

E&G Rate and Salary Budgets



FLORIDA STATE UNIVERSITY

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Introduction/Overview



FLORIDA STATE UNIVERSITY

Rate, Salary, and Benefits

- **Rate** is the annualized rate of pay for a filled, vacant, or reserved position.
 - 9mo faculty = 19.5 pay periods
 - 10mo faculty/support = 21.7 pay periods
 - 12mo faculty/support = 26.1 pay periods
- **Salary** can often be used interchangeably to mean just the rate, rate plus benefits, or rate plus pay additives plus benefits. Make sure you are clear what you mean when using this term.
- **Benefits** (employer-paid) for salaried employees are mixture of flat amounts and percentages
 - Flat amounts: Health, Life
 - Percentages: Retirement, Social Security, and Medicare



E&G Rate and Budgeting

- E&G Rate is a useful budgeting tool
- We focus on just rate because...
 - Benefits fluctuate more frequently.
 - Benefits are more complicated.
- Ignore E&G benefits for existing rate.



E&G Rate (cont'd)

- E&G Rate is **recurring**.
- **Recurring**: Repeated occurrence
- **Non-recurring**: One-time or temporary occurrence



Budget and Allocation

- E&G Operating Budget
 - Created in April during the entry window
 - Effective July 1, booked in OMNI Financials
- Changes throughout year (**recurring** and **non-recurring**)
 - University paid pay increases
 - Allocations from the Provost
 - Allocations from the Budget Office
 - E&G Rate Allocation Changes (form)
 - Various adjustments (many non-recurring)



Budgetary Accounts

- General Ledger (GL) accounts “roll up” to **Budgetary Accounts**
 - Useful way of summarizing budgets while retaining some level of detail
- Salary and benefit budgetary accounts
 - Faculty salary (710200) and benefits (710299)
 - A&P salary (710300) and benefits (710399)
 - USPS salary (710400) and benefits (710499)
- Other Salary (710900) is a catch all budgetary account for various lesser used or discontinued GL accounts



EXAMPLE: 9 Month Faculty salary “roll up”

GL Account	GL Account Descr	Budgetary Account	Budgetary Account Descr
710111	12 Month Faculty	710200	Budget Faculty
710112	Fac Annual Leave Sep Payout	710200	Budget Faculty
710113	Fac Sick Leave Sep Payout	710200	Budget Faculty
710114	9 Month Faculty	710200	Budget Faculty
710115	Summer Faculty	710200	Budget Faculty
710116	10 Month Faculty - DRS	710200	Budget Faculty
710118	Faculty Bonus Pay	710200	Budget Faculty
710241	Social Security Match- Faculty	710299	Budget Faculty Benefits
710242	Medicare Match - Faculty	710299	Budget Faculty Benefits
710251	Tchrs Retire Match - Faculty	710299	Budget Faculty Benefits
710252	Def Ben Retire Match - Faculty	710299	Budget Faculty Benefits
710253	ORP Def Cont Match - Faculty	710299	Budget Faculty Benefits
710254	PEORP Def Cont Match - Faculty	710299	Budget Faculty Benefits
710255	Add'l Deferred Comp - Faculty	710299	Budget Faculty Benefits
710261	Pretax Admin Assess - Faculty	710299	Budget Faculty Benefits
710272	Health Ins Cont - Faculty	710299	Budget Faculty Benefits
710282	State Life Ins Cont - Faculty	710299	Budget Faculty Benefits
710291	State Disab Ins Cont - Faculty	710299	Budget Faculty Benefits



Earnings Codes and Additional Pays

- There are many (180+) different earnings codes
 - REG (Regular pay), ADS (Faculty admin supplement), BON (Bonus), TMP (Temporary out of class pay), etc..
- These earnings codes may roll up to the same GL account codes
- Some additional pays are covered by the reserves, some are not



