

FLORIDA STATE UNIVERSITY

Faculty Line Conversions

An Introduction and Overview

Budget Office

2/1/2016

This document is intended to provide an overview of E&G faculty line conversions for use by budget managers at Florida State University. It includes an introduction, recommended resources, and example scenarios to illustrate how faculty line conversions are completed.

FACULTY LINE CONVERSIONS

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INTRODUCTION

A faculty “line” is the same as a faculty position and is also sometimes called a “leg number” (for legislated position). State appropriated E&G dollars are associated with these faculty lines and are allocated to departments, schools, and colleges (hereafter, referred to only as “departments”). The amount budgeted in a line (or lines) is called “rate” (for salary **rate** before benefits are added).

Funds allocated to a department for the purpose of funding faculty lines may not always be used. There are a variety of reasons why these funds may not be used. The most common reason is that the faculty line is vacant and the funds remain unused throughout the year unless a new faculty member is hired in that line. Another common reason is that the faculty is funded by another, non-E&G source (for example, C&G funds, auxiliary funds, etc.) despite being budgeted as an E&G (110, 121) line. Other reasons include retirement, sabbaticals, reduced hours, reserved funds, and unpaid or partially-paid leaves of absence, as well as new faculty members being hired at a rate less than the amount budgeted.

When this rate is left unused, departments may “convert” it to another budget category (for example, OPS, Expense, or OCO budget) in a non-recurring way (that is, only for the current fiscal year). Hence, when someone is talking about a “faculty line conversion”, they are referring to converting the funds to some other use besides faculty salaries for the academic year. Alternatively, the term “faculty line conversion” is used to refer to total sum available for conversion that academic year (e.g., “a faculty line conversion of \$1.5 million”).

Due to the variety of reasons why faculty line rate may be unused, there is no single way to approach all faculty line conversions. The following sections include: (1) important considerations to keep in mind while completing your conversions, (2) recommended resources such as roles, OMNI “screens”, and queries for use in determining your convertible rate, (3) general methods to help with your conversions, and (4) some examples which you may attempt on your own to test your understanding of the faculty line conversion process.

UPDATE (Effective July 1, 2015)

Effective July 1, 2015, the Budget Office rolled out a new budgeting system to campus that has greatly simplified faculty line conversions. The Budget Office no longer requires detailed calculations to determine the amount available to convert but instead relies solely on the available balances (budget minus encumbrances and expenses) for faculty salary (account 710200) to determine the amount available to convert. However, calculating out these conversions may still be necessary for departmental purposes. This guide should be viewed simply as support for those who continue to calculate conversions or may want to gain a greater understanding of the nature of conversions.

An additional change due to the new budgeting system is that any E&G (fund 110, 121) available balances in faculty salary (account 710200) remaining at the end of the fiscal year will be automatically rolled to carryforward (fund 140, 126). This eliminates the need for departments to take care of conversions before fiscal year end.

Finally, salary encumbrances, for all funds except for C&G, have been revised to end the last payperiod that will be paid in the fiscal year. For instance, for FY2015-16, payroll is encumbered only through 6/16/16. Please keep this change in mind when calculating available conversions.

IMPORTANT CONSIDERATIONS

The budgeted rate associated with faculty lines does not always stay the same throughout the fiscal year. In the event of University paid increases, the rate in an E&G faculty line may change at a particular moment in the year. For instance, qualifiedⁱ faculty may receive various increases that are not effective on the same day. Therefore, in order to accurately calculate the rate available for conversion, departments need to account for the timing of any increases or change in budgeted rate of the faculty line.

The budgeted rate in a line may also change due to transfers. Some reasons why funds may be moved include moving from a vacant faculty line to a filled line to cover a faculty's funding adjustment or may be moved because the vacant line is being filled at a lower rate than what is currently budgeted. Depending on when this transfer of funds is moved, the rate transferred may need to be prorated.

A faculty's funding may also change throughout the year for a variety of reasons. For example, some faculty may be appointed on other sources of funding such as C&G or auxiliary funds for varying lengths of time, retire, go on a sabbatical or leave of absence, as well as reduce their FTE. All these scenarios may result in rate being available to convert.

Also keep in mind restrictions with certain fund types when converting faculty lines. Tuition differential funds can only be used for enhancing and advancing undergraduate education – therefore, when you convert a faculty line that is budgeted with tuition differential funds, make sure that it is converted and used appropriately.

