

Subject: One-Time Salary Credit Budget Procedure	Author: Budget & Financial Planning
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A. Background:

To update the University systems, all position must be in the budget system. The University’s fiscal year runs from July 1 through June 30. There are occasions when funding for personnel is not immediately available on July 1 of each new fiscal year. In order to ensure that employment and departmental operations are not affected, a budget mechanism was needed to bridge the gap between employment date, and the availability of funding for a position. The Office of Budget and Financial Planning (BFP) established “one-time credit” account codes to address this issue. Units are required to pay back the full amount of the salary and fringe credit during the affected fiscal year.

B. Definitions:

One-time Budget Salary Credit – This credit (513XXX) is a budget account code used in bridging funding gaps for personal services in a given fiscal year. As funding becomes available, the credit is “debited” until the credit amount equals -0-.

One-time Budget Fringe Benefit Credit – The fringe credit (513900) is a budget account code used to fund fringe benefits associated with the one-time salary credits.

C. Policy:

The Office of Budget and Financial Planning (BFP) is accountable through the budget development cycle, to coordinate, review, and if approved, establish unit requests for one-time credits. While BFP will review the status of credits during the fiscal year, the units are responsible for funding the credit until it has been fully debited (“paid off”) by the date established. Failure to fully debit the one-time credit will automatically reduce the unit’s year-end balance. If no year-end funds are available, another source of funds must be used to cover the credit within the fiscal year.

The salary credit may exist for one fiscal year; i.e. – if a salary credit is needed in the new fiscal year for the same position, a unit must request a new one-time credit.

Each unit utilizing a one-time salary credit should account for fringe benefits in the request for a one-time credit. The fringe benefit credit calculation is the same as the fringe benefit budget percentages.

All **one-time salary credits** have a unique **513xxx** account code for salaries and fringe benefits which corresponds with the salary account code. The codes are listed below:

Position Type	Account Code	One-time Credit Account Code
Administrative	511100	513100
Faculty	511200	513200
Professional	511300	513300
Classified	511400	513400
Student	511500	513500
Grad Student	511510	513510
Temp	511600	513600
Fringe Benefits	512000	513900

D. Procedures

As the new fiscal year budget development cycle commences, units may request one-time salary credits for positions where budgetary shortfalls were not anticipated during the budget development process. Units should contact their assigned budget analyst for assistance if such a need occurs.

For the new fiscal year, the unit should complete the salary and fringe credit form (including a detailed reason for the request, and how the total credit will be repaid) and forward to BFP during the budget development cycle. This form will include the approved credits that the unit had requested in the prior fiscal year.

BFP will review each request and may contact the unit for further and/or clarifying information. After a complete review, BFP will inform the unit if salary and fringe credit request was approved or denied.

If approved, a salary and fringe credit budget line will be established in the respective units' original budget. As funding for the credits becomes available during the fiscal year, the unit will prepare a budget transfer request (BTR) to "debit" the account. This process must be repeated until the entire credit is -0- by the end of the fiscal year. BFP will review these transfers on a monthly basis to ensure the transfers adhere to University Policy.

One-Time Credits **are not allowed** for the following:

1. Positions in Program Budgets
2. Vacant Positions
3. Reallocation Pool Positions
4. Supplies and Expenses

Information regarding Budget Transfer Requests (BTR) -- how to remove the One-time Credit

You may **ONLY** use the **ON-LINE BTR** if:

- You use supplies and expense to reduce the one-time credit for salary and fringe benefits

You **MUST** use the **Printed Budget Transfer Revision (BTR) Form** and submit to your BFP analyst if:

- You use salaries and fringe benefits to reduce the one-time credit for salary and fringe benefits
- The credit involves more than one CSD (e.g. – The credit is applied towards the School of Medicine, but the Vice President for Research and Innovation is funding the credit)