E&G Additional Pay Reimbursements Matrix

Earnings Code	Earnings Description	Reimbursement Responsibility
AMF	Cash Award - Faculty	College/School/Department
AOP	Cash Awards - Non Faculty	College/School/Department
ASR	Asbestos Regular Pay	University Reserves
ASW	Asbestos Weekend Pay	University Reserves
BHR	Biohazard Regular Hours Pay	University Reserves
BHW	Biohazard Weekend Hours Pay	University Reserves
BON	Bonus	College/School/Department
BPY	Back Pay Under Statute	University Reserves
CBO	Contract Buyout	University Reserves
CIO	Crime Intelligence Officer	University Reserves
CP1	Catastrophe Pay (Retirement)	University Reserves
CP2	Catastrophe Pay (Non-retirement)	University Reserves
CPO	Crime Prevention Officer	University Reserves
EMP	Employment Incentive	College/School/Department
EXR	Extra Hours Pay - Retirement	University Reserves
FTP	Field Officer Training Pay	University Reserves
INP	Instruction Prep-Non Faculty	University Reserves
LEI	Law Enforcement Investigator	University Reserves
LGL	Legal Settlement	University Reserves
LIC	License & Certification	College/School/Department
LSM	Lump Sum in Lieu of Raise	University Reserves
MER	Merit Award	College/School/Department
NCI	Non-Clinic Instr FAC & NONFAC	University Reserves
OCR	On Call Regular Pay	University Reserves
OCW	On Call Weekend/Holiday Pay	University Reserves
ONE	One time pay	College/School/Department
PER	Performance Bonus	College/School/Department
RSP	Research Prep	University Reserves
S05	Shift Pay at 5% (Intermittent)	University Reserves
S10	Shift Pay at 10% (Intermittent)	University Reserves
SEV	Severance Pay	University Reserves
SRO	School Resource Officer	University Reserves
TMP ¹	Temporary Out of Class Pay	See footnote for details.



Pay periods and Payroll Journals

- Payroll dates do not strictly follow the fiscal year (July 1 – June 30)
- Salary and benefit expenses/encumbrances within a fiscal year are determined by the payroll journals posted to the general ledger
- Payroll journals typically post on the Tuesday after the pay period end date

Pay Period Name	Pay Period Begin Date	Pay Period End Date	GL Journal Date	Paycheck Date
Y	5/28/21	6/10/21	6/15/21	6/18/21
Z	6/11/21	6/24/21	6/29/21	7/2/21
A	6/25/21	7/8/21	7/13/21	7/16/21
B	7/9/21	7/22/21	7/27/21	7/30/21



Pay periods and Payroll Journals (cont'd)

- Rate/biweekly is based on 26.1 pay periods for 12mo employees.
- In a typical year, only 26 pay periods are expensed (pay periods A through Z).
- FY2019-20 had 27 pay periods (will happen roughly every 10 years)



Payroll Journals

- Journal IDs
 - **PAY**xxxxxxx = Payroll expense journal
 - **PNC**xxxxxxx = Payroll encumbrance journal
 - **PRV**xxxxxxx = Payroll encumbrance reversal journal
- Encumbrance journal amounts are based on the appointments at the time the encumbrances are calculated
- Reversal journals reverse the encumbrance amounts from the last pay period



Rate Tracking



FLORIDA STATE UNIVERSITY

Faculty and Support Rate

Faculty

- Cannot comingle with support
- Reserve positions end with 00xxxxxO (letter O).
- Filled E&G positions may be budgeted differently than how employees are appointed
- Unused E&G faculty salary budget can be converted

“Support” (A&P/USPS)

- Cannot comingle with faculty
- Rate pool positions start with 0009xxxx
- All filled positions are always budgeted how employees are appointed
- Unused support rate does not convert/carryforward



Rate Tracking Timeline

- Updating how much rate is assigned to each position, who is the current incumbent of the position, and other associated details
- Biweekly process, following the Payroll cycle
 - **Thursday:** Last day of pay period
 - **Friday:** Time entry deadline
 - **Monday:** Payroll is processed
 - **Tuesday:** Payroll journals are posted
 - **Tuesday-Thursday:** Rate tracking