Ultimately, you must consider the timing of increases, transfers, and any other adjustments to faculty rate when calculating your rate available for conversion. The single best metric for time – when calculating faculty line conversions – is **payperiods**. Nine-month faculty are budgeted for 19.5 payperiods and 12-month faculty are budgeted for the full 26.1 payperiodsⁱⁱ. However, please keep in mind that only 26 payperiods are *expensed* in the typical fiscal year. Beginning FY2015-16, payroll is only encumbered to the last payperiod that is paid in the current fiscal year. For FY2015-16, this is the payperiod ending 6/16/16. Please refer to the relevant payroll calendars for additional fiscal year dates.

The simplest way to calculate payperiods is by using Excel's NETWORKDAYS function and dividing by 10 (since there are 10 days in a payperiod); your formula would then be =NETWORKDAYS(*start date, end date*)/10. For more information on how to use this function, please refer to Excel's help function and search for "networkdays".

RECOMMENDED RESOURCES

The Budget Office supplies regular "E&G Variance Reports" to departments throughout the year. While these provide accurate snapshots of the current budgeted rate in faculty lines balanced to your E&G Allocation, they cannot always be used as a sole source for determining rate available for conversion. For example, department representatives may receive information regarding proposed actions to change funding sources, award increases, or change a faculty member's status to reflect a leave of absence continuously throughout the year. Due to the fluid nature of faculty rate use, the E&G Variance Reports provided by the

ⁱ That is, the faculty met criteria such as in their line on or prior to a specified date, met an evaluation standard, et cetera; each increase has its own set of criteria that will be specified per the appropriate memorandum.

ⁱⁱ For more information regarding payperiods and specific dates for semesters, please visit the Office of Faculty Development and Advancement website located here: <http://fda.fsu.edu>. Follow the link to "Appointments".

Budget Office may not reflect the most up to date information; therefore, it is essential that departments take the time to ensure that the amount being converted includes all anticipated (and potential) changes.

The following includes resources that departments may find useful for conversions.

Roles. As an individual responsible for converting unused faculty rate, you should have the following roles. These roles will allow you to access the screens in OMNI discussed in the following section.

- **FSU_BUDGET_TRANSFER** – This role is required in order to submit a budget transfer journal. While the Budget Office is happy to complete these transfer journals for you, you may want to complete them yourself as it allows you to include optional reference information for your own purposes. Budget transfers for salary conversions that you complete on your own are submitted to the Budget Office for review and processing before they occur.
- **FSU_HR_DEPARTMENT_USER** – This role will enable you to view job and line data, citizenship data, update department rep information, and view tenure data as well as job code and departments.

OBI Reports. The following reports will be useful for tracking rate and amounts available for conversion.

- **Available Balance** – This can be navigated to in OBI via Dashboards → Financial Reports → Available Balance. As mentioned previously, effective July 1, 2015, the Budget Office relies solely on available balances to determine what is available to convert. However, departments may still see the need to calculate their conversions. For those who do, it may be best to use available balances as a guide to ensure your calculations fall roughly in line with what is available to convert.
- **E&G Rate Variance** – This can be navigated to in OBI via Dashboards → Financial Reports → E&G Rate Variance. This report is useful for reviewing the current rate in positions. While this cannot always be used to determine available conversions, this is especially useful for those positions that were vacant at the start of the year and will likely not be filled in the current fiscal year.

OMNI “Screens”. The following screens are very useful for faculty line conversions.

- **Job Data.** This can be navigated to via Workforce Administration → Job Information → Job Data. This screen provides detailed information about an employee. It is useful for faculty line conversions in determining the individual’s total salary under the “Compensation” tab. Combined with the “Include History” button at the bottom right, you can easily determine what an individual’s salary is and how it changed over time (excluding atypical pay such as temporary increases, administrative duties pay, etc.).
- **Add/Update Position Info.** This can be navigated to via Organizational Development → Position Management → Maintain Position/Budgets → Add/Update Position Info. This screen provides detailed information about a line. It is useful for faculty line conversions in determining the E&G dollars budgeted for the line as well as specifying any changes that may have happened to the budgeted rate over time.

- **Query Viewer**ⁱⁱⁱ. This can be navigated to via Reporting Tools → Query → Query Viewer. This screen is one of the single most important screens in OMNI as it allows you to access queries. Queries are discussed in more detail in following section.
- **Department Budget Tables**. This can be navigated to via Workforce Administration → FSU Employee Funding Setup → Department Budget Table. Make sure to enter a Fiscal Year and the Employee ID number. This screen includes all funding history for an employee (such as budget, effective dates, and percentages) and is actually the source of the information used in the query mentioned below (FSU_FUNDING_HISTORY_RECENT).

Queries. The following queries are very useful for faculty line conversions.

