

From: VPFS <vpfss@txstate.edu>
Sent: Friday, March 27, 2020 6:33 PM
To: Account Managers <account-managers@txstate.edu>
Subject: Recently Enacted Financial Measures

TO: Deans, Directors, Department Heads, Account Managers
FROM: Cristine Black
Assistant Vice President, Budgeting, Financial Planning and Analysis
SUBJECT: Recently Enacted Financial Measures

As outlined in the message from the President, the university is implementing a range of financial measures to mitigate the impact of increasing stress on the budget caused by actions required to safeguard our Bobcat Community from the COVID-19 pandemic. Please note this additional guidance regarding these actions.

Delay on Hiring and Posting Positions

All positions funded with funds beginning with the number 1, 2, 3, and 4 are subject to the delay. Account managers for positions subject to the delay will have to request approval through their vice president with final approval by the president. For your use, a position/personnel funding approval form is available on the website of the [Office of Budgeting, Financial Planning and Analysis](#) under the Forms tab. We included an example and guidelines for filling out the form on the website as well.

Minimum information required to complete the form:

1. Job Title, Job Classification, and Position Number
2. Anticipated Salary, Posting Salary, and Max Salary
3. Complete Funding Breakdown
4. Justification for hiring the position prior to October as essential to maintaining the core functions of the university.

Attach the approval form to requests within the PeopleAdmin system. This process does not apply to job positions where an offer of employment was already made prior to March 27, 2020.

Savings Accounts

Forced savings accounts for all funds within the primary fund group will provide the university with insurance to address COVID-19 issues in the coming fiscal year. The primary fund group includes 10000500XX, 10000600XX, 10001000XX, 10001100XX and 20000110XX. Initial recapture for these funds includes 50 percent of remaining high-level operating budget balances for FY 2020. A snapshot was taken on March 16, 2020, to establish an available balance baseline for the reductions. The available balance calculation is current budget minus year-to-date expenses minus encumbrances.

The Office of Budgeting, Financial Planning and Analysis began processing these savings accounts as a temporary budget adjustment today. Account managers will see available balances reduced as the savings account funds are moved into separate accounts, but are not required to submit anything.

We are also considering budget reductions for all other funds to encourage strategic fiscal spending. Further information regarding this process will be forthcoming. If you require an additional expenditure authority for an essential need, or other extenuating circumstances, it will be addressed on a case-by-case basis.

Thank you for your understanding and patience as we implement these important measures. Please email budget@txstate.edu, if you have any questions regarding these financial measures. For additional information regarding PeopleAdmin, please contact Human Resources at hr@txstate.edu.

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