Rate Tracking Balancing

- **Recurring** E&G salary allocation = position details
- E&G allocation adjusted
 - Provost or Budget Office amendments
 - E&G Rate Allocation Change form
- E&G position details adjusted
 - Vacant E&G positions are adjusted
 - Department may need to change an employee's funding



Rate Tracking Balancing (cont'd)

ALLOCATION (+/-) = RATE REPORTS (+/-)

Division Description	School Description	Fund Id	Account	Total Rate
Academic Affairs	Coll of Communication & Inform	110	710200	7,340,248.07
Academic Affairs	College of Arts & Sciences	110	710200	54,977,759.19
Academic Affairs	College of Business	110	710200	16,541,003.07
Academic Affairs	College of Criminology	110	710200	2,701,986.94
Academic Affairs	College of Education	110	710200	8,757,661.02
Academic Affairs	College of Engineering	110	710200	7,469,873.98
Academic Affairs	College of Fine Arts	110	710200	8,013,184.78
Academic Affairs	College of Human Sciences	110	710200	4,551,778.37
Academic Affairs	College of Law	110	710200	9,642,405.98
Academic Affairs	College of Medicine	110	710200	2,479,115.82
Academic Affairs	College of Motion Picture Arts	110	710200	2,675,418.30
Academic Affairs	College of Music	110	710200	8,018,847.78
Academic Affairs	College of Nursing	110	710200	3,551,766.81
Academic Affairs	College of Soc Sci & Pub Pol	110	710200	13,850,666.54
Academic Affairs	College of Social Work	110	710200	3,078,907.20
Academic Affairs	Ctr for Academic & Prof Dev	110	710200	104,853.58
Academic Affairs	Dedman School of Hospitality	110	710200	1,105,504.82
Academic Affairs	Information Technology Service	110	710200	117,972.26
Academic Affairs	Inst for Sci & Public Affairs	110	710200	1,030,358.90