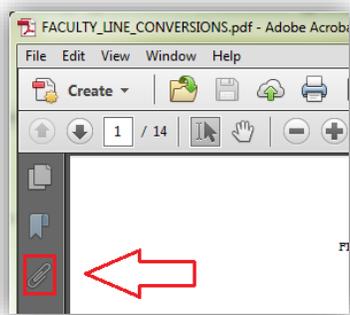
- **FSU_FUNDING_HISTORY_RECENT** – This query allows you to view an employee’s funding history. This is very useful in determining how an individual was funded and the period amounts associated with any change in funding, increases, or FTE.
- **FSU_INCUMBENTS_ALL_JOB** – This query allows you to view all incumbents associated with a line. If a line has had multiple incumbents, this query will identify them along with their associated employee IDs, records, and reason for payroll status changes.

GENERAL METHODS and SCENARIOS

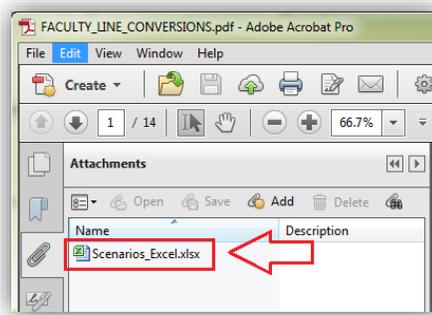
Due to the variety of reasons why rate may be unused, there is no single approach to faculty line conversions. However, faculty line conversions can be thought of in two ways: *unused rate* and *rate usage*. One can approach a faculty line conversion as determining how much rate was *used* or how much was *unused*. It is recommended that you approach each conversion by whichever means is the simplest. For example, if a problem is very complex, with lots of different levels of funding and transfers of rate, it may be simplest to simply determine how much rate was *used* and how much was available at the start of the year.

Here are a few example scenarios and associated methods. This list of scenarios is **not comprehensive** but rather illustrates the variety of possible circumstances surrounding faculty line conversions and ways of calculating the associated E&G funds. Finally, this guide makes several references to (and uses of) Excel spreadsheets. Therefore, for your convenience, attached to this PDF is an Excel spreadsheet that includes tabs for scenarios 2-9. You can open this spreadsheet by clicking on the paperclip on the left hand side of the document:

ⁱⁱⁱ For more information on the uses of queries, please visit the OMNI training website located at <http://omni.training.fsu.edu> or the Controller’s Office Departmental Queries guide located at <http://control.vpfa.fsu.edu/content/download/4185/29696>



...And then clicking on the spreadsheet's name...



Scenario 1: Unused rate due to vacant position. A faculty line is budgeted 100% E&G but is vacant throughout the year.

This is the simplest possible scenario. In it, a position remains vacant the entire year. Whatever the rate available in the line is the rate that is available to convert. For instance, if no other changes are made, a vacant 9-month faculty position with \$90,000 in rate will have \$90,000 in rate available to convert. Often times, units will make plans at the start of the year (fiscal or academic) regarding what positions might remain vacant throughout the year. Having determined this, they will convert the available rate early in the year. (Note: It is the unit's responsibility to determine this accurately as they should be more aware of recruitment and new hires. The Budget Office does not have this information and therefore expects the units to be fully informed of any future needs they may have for salary rate.)

Scenario 2: Unused rate due to non-E&G funding. A faculty line is budgeted 100% E&G but part of the year is funded by some other source of funding.

This scenario is possibly one of the more common in which rate is available to convert. You can determine the convertible rate simply by running the FSU_FUNDING_HISTORY_RECENT query for the employee (search by employee ID number). You can determine the total rate available for conversion by adding up all the period earnings in column G that are NOT funded by their E&G (110) source of funding for the appropriate period^{iv}. Below is an example:

A	B	C	D	E	F	G
Name	Funding Eff Date	Funding End Date	Pay Periods	Combo Code	Distrb %	Period Earnings
Jim Nole	8/8/2013	9/30/2013	3.8	5550001105	100.000	12913.74
Jim Nole	10/1/2013	12/20/2013	5.9	5550001105	100.000	20050.28
Jim Nole	12/23/2013	2/13/2014	3.9	5550001105	100.000	13253.58
Jim Nole	2/14/2014	3/27/2014	3.0	555000520S054321	25.000	2548.76
Jim Nole	2/14/2014	3/27/2014	3.0	555000520S012345	35.000	3568.27
Jim Nole	2/14/2014	3/27/2014	3.0	5550001105	40.000	4078.02
Jim Nole	3/28/2014	5/7/2014	2.9	5550001105	100.000	9855.22

As you can see, the fictional 9mo faculty member above was partially funded by C&G for the 2/14/14 to 3/27/14 period (the equivalent of 3.0 payperiods – see column D). The highlighted cells, under

