<th>Fund</th>
<th>Funds Ctrl</th>
<th>Item</th>
<th>F</th>
<th>Type</th>
<th>Amount</th>
<th>Dir</th>
<th>Text</th>
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</thead>
<tbody>
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<td>1000005000</td>
<td>1224000000</td>
<td>670199</td>
<td>1500</td>
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<td>1000.00</td>
<td>1</td>
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<td>1000005000</td>
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<td>1100</td>
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<td>1000.00</td>
<td>1</td>
<td>50001979</td>
</tr>
</tbody>
</table>

Accounts that are allowed to keep their permanent salary savings may move salary budget from the group item if additional funding is needed for pay increases.

Hourly workers, student or otherwise, will not be budgeted by position.

More information on budgeting by position will follow, including a new report that will allow account managers to track their salary budgets to easily make sure budget is appropriate for current positions.

If you have questions about budgeting by position, please call the Budget Office at 245-2376 and talk to one of our budget analysts – Clif Gips or Tracy Ryan.