Salary/Position Questions

Purpose

The purpose of this report is to give the user some typical reasons why salary budgets may be out of balance and offer recommended solutions.

WHY ARE MY SALARIES NOT TOTALING MY SALARY BUDGET?
(Not all-inclusive)

- **Are all your people/positions listed for the account in question?**
  - **Problem**: People are missing = incorrect costing – person is paying out of a different account.
  - **Solution**: Master data (cost distribution) needs to be corrected via a PCR for the person.
  - **Problem**: Vacant Positions are missing = incorrect costing = paying out of a different account.
  - **Solution**: Master Data for position needs to be updated with correct costing. Contact HR/Faculty Records office.

- **Do all your people/positions have the correct salary amount?**
  - **Problem**: Person's Salary is too high/low = incorrect cost distribution for salary.
  - **Solution**: People need PCR to be done to correct the split costing.
  - EX: position is supposed to pay 50% from E&G account and 50% from discretionary account. All the salary is showing in the E&G account. Cost distribution in Master data is incorrect and needs to be corrected via PCR.
  - **Problem**: Vacant position funding is too high/low = incorrect cost distribution for salary or incorrect planned comp on position.
  - **Solution**: Master Data for position needs to be updated with correct costing and correct planned compensation. Contact HR/Faculty Records office to correct master data on position.

- **Do you have extra vacant positions listed that should be delimited (ended)?**
  - **Problem**: Old position still pulling into budget development
  - **Solution**: Old position should be delimited. Contact HR or Faculty Records.
  - EX: Reclassification occurred. Admin II to Admin III. A new position was created for the reclass rather than updating the old Admin II position thus leaving the old position valid and encumbering funds.

  - **Problem**: Position was supposed to be temporary and is still showing.
  - **Solution**: All positions will continue to show up in SAP unless a separation PCR is processed. There are no end dates on appointments in SAP, so a separation PCR must be processed to terminate an employee. A position should be delimited if the position is no longer needed via contacting HR or Faculty Records.

- **Did you fund any raises you may have given throughout the year?**
  - **Problem**: Raise was given and not funded.
  - **Solution**: Create a permanent budget transfer to fund the raise.

- **Did you hire employees into a position at a higher salary than what was available for that position?**
  - **Problem**: Higher salary was not funded permanently.
  - **Solution**: Create a permanent budget transfer to fund the position.

- **Re-Orgs:**
  - **Situation**: Employee positions were moved to a different account during a re-organization.

  - **Problem**: Position cost distribution was updated via PCR but budget transfer was not done.
  - **Solution**: Process permanent budget transfer between old account and new account.

  - **Problem**: Budget was transferred to new account but position cost distribution was not changed.
  - **Solution**: Process change of cost distribution PCR to get costing corrected on position.

- **New Positions:**
  - **Problem**: New Position was created via PCR but not funded.
  - **Solution**: Create permanent budget transfer to fund the position.

- **Faculty Specific Situations:**
  - Temporary Faculty still showing in the spreadsheets, as well as the vacant position.
  - Modified Employment- Faculty has a different FTE in Fall and Spring
  - Tenured Faculty may be reflected fully in department as well as in department where functioning in an additional capacity
  - Salaries may be at 12 month but expected to be 9 month
  - Temporary funding from a grant