^{iv} For 9mo faculty, this would be the start of the fall semester to the end of the spring semester. Please see the Faculty Development & Advancement's website to determine these dates. <http://fda.fsu.edu>

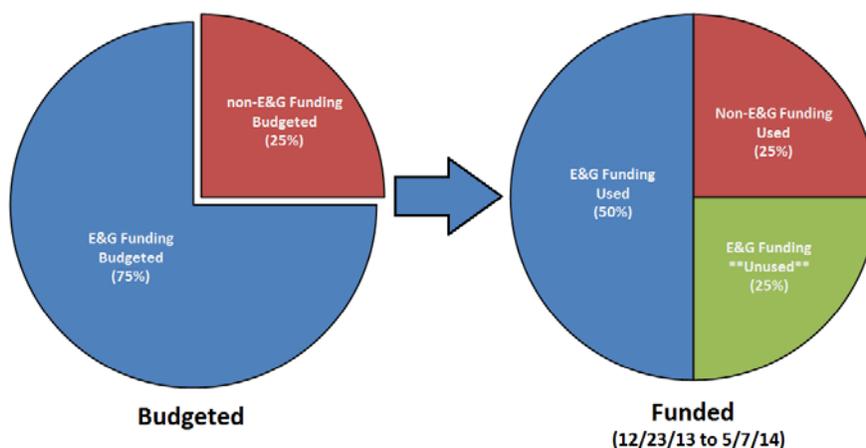
the “Period Earnings” column, is the salary paid for by those projects. Since those period earnings were NOT funded by E&G, you can simply add them up and that is the rate available to convert associated with this line. Therefore, the rate available for conversion for this line is **\$6,117** (we always round to the nearest whole dollar).

NOTE: This method can only be used for lines that are funded 100% E&G.

Scenario 3: Partially E&G budgeted line with unused rate due to non-E&G funding. A faculty line is budgeted partially E&G and partially non-E&G. The incumbent is funded at an increased level on non-E&G for a portion of the year, leaving some of their associated E&G rate available for conversion.

This scenario is a bit more complicated. Unlike in scenario 1, you cannot just add up the period earnings from the funding history query. For the sake of the example, assume that Dr. Jim Nole is budgeted 75% E&G and 25% non-E&G for the year and his 9-month salary is \$66,267.88. Therefore, the portion of his salary which is supported by E&G funding is \$49,700.91^v. However, he needs to spend more time in the spring semester working on his sponsored research so his funding for the spring semester is adjusted accordingly. He is funded 50% E&G and 50% non-E&G for the spring semester. That means there is 25% of his annual rate unused^{vi} for the spring semester.

One way to visualize this scenario is with pie charts as follows:



Assuming that Dr. Nole did not receive a salary increase^{vii} during the spring semester, you can calculate the rate available for conversion using a simple formula:

$$\text{Biweekly rate} \times \text{payperiods} \times \% \text{ of budget unused}$$

Dr. Nole’s biweekly rate is \$3,398.35^{viii}. The budgeted E&G % is the amount he is budgeted on E&G funds which is 75%. The specified period is the spring semester (12/23/13 to 5/7/14) which is 9.8

^v $\$66,267.88 \times 75\% = \$49,700.91$.

^{vi} His line is budgeted 75% E&G but he was only appointed at 50%. Therefore, $75\% - 50\% = 25\%$.

^{vii} See scenario 3 for an example of this situation.

^{viii} Dr. Nole’s 9mo salary is \$66,267.88. To determine his biweekly amount, you would divide his 9mo salary by the number of payperiods for the fall and spring semester (always 19.5 payperiods). So, $\$66,267.88 \div 19.5 = \$3,398.35$.

payperiods^{ix}. The % of budget unused, as was mentioned above, is 25%. Therefore, the calculation is as follows:

$$\$3,398.35 \text{ (biweekly)} \times 9.8 \text{ (payperiods)} \times 25\% \text{ (rate unused)} = \$8,325.96$$

The rate available to convert is **\$8,326**.

An example of how you might use Excel to organize this problem and to calculate it is as follows (where columns **C** \times **F** \times **G** = **H**):

A	B	C	D	E	F	G	H
	Annual						
Annual Salary	Payperiods	Biweekly	Start	End	Payperiods	Rate Unused	Convertible
66,267.88	19.5	3,398.35	12/23/2013	5/7/2014	9.80	25%	8,326

Scenario 4: Partially budgeted E&G line with unused rate due to non-E&G funding with mid-year increase. A faculty line is budgeted partially E&G and partially non-E&G. The incumbent is funded at an increased level on non-E&G for a portion of the year, leaving some of their associated E&G rate available for conversion. Additionally, the incumbent received an increase during the period they were working at an elevated level on non-E&G funding.

