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**Sent:** Tuesday, July 7, 2020 9:48 AM  
**To:** Account Managers <account-managers@txstate.edu>; Department Admin Support <department-admin-support@txstate.edu>  
**Subject:** Personnel Actions Related to Budget Reductions & VSIP

TO: Account Managers

FROM: Cristine Black, Assistant Vice President Budgeting, Financial Planning & Analysis  
John McBride, Assistant Vice President, Human Resources

SUBJECT: Personnel Actions Related to Budget Reductions & VSIP

The university continues to implement financial measures to mitigate the impact of increasing stress on the budget caused by the COVID-19 pandemic. In response, many of you completed a series of exercises in budget development to reduce your personnel/position budgets for FY21 and have taken actions to reach your targeted budget reduction directed by your vice president. In some cases, these reductions are a result of one or more employees in your department participating in the Voluntary Separation Incentive Program (VSIP).

To answer your important questions about deadlines and processes, we are sharing the latest information regarding processing of PCR's, People Admin workflow, and additional actions concerning your personnel/position budgets.

### **VSIP Deadline & Processes**

VSIP participants have until August 17, 2020, to turn in their separation agreements, then have an additional seven days after they turn in their agreements to withdraw from the program. As a result, we may not know the full impact of VSIP budget cuts until those processes have completed on August 24. Once this process is complete, the Office of Budgeting, Financial Planning and Analysis and Human Resources will work on a list of all planned budget development actions in connection with VSIP participants. This could include reclasses and pay changes for other employees for additional duties. At that time, we will send out another communication with guidance on when you can begin processing your PCR's and any associated budget actions. Until then, please do not process anything in connection with your VSIP plans. If an employee completes the VSIP process sooner, we will work with the department to determine when appropriate paperwork can be processed.

### **Separation/Delimitation**

Positions that were not part of a VSIP plan, but were proposed for delimitation to meet the budget reduction targets are not finalized either. We will review the hiring freeze that was instituted last spring and the budget cuts implemented for positions in budget development again this fall, as we continue to navigate the financial implications of COVID-19. So again, please do not delimit your positions or take any other actions until you receive further guidance from our office on these matters.

Thank you for your understanding and patience as we carefully complete every step of these processes. Please email [budget@txstate.edu](mailto:budget@txstate.edu) with questions regarding these financial measures.