FAQ's – Annual Salary Administration

How do I correct an inactive funding source on a position?

To correct an inactive funding source insert a line on the spreadsheet below the position. Complete the information in the Eligibility Status, Funding Type and Funding Source columns. Add amounts in the increase or Budget Change only columns as necessary. Use these columns to decrease amounts on existing funding sources if necessary. Confirm that FYxx amounts in column Q are correct for all remaining funding sources for the position.

How do I add a funding source to a position?

To add a funding source insert a line on the spreadsheet below the position. Complete the information in the Eligibility Status, Funding Type and Funding Source columns. Add amounts in the increase or Budget Change only columns as necessary. Use these columns to decrease amounts on existing funding sources if necessary. Confirm that FYxx amounts in column Q are correct for all remaining funding sources for the position.

An employee is no longer eligible or has now become eligible for increases. What do I do?

If an employee is no longer eligible for an increase change the Eligibility Status column (Column D) to Not Eligible. Remove any increases that may have been entered. If an employee has now become eligible for an increase change the column to Eligible. Enter any necessary increases. Confirm the Total for All Positions at the bottom of the spreadsheet still equals the Total at the bottom of the position list.

An employee is terminating. What should I do?

If the employee is terminating prior to July 1 use the strikethrough feature to change the Name column from the employee's name to VACANT. Change the Eligibility Status column to Not Eligible and remove any increases that may have been entered.

A new employee is starting. What should I do?

If the employee is starting prior to July 1st use the strikethrough feature to change the Name column from VACANT to the employee's name. Change the Eligibility Status column to Eligible if the employee is not on probation. If the employee is on probation the column should remain Not Eligible.

If your employee is starting after July 1st use the Budget Change Only column to adjust the position budget as needed for the new hire. If used for an appropriated funding source a notation should be made on the other position(s) that are being adjusted to keep the budget in balance.

An employee needs to be paid an additional payment from a fund during the year. Do I need to budget that?

All salary budgets (except accounts 514000 and 518000) need to be set up in a position. If salary budget is not showing up when funds are reviewed in HE FIN Dept Budget Entry or on HE Annual Budget Summary then follow the instructions above to add a funding source to a pool position. Use the Budget Change Only column to add the budget for any expected additional payments.

The percentage increase on the appropriated line is only 1% but we are supposed to receive 2% increases this year?

The percentage increase on the funding source subtotal lines is calculated using all positions on that funding source. This calculation includes pools, vacant positions and filled positions that are not eligible for increases. These percentages will be less than the given increase for the year due to those positions. The Eligible subtotal at the bottom should match the given increase for the year.