This scenario is similar to scenario 2 with the exception of the increase. This slightly changes the process for determining the rate available for conversion. The simplest way to approach this is by using the formula from scenario 2 *twice*: first, at their original rate for the period up to the date where they received the increase and, second, at the date their increase started to the end of the applicable period.

For this example, let's assume that Dr. Nole started the fall semester with a 9-month salary of \$66,267.88 and then received an increase of \$1,500 on March 1, 2014. That brings his new 9-month salary to \$67,767.88. Recall from scenario 2 that Dr. Nole was funded 50% E&G and 50% non-E&G for the spring semester (12/23/13 to 5/7/14). Since his biweekly rate changed during this time period, we need to use the formula from scenario 2 *twice*: once for 12/23/13 to 2/28/14 and again for 3/1/14 to 5/7/14.

The two formulas for each period (12/23 to 2/28 and 3/1 to 5/7, respectively) are:

$$\$3,398.35 \text{ (biweekly)} \times 5 \text{ (payperiods)}^x \times 25\% \text{ (rate unused)} = \$4,247.94$$

$$\$3,475.28^{xi} \text{ (biweekly)} \times 4.8 \text{ (payperiods)}^{xii} \times 25\% \text{ (rate unused)} = \$4,170.33$$

Therefore, the rate available to convert is **\$8,418^{xiii}**.

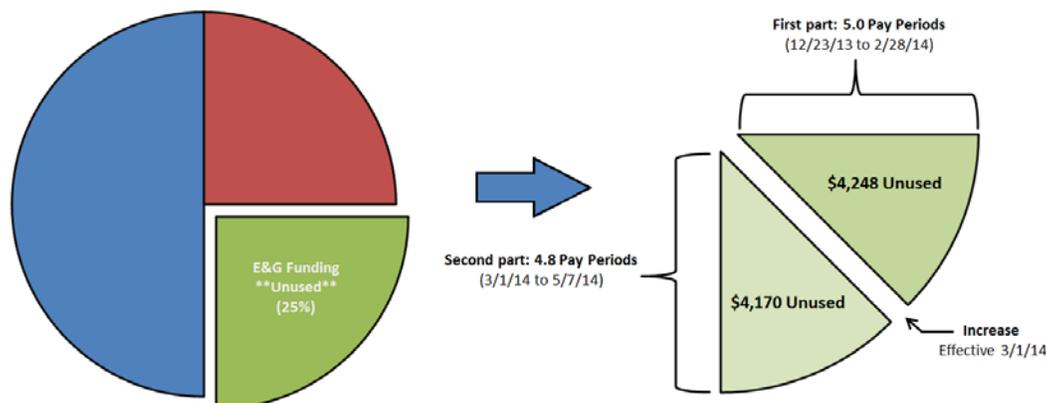
^{ix} The exact dates for the spring semester varies by year; please refer to the Faculty Development and Advancement website for more information. <http://fda.fsu.edu>

^x There are 5 payperiods for the period of 12/23/13 to 2/28/14.

^{xi} Dr. Nole's new 9-month salary is \$67,767.88. This amount divided by 19.5 (the number of payperiods for the fall and spring semesters) is \$3,475.2759. This is Dr. Nole's new biweekly pay rate starting March 1.

^{xii} There are 4.8 payperiods for the period of 3/1/14 to 5/7/14.

This scenario, like the other, can be visualized with a pie chart. However, since there is an increase effective 3/1/14, the 25% “slice” needs to be split into two: one for 5.0 payperiods at the original rate and the second for 4.8 payperiods at the new rate.



Scenario 5: Vacant line rate transfer for increase. The available rate associated with a vacant faculty line is used to fund the increase of another filled line.

In some situations, a department may receive external funding for an increase for a faculty member. In other cases, the department may need to fund this increase internally. Some departments prefer to use vacant faculty lines to fund these internally-funded increases and since increases do not always happen on the first day of the fiscal year or of the fall semester, the rate used may need to be prorated accordingly. While these situations may seem initially a bit daunting, there are simple ways of approaching this sort of problem.

Let us consider the situation from scenario 3. Let us assume that the \$1,500 increase for Dr. Nole came from a vacant line which had \$30,000 of unused rate in it. You want to determine how much of that \$30,000 is left available to convert. Since the \$1,500 was not taken at the very start of the academic year, you cannot simply take \$30,000 and subtract \$1,500 because not all of the \$1,500 was used^{xiii}.

