



# 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