

Summer 2017 E&G Allocations

1. The Provost Office calculates summer allocations for each of the colleges she funds.
2. Amendments are sent out in March or April with your allocation split into FY2017 and FY2018, as summer is split between two fiscal years.
3. Calculate the amounts you will need for each half of summer using the encumbrance dates listed below.
4. If the Provost's allocation will not fully fund your summer appointments, it is the college's responsibility to assure there is enough available budget in each department for both fiscal years of summer to fund these appointments.
5. Let the Provost Office know if any adjustment between fiscal years is needed for your allocation.
6. Inform Susan Alexander how much you anticipate spending in each department so she can create a budget transfer journal accordingly before summer faculty appointments hit OMNI.
7. A non-recurring budget transfer journal will be posted in OMNI in early May and again in early July for the two parts of your E&G summer allocation.
8. If the allocation goes into a central department, such as your dean's department, it is your responsibility to portion out the allocation to the different departments paying for these summer appointments. The Budget Office will have to post these salary journals for you.
9. If you need any of your E&G summer allocation converted to OPS to pay adjuncts, notify the Budget Office as soon as possible. Again, follow the encumbrance dates outlined below when doing your calculations.
10. Any E&G (OMNI funds 110, 121, 210, or 211) faculty (account 710200) available budget will automatically convert to your carry forward on July 1, 2017 if not converted to a non-salary account.

When calculating your E&G salary expenses for Summer 2017, please keep in mind that summer is split between two fiscal years. Therefore, encumbrances will calculate like this:

	Encumbrance		
Summer 2017	Begin Dt	End Dt	PayPeriods
FY2017	5/8/2017	6/15/2017	2.9
FY2018	6/16/2017	8/4/2017	3.6
			6.5