

Salary Savings

Starting in FY20 salary savings will be transferred from Academic Resources to the colleges in two disbursement throughout the year instead of monthly. The first disbursement will be calculated on 4 months of salary savings and the second on 5 months of salary savings for vacant positions.

In early August a spreadsheet will be sent to the Academic Financial Officers in each college to verify their listed positions, the funding on the positions and where that funding needs to be recognized. (Three buckets 830001, 800001, or 805001 at D5010)

The Financial Officers will have until the end of the third week in August to review their information for accuracy and return the spreadsheet to Academic Resources.

Once the spreadsheet is received Academic Resources will reconcile the information with budgets after the initial salary savings processing. In early October Academic Resources will make the first salary savings disbursement to the colleges.

In early February Academic Resources will send a revised spreadsheet to account for any mid-year hires or any other additional adjustments that need to be made. The adjusted spreadsheet will need to be reviewed and returned to Academic Resources within two weeks of its send date.

The second disbursement will be made by the end of February for the spring semester.

Any additional adjustment for salary savings will be made by mid-May and corrections will be processed before the end of June.

Salary savings should be budgeted at the College level into distinct pools to cover needed expenses.

- Adjunct costs using purpose code 10221
- Graduate Student Support purpose code 11532
- Tasks (classroom support) purpose code 11560
- Summer Instruction purpose code 11611
- Winter Session purpose code 11625
- Colleges should budget a negative budget on purpose 20409, salary savings. The positive budget for each should be placed on the appropriate chartstring with the necessary purpose codes referenced above. This will make the budget net to zero and allow for spending on the budget line without the need for overrides. As salary savings are funded it will reduce the negative balance.

An excel template will be sent out to the budget officers in order to note the chartstrings that the positive balances should be recognized on. This excel sheet will be sent to budgets for the set-up to be completed.

In January Academic Resources will review the original submitted spreadsheet and make any known adjustments for mid-year hires or terminations. The spreadsheet will be sent out to Academic Financial Officers to review before final adjustments are made. The spreadsheet will be submitted back to

Academic Resources by the first week in February. This will allow Academic Resources to submit for the salary savings funding by the end of February.

In July Academic Resources and the budget office will calculate any additional adjustments to the salary savings amount to make corrections prior to the end of the fiscal year.

Questions regarding salary savings funding or adjustments can be sent to Jessica.Scott@unt.edu