Instead, the way to determine the amount available for conversion is best thought of as *how much rate was used*. You can determine this by using a similar formula to that mentioned in scenarios 2 & 3. In fact, the formula required for this problem is actually simpler! It is as follows:

Biweekly × payperiods

The biweekly rate is the amount of the increase (\$1,500) divided by the number of payperiods for a 9-month faculty (19.5). This amount comes to \$76.92. In other words, there was a \$76.92 *increase* in Dr. Nole’s biweekly salary rate. Dr. Nole’s initial biweekly rate was \$3,398.35. On March 1, this biweekly rate

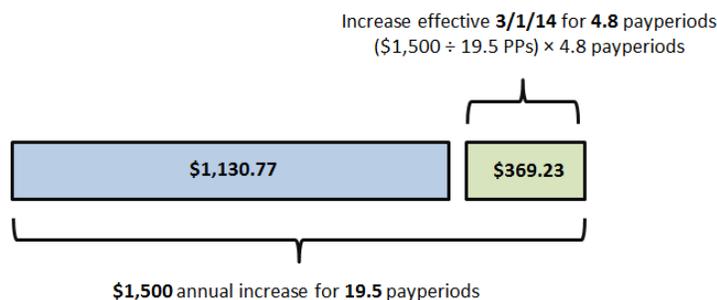
^{xiii} \$4,247.94 + \$4,170.33 = \$8,418.27

^{xiv} Remember that the increase became effective on March 1. Because of this, Dr. Nole’s \$1,500 increase really only paid \$369.23 for the period of 3/1/14 to 5/7/14.

increased to \$3,475.28. The difference between these two amounts (\$3,475.28 - \$3,398.35) is \$76.92^{xv}! Therefore, the rate used by Dr. Nole's increase for 3/1/14 to 5/7/14 was:

$$\mathbf{\$76.923 \text{ (biweekly increase)} \times 4.8 \text{ (payperiods)} = \mathbf{\$369.230}}$$

One way to visualize this is as a portion of the total \$1,500 increase. Since the increase was not effective until 3/1/14, only a portion of the increase is realized. However, starting next year, Dr. Nole will realize the entire \$1,500. If you think about the portion that was used, starting 3/1/14, versus the unused portion (from 8/8/13 to 2/28/14), you could visualize this as below:



Since the increase was effective March 1, only \$369 was needed for Dr. Nole's increase. Therefore, the rate available to convert from the vacant line is **\$29,631^{xvi}**, which is equal to the unused rate on the line less how much rate was used.

There is an important thing to realize here. Starting *next year*, the vacant line will only have \$28,500 available to start the year with. Since Dr. Nole will need the entire \$1,500 (since his increase is permanent and will be effective at the start of the following academic year), that rate is transferred permanently to his line and used.

Scenario 6: Vacant line rate transferred for increase and new line. The available rate associated with a vacant faculty line is used to fund the increase of another filled line and establish a new line.

Similar to scenario 4, this scenario adds another event where rate is taken from a vacant line and used to fund a new line. Again, it is important to keep in mind the *timing* of when rate is needed and think about *how much rate is used*.

For this example, let us assume that a department has a vacant line with \$30,000 available in it at the start of the fall semester (8/8/13). As was the case in scenario 4, Dr. Nole will be receiving an increase of \$1,500, effective March 1, 2014, which will be taken from this vacant line. Additionally, it was decided that the department needs a new part-time faculty member to help Dr. Nole. This new faculty member was hired at \$25,000 (0.50 FTE) starting on March 15, 2014.

^{xv} There is a slight difference here due to rounding.

^{xvi} \$30,000 - 369 = \$29,631

The best way to determine how much of the original \$30,000 from the vacant line is left is by thinking about how much rate was used. For Dr. Nole's increase, we know from scenario 4 that the rate used was \$369 and therefore \$29,631 was left available to convert from the original \$30,000. However, now we need to determine how much rate will be used for the new faculty member hired at \$25,000 starting on March 15.

We can use the exact same steps as was used in scenario 4. We need to determine the biweekly rate associated with the \$25,000 annual salary and how many payperiods there are between March 15, 2014 and May 7, 2014. The biweekly rate is \$1,282.05 and the payperiods are 3.8. We then need to determine the period earnings using the following formula:

$$\text{Biweekly} \times \text{payperiods}$$

Therefore, the formula (with amounts) is:

$$\mathbf{\$1,282.05 \text{ (biweekly)} \times 3.8 \text{ (payperiods)} = \$4,871.79}$$

The rate needed to fund the new faculty member's line starting March 15, 2014 to May 7, 2014 is **\$4,782**. Now we can compute how much is left available to convert from the \$30,000 vacant line.