Funding School	Salary Admin Plan	Fund Codes-Description	Funded FTE			E&G Rate		
			Previous	Current	Variance	Previous	Current	Variance
AS - College of Arts & Sciences	USPS	110 - E&G General Revenue	123.96530	123.96530	0.00000	4,845,295.44	4,851,494.84	(6,199.40)
		121 - Tuition Differential	0.86470	0.86470	0.00000	31,085.76	31,085.76	0.00
	USPS Total	124.83000	124.83000	0.00000	4,876,381.20	4,882,580.60	(6,199.40)	
	A&P	110 - E&G General Revenue	103.50000	103.00000	0.50000	4,974,486.99	4,968,287.59	6,199.40
		A&P Total	103.50000	103.00000	0.50000	4,974,486.99	4,968,287.59	6,199.40
	Faculty	110 - E&G General Revenue	540.25000	542.25000	(2.00000)	54,977,759.19	54,987,759.19	(10,000.00)
		121 - Tuition Differential	80.50000	80.50000	0.00000	6,708,856.00	6,713,856.00	(5,000.00)
	Faculty Total		620.75000	622.75000	(2.00000)	61,686,615.19	61,701,615.19	(15,000.00)
	AS - College of Arts & Sciences Total		849.08000	850.58000	(1.50000)	71,537,483.38	71,552,483.38	(15,000.00)
	BUS - College of Business	USPS	110 - E&G General Revenue	13.00000	13.00000	0.00000	284,966.95	281,396.95
USPS Total			13.00000	13.00000	0.00000	284,966.95	281,396.95	3,570.00
A&P		110 - E&G General Revenue	17.80496	17.78244	0.02252	793,637.16	796,637.16	(3,570.00)
		A&P Total	17.80496	17.78244	0.02252	793,637.16	796,637.16	(3,570.00)
Faculty		110 - E&G General Revenue	112.32725	113.32725	(1.00000)	16,536,003.07	16,541,003.07	(5,000.00)
	121 - Tuition Differential	25.09687	25.09687	0.00000	2,459,944.65	2,459,944.65	0.00	
Faculty Total		137.42412	138.42412	(1.00000)	18,995,947.72	19,000,947.72	(5,000.00)	
BUS - College of Business Total		168.22908	169.20656	(0.97748)	20,073,981.82	20,078,981.83	(5,000.00)	
CAPD - Ctr for Academic & Prof Dev	USPS	110 - E&G General Revenue	2.00000	1.90000	0.10000	67,009.72	66,606.31	403.41
		USPS Total	2.00000	1.90000	0.10000	67,009.72	66,606.31	403.41
	A&P	110 - E&G General Revenue	6.64706	6.64706	0.00000	552,744.84	553,148.25	(403.41)
		A&P Total	6.64706	6.64706	0.00000	552,744.84	553,148.25	(403.41)
	Faculty	110 - E&G General Revenue	1.00000	1.00000	0.00000	104,853.58	104,853.58	0.00
Faculty Total		1.00000	1.00000	0.00000	104,853.58	104,853.58	0.00	
CAPD - Ctr for Academic & Prof Dev Total		9.64706	9.54706	0.10000	724,608.14	724,608.15	(0.00)	
CFA - College of Fine Arts	USPS	110 - E&G General Revenue	11.09250	11.09250	0.00000	343,950.32	343,950.32	0.00
		USPS Total	11.09250	11.09250	0.00000	343,950.32	343,950.32	0.00
	A&P	110 - E&G General Revenue	33.11843	33.11843	0.00000	1,168,154.34	1,168,153.74	0.60
		A&P Total	33.11843	33.11843	0.00000	1,168,154.34	1,168,153.74	0.60
	Faculty	110 - E&G General Revenue	103.87461	103.87461	0.00000	8,013,184.78	8,013,184.78	0.00
	121 - Tuition Differential	8.00000	8.00000	0.00000	640,857.61	640,857.61	0.00	
Faculty Total		111.87461	111.87461	0.00000	8,654,042.39	8,654,042.39	0.00	
CFA - College of Fine Arts Total		156.08554	156.08554	0.00000	10,166,147.05	10,166,146.45	0.60	
CMIN - Coll of	USPS	110 - E&G General Revenue	8.20084	8.20084	0.00000	286,883.63	286,883.63	0.00



Rate Tracking Balancing (cont'd)

Funding School	Salary Admin Plan	Fund Codes-Description	Funded FTE			E&G Rate		
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		121 - Tuition Differential	0.86470	0.86470	0.00000	31,085.76	31,085.76	0.00
	USPS Total		124.83000	124.83000	0.00000	4,876,381.20	4,882,580.60	(6,199.40)
	A&P	110 - E&G General Revenue	103.50000	103.00000	0.50000	4,974,486.99	4,968,287.59	6,199.40
	A&P Total		103.50000	103.00000	0.50000	4,974,486.99	4,968,287.59	6,199.40
	Faculty	110 - E&G General Revenue	540.25000	542.25000	(2.00000)	54,977,759.19	54,987,759.19	(10,000.00)
		121 - Tuition Differential	80.50000	80.50000	0.00000	6,708,856.00	6,713,856.00	(5,000.00)
Faculty Total		620.75000	622.75000	(2.00000)	61,686,615.19	61,701,615.19	(15,000.00)	
AS - College of Arts & Sciences Total			849.08000	850.58000	(1.50000)	71,537,483.38	71,552,483.38	(15,000.00)

- SUPPORT RATE
 - A&P is increased by \$6,199.40
 - USPS is decreased by \$6,199.40
 - Net: \$0.00
- FACULTY RATE
 - Fund 110 increased by \$10,000.00
 - Fund 121 increased by \$5,000.00
 - **Net: \$15,000.00 increase.**

Allocation (faculty salary) must be increased by \$15,000.00 to balance.



Rate Tracking Balancing (cont'd)

ALLOCATION

+\$15,000 faculty salary budget =

RATE REPORTS

+\$15,000 faculty positions



E&G “SAL” adjustments journals

- **Recurring (to balance E&G Rate Variance report)**
 - Rate and benefits adjustments
- **Non-recurring**
 - Payouts and overtime reimbursement
 - Additional pay reimbursement, reconciliation
 - Overlap reimbursement



E&G rate adjustments

- **Recurring** budget transfers based on position changes

<u>Department ID</u>	<u>Bud Acct</u>	<u>Fund Code</u>	<u>Budget</u>	<u>Positions</u>	<u>Adjustment</u>
070000 - Dean Coll of Arts & Sciences	710300	110 - E&G General Revenue	942,582.10	873,392.59	(69,189.51)
074000 - Biological Science	710400	110 - E&G General Revenue	634,481.40	637,114.63	2,633.23
084000 - Physics	710300	110 - E&G General Revenue	261,120.91	323,420.56	62,299.65
088000 - Statistics	710400	110 - E&G General Revenue	59,227.92	58,227.92	(1,000.00)
089000 - Psychology	710400	110 - E&G General Revenue	492,314.32	444,314.32	(48,000.00)
089000 - Psychology	710300	110 - E&G General Revenue	334,640.26	384,640.26	50,000.00
090000 - Humanities	710300	110 - E&G General Revenue	0.00	36,151.95	36,151.95
090000 - Humanities	710400	110 - E&G General Revenue	32,895.32	0.00	(32,895.32)
			2,757,262.23	2,757,262.23	0.00



E&G benefits adjustments

- **Recurring** budget transfers to make benefits avail bal = \$0

DeptID	Department Desc	Fund	Account	Budget	Encumb	Expense	Avail Bal
001000	President's Office	110	710299	0.00	0.00	0.00	0.00
001000	President's Office	110	710399	170,096.05	0.00	170,096.05	0.00
001000	President's Office	110	710499	25,556.37	0.00	25,556.37	0.00
001003	President's Teaching Awards	110	710299	4,697.94	0.00	4,697.94	0.00
001009	Student Veterans Center	110	710399	84,155.14	0.00	84,155.14	0.00
004000	General Counsel	110	710399	192,389.53	0.00	192,389.53	0.00
004000	General Counsel	110	710499	4,206.17	0.00	4,206.17	0.00
005000	Ofc of IG Services	110	710399	207,527.20	0.00	207,527.20	0.00
005000	Ofc of IG Services	110	710499	25,673.49	0.00	25,673.49	0.00
010000	VP Finance & Administration	110	710299	0.00	0.00	0.00	0.00
010000	VP Finance & Administration	110	710399	139,833.11	0.00	139,833.11	0.00
010000	VP Finance & Administration	110	710499	3,429.32	0.00	3,429.32	0.00
010003	VP F&A Reserve	110	710399	18,483.14	0.00	18,483.14	0.00
011000	Enterprise Resource Planning	110	710399	1,211,418.58	0.00	1,211,418.58	0.00
012000	Administrative Services	110	710399	0.00	0.00	0.00	0.00



Reports

- Position adjustments are made in Adaptive Planning
- Data sent from Adaptive Planning to BI to produce the E&G Rate Variance
- E&G Rate Variance
 - shows difference in rate from the previous pay period (“Previous”) and the current pay period (“Current”) for all E&G funded positions
 - Additional tab for historical E&G rate variance reports.
- For historical E&G Rate Variance reports prior to FY2022-23, please see the Rate Reports Archive on SharePoint site