We started the year at \$30,000. Then we needed \$369 for the increase to Dr. Nole (effective 3/1/14). And again, we needed more rate for the hiring of a new faculty member (starting 3/15/14) in the amount of \$4,872. Therefore, the rate remaining is:

Starting rate in vacant line	30,000
Dr. Nole's increase	(369)
Rate needed for new faculty	(4,872)
	<hr/>
	24,759

Therefore, the rate available to convert for the year is **\$24,759**.

As was the case at the end of scenario 4, starting next year, the full amount of the \$1,500 increase as well as the \$25,000 for the new part-time faculty member will be used and not available to convert. Those funds are permanently transferred to Dr. Nole's and the new faculty member's lines. Therefore, starting the next academic year, only \$3,500 will be remaining in the vacant faculty line.

Scenario 7: Line vacated and filled mid-year. A faculty line that is budgeted 100% E&G is vacated in the middle of the year and later filled.

In this scenario, a line was filled at the start of the academic year, vacated in the middle of the year, and then refilled later in the year. Let us assume that the academic year started with the line filled by Dr. Osceola with an annual salary of \$75,250. On 11/9/13, Dr. Osceola retired leaving the line vacant. Later that year, on 1/6/14, the line was once again filled at \$55,000 by Dr. Suwannee.

The easiest way to determine the amount available to convert is by considering how much rate was used by each incumbent during the year and take that amount from the amount of the faculty line at the beginning of the year.

Dr. Osceola started the year at \$75,250 and vacated on 11/9/13. Therefore, the rate used by him would be a simple rate usage using the following equation:

Biweekly × payperiods

In this case, Dr. Osceola's biweekly rate is **\$3,858.97**. And the number of payperiods between the start of the academic year (8/8/13) and the last date Dr. Osceola worked (11/8/13) is **6.7 payperiods**. Therefore, the calculation associated with Dr. Osceola's pay in the year is:

$$\mathbf{\$3,858.97 \text{ (biweekly)} \times 6.7 \text{ (payperiods)} = \$25,855.10}$$

The rate used by Dr. Osceola for the year, before his retirement, is \$25,855.

For Dr. Suwannee, a similar calculation can be made. Dr. Suwannee was hired on 1/6/14 at an annual salary of \$55,000. His biweekly rate is \$2,820.51 and the number of payperiods between when he was hired (1/6/14) and the end of the academic year (5/7/14) is **8.8 payperiods**. Therefore, the calculation associated with Dr. Suwannee's pay in the year is:

$$\mathbf{\$2,820.51 \text{ (biweekly)} \times 8.8 \text{ (payperiods)} = \$24,820.49}$$

If we add up these two amounts (\$25,855 and \$24,820), we know how much rate was used by both Dr. Osceola and Dr. Suwannee within the given year. Since the amount budgeted for the line at the start of the year was \$75,250 (when Dr. Osceola was the incumbent), we can simply take this amount (\$75,250) and subtract the rate that was used (\$50,675) which leaves us with **\$24,575** available to convert.

Scenario 8: Leave of Absence without Pay (LOAWOP). A 9-month faculty member takes a half-time (0.5 FTE) Leave of Absence without Pay (LOAWOP) during the academic year.

Leave of Absences without Pay (LOAWOP) are not uncommon on campus and occur for a wide variety of reasons^{xvii}. One unique aspect of dealing with LOAWOPs is that, depending on whether the leave is full-time or part-time, the funding history query will yield only partial information. In the event the LOAWOP is full-time, there will be no results for the applicable timeframe and will resemble a termination. Therefore, the best means to calculating the amount available for conversion is to use the equation mentioned in ***Scenario 2***

Biweekly rate × payperiods × % of budget unused

For the sake of this example, let us assume that Dr. Nole took a 0.50 FTE LOAWOP starting 4/1/14. We can calculate the amount available for conversion by using the equation above. If you recall, Dr. Nole's 9-month salary was \$67,767.88 as of 3/1/14. Therefore, his biweekly rate during his LOAWOP was \$3,475.28. For the timeframe of his LOAWOP (4/1/14 to 5/7/14), the number of payperiods is 2.7. And

^{xvii} For more information, see Human Resource's Policy 4-OP-C-7-E (Attendance and Leave) located here: <http://policies.vpfa.fsu.edu/personnel/3e.html>

since he is taking only a part-time LOAWOP (staying at 0.50 FTE), the percent of his E&G budgeted salary that is unused is 50%. Therefore, the equation is:

$$\mathbf{\$3,475.28 \text{ (biweekly)} \times 2.7 \text{ (payperiods)} \times 50\% \text{ (rate unused)} = \mathbf{\$4,691.63}}$$

The amount available to convert for Dr. Nole's LOAWOP is **\$4,692**.