Position history

- **Incumbents of a position**
 - OMNI HR query: FSU_INCUMBENTS_ALL_JOB
- **Position Management**
 - OMNI HR → Organizational Development → Position Management → Maintain Positions/Budgets → Add/Update Position Info
 - Tabs
 - Description: General position info
 - Specific Information: Rate, FTE, and funding distribution info
 - Budget and Incumbents: Incumbents and link to Job Data
 - Fsu Posn Addtl: Comments



Budget & Available Balances



FLORIDA STATE UNIVERSITY

E&G Salary Budget

- Recurring and Non-Recurring
- Rate is recurring (there are some exceptions)
- Non-recurring salary budget
 - Additional pays (some are recurring like ADSs and Shift Pays)
 - Payouts (leave and compensatory time)
 - Overtime
 - Overlaps
 - “Add backs”
 - Conversions
 - Summer salary
 - Other budget transfers (to clean up deficits, etc.)



Journals

myFSU
OMNI Financials

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit FSU01 Journal ID 0000274064 Date 07/01/2017

Ledger Group CC_EXP_GRP Fiscal Year 2018 Period 1

Control ChartField Fund Code Currency USD

Budget Header Status Posted Rate Type CRRNT

Budget Entry Type Recurring Transfer Exchange Rate 1.00000000

Cur Effdt 07/01/2017

Budget Type Expense

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type

[Attachments \(1\)](#)

Long Description
E&G Rate Allocation Change form: Rate transferred from Human Sciences to Information Technology Services for merit increase for p.54277

Alternate Description

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors



E&G Allocation reports

myFSU | Business Intelligence

E&G Allocations (Recurring) ←

E&G Allocations (Recurring) School Level Data ↓ ↓ ↓
 Time run: 7/12/2017 3:13:03 PM

Group	Division	School	Fund Id	Fund Desc	Budget Faculty	Budget A&P	Budget USPS	Total
University	Academic Affairs	College of Arts & Sciences	110	E&G General Revenue	49,650,376.24	4,272,538.70	4,127,570.72	58,050,485.66
		College of Arts & Sciences Total			49,650,376.24	4,272,538.70	4,127,570.72	58,050,485.66
	Academic Affairs Total		49,650,376.24	4,272,538.70	4,127,570.72	58,050,485.66		
University Total		49,650,376.24	4,272,538.70	4,127,570.72	58,050,485.66			

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E&G Allocation reports (detail)



Dept ID	Dept ID Description	Journal Date	Journal Id	Long Description	Budget Faculty	Budget A&P	Budget USPS	Total
070000	Dean Coll of Arts & Sciences	10/7/2016	0000260371	October 7, 2016 Staff Merit Increase	0.00	12,921.00	1,835.00	14,756.00
		10/20/2016	SAL0000025	Rate + Benefits Adjustments, Pay Period I, 10/7/16 - 10/20/16	0.00	405.00	0.00	405.00
		11/3/2016	SAL0000028	Rate + Benefits Adjustments, Pay Period J, 10/21/16 - 11/3/16	0.00	2,029.94	0.00	2,029.94
		11/17/2016	SAL0000032	Rate + Benefits Adjustments, Pay Period K, 11/4/16 - 11/17/16	0.00	-1,798.00	0.00	-1,798.00
		12/1/2016	0000262398	November 18, 2016 FLSA Increases	0.00	5,674.70	0.00	5,674.70
			SAL0000035	Rate + Benefits Adjustments, Pay Period L, 11/18/16 - 12/1/16	0.00	45,159.63	0.00	45,159.63
		12/15/2016	0000263300	December 2, 2016 Out-of-Unit Faculty Market Adjustment	1,798.35	0.00	0.00	1,798.35
		1/1/2017	0000263605	Recurring rate transfers to balance the Arts & Sciences Fund 110 and 121 Faculty Salary allocations following the exchange of positions 54180 (Berry) and 54700 (Fleckenstein) between funds	-6,715.13	0.00	0.00	-6,715.13
			SAL0000042	Rate + Benefits Adjustments, Pay Period N, 12/16/16 - 12/29/16	0.00	-3,316.01	0.00	-3,316.01
		1/12/2017	SAL0000046	Rate + Benefits Adjustments, Pay Period O, 12/30/16 - 1/12/17	0.00	-3,746.81	0.00	-3,746.81
		1/26/2017	SAL0000051	Rate + Benefits Adjustments, Pay Period P, 1/13/17 - 1/26/17	0.00	-5,077.46	0.00	-5,077.46
		2/9/2017	SAL0000055	Rate + Benefits Adjustments, Pay Period Q, 1/27/17 - 2/9/17	0.00	-3,717.95	0.00	-3,717.95
		2/23/2017	SAL0000061	Rate + Benefits Adjustments, Pay Period R, 2/10/17 - 2/23/17	0.00	-1,695.74	0.00	-1,695.74
		2/27/2017	0000266767	Biological Science has reclassified A&P Technology Specialist p. 51778 to Faculty Computer Research Specialist p. 55206 and rate is being transferred to fund the faculty position.	0.00	-10,560.80	0.00	-10,560.80
		3/9/2017	SAL0000065	Rate + Benefits Adjustments, Pay Period S, 2/24/17 - 3/9/17	0.00	35,076.84	0.00	35,076.84
070000 Total					1,487,468.62	941,971.25	190,998.02	2,620,437.89



Available Balances

Available Balance = Budget – Encumbrances – Expenses

- **E&G Budget** always includes both **recurring** and **non-recurring** (non-E&G budget is always non-recurring)
- Encumbrances can reflect both recurring (annual appointments) and non-recurring (bonus pay)
- Expenses reflect both recurring (regular payroll) and non-recurring (overtime, bonus pay, payouts, etc.)



E&G Salary and Benefits Deficits

- Ignore E&G benefits
- Common causes of salary deficits
- Remedies
 - Budget transfer (budget)
 - Appointment change (encumbrance)
 - eRDF (expense)



Example: USPS to A&P

- A USPS employee making \$40,000 a year is promoted on December 1, 2017. Their position is reclassified from USPS to A&P (no pay increase).

Before the promotion:

Dept	Fund	Acct	Budget	Encumb	Exp	Avail Bal
555000	110	710400	40,000.00	21,609.20	18,390.80	0.00

After the promotion:

Dept	Fund	Acct	Budget	Encumb	Exp	Avail Bal
555000	110	710400	0.00	0.00	18,390.80	(18,390.80)
555000	110	710300	40,000.00	21,609.20	0.00	18,390.80



FAQs, Resources, & Links



FLORIDA STATE UNIVERSITY

Frequently asked questions

1. Why is my E&G salary available balance not what I expected?
2. When is the best time to convert my unused faculty salary?
3. A new employee was just hired into a position, but I do not see that reflected on my reports in BI. Why?
4. What are the faculty positions ending with “O”? Can I hire on them?
5. I want to change how a position is budgeted. How do I do that?
6. What should I be doing with the E&G Rate Variance report?



Additional Information

Training & Resources

Queries

+

Training Presentations

+

Job Aids

-

BUDGET

- [Departmental Guide to Budget Adjustments](#)
- [BI Available Balance Report](#)
- [OMNI Budget Details](#)
- [OMNI Budgets Overview](#)
- [Budget Transfer Job Aid](#)
- [General ledger account mappings to sub-budgetary accounts for revenues and expenses](#)

SALARY

- [E&G Allocation Report](#)
- [E&G Rate Variance Report](#)
- [Rate & Salary Reports Access Instructions](#)
- [Summer Salary E&G Allocations](#)
- [Guide to E&G Salary Budgets](#)



Links

Positions & Rate (Budget Office website)

<https://budget.fsu.edu/Position-And-Rate>

Budget Office SharePoint

<https://fsu.sharepoint.com/sites/budget/>

Finance & Administration Financial Policies

<http://policies.vpfa.fsu.edu/policies-and-procedures/financial>



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