Scenario 9: Leave of Absence without Pay with non-E&G funding. A 9-month faculty member takes a half-time (0.5 FTE) Leave of Absence without Pay (LOAWOP) during the academic year and is funded partially by non--E&G during this period.

Let us assume that Dr. Tallahassee's faculty line, with an annual rate of \$62,000, is funded 100% by E&G. Starting 10/1/13, 20% of his funding is moved to non-E&G funding. Later, on 2/1/14, he takes a half-time LOAWOP through 3/31/14 with the full time of the LOAWOP coming from his E&G funding. Starting on 4/1/14, he moves back to 100% E&G funding.

There are a couple different things happening in this scenario. The easiest way to approach this is by determining what periods are the most relevant to the calculations and separating them out. In this case, the period of 8/8/13 to 9/30/13 where Dr. Tallahassee was funded 100% E&G. Then, from 10/1/13 to 1/31/14, he was funded 80% E&G and 20% non-E&G. From 2/1/14 to 3/31/14, Dr. Tallahassee took a part-time (0.5 FTE) LOAWOP. And finally, the line goes back to 100% E&G funding from 4/1/14 to 5/7/14. To help clarify a bit, below is a table detailing the scenario:

Period	E&G	C&G	Start	End	Payperiods
1	100%	0%	8/8/2013	9/30/2013	3.80
2	80%	20%	10/1/2013	1/31/2014	8.90
3	30%	20%	2/1/2014	3/31/2014	4.10
4	100%	0%	4/1/2014	5/7/2014	2.70
					19.50

Determining the amount available for conversion is actually a lot simpler than it looks! Remember that there are two ways to think about faculty line conversions: rate *used* and *unused*. In this case, the simplest way to solve it is to consider how much E&G was unused! Since Dr. Tallahassee only used 80% of his E&G rate in period 2 and only 30% in period 3, it only requires a few simple calculations based on the equation originally mentioned in scenario 2:

$$\mathbf{\text{Biweekly rate} \times \text{payperiods} \times \% \text{ of budget unused}}$$

We are interested only in the two periods where E&G rate was *unused* (periods 2 and 3). We cannot combine the two periods since the percentage unused was different so we will need to use the above equation twice -- once for period 2 and once for period 3. Dr. Tallahassee's biweekly rate is \$3,179.49. Therefore, the two equations are as follows:

$$\text{Period 2: } \mathbf{\$3,179.49 \text{ (biweekly)} \times 8.9 \text{ (payperiods)} \times 20\% \text{ (E\&G unused)} = \mathbf{\$5,659.49}}$$

$$\text{Period 3: } \mathbf{\$3,179.49 \text{ (biweekly)} \times 4.1 \text{ (payperiods)} \times 70\% \text{ (E\&G unused)} = \mathbf{\$9,125.14}}$$

One way to use Excel to organize this problem is as follows:

A	B	C	D	E	F	G	H
Annual Salary	Annual Payperiods	Biweekly	Start	End	Payperiods	Rate Unused	Convertible
62,000.00	19.5	3,179.49	10/1/2013	1/31/2014	8.90	20%	5,659.49
62,000.00	19.5	3,179.49	2/1/2014	3/31/2014	4.10	70%	9,125.13
							14,785

Therefore, the amount available to convert is **\$14,785!**

CONCLUDING REMARKS

If you feel comfortable solving the scenarios above, you have the skill necessary to determine most, if not all, available conversions accurately. With each scenario, remember to break the issue down into its separate components. As mentioned previously, all faculty conversions can be thought of in two ways: *rate used* and *unused*.

Scenarios 1-4 and 8-9 are best approached as *unused rate* examples. There are E&G dollars left unused for one reason or another. In a situation where a faculty member takes a half-paid sabbatical, you would simply determine their “non-sabbatical” biweekly rate, when their sabbatical started and ended (to derive the number of payperiods the sabbatical was effective), and the percentage of E&G rate unused (if it is a half-pay sabbatical, then it would be 50%).

Scenarios 5-7 are best approached as *rate usage* examples. There are many other ways in which rate may be used. For example, there may be a faculty member who is typically appointed 100% NON-E&G but, for whatever reason, may be temporarily appointed 100% E&G for a portion of a semester. In this situation, you would simply determine their biweekly rate and multiply that by the number of payperiods.

Finally, keep in mind that while rate is transferred between lines, it is not necessarily the rate that is *used*. We saw in scenario 6 that, although we transferred \$1,500 for Dr. Nole’s increase and another \$25,000 for a new part-time faculty member, only \$5,241^{xviii} was used in that year! The following year, however, is when the full rate transfer will be realized and the vacant faculty line will start the year with only \$3,500 available.

^{xviii} \$369 + \$4,872 = \$5,241.