Personnel Budget Transfer Guidelines

Budget web-site initiated transfers

1. Transfers can only be requested between Fund Centers that share a common Fund.

2. Transfers not permitted via the Budget web-site process include:
   a. Transfers to Base Budgeted Positions
   b. Transfers To/From PSAV Pools
   c. Transfers of Benefits (managed by the budget department)

   If applicable, these types of transfers must be requested directly to the Budget Department via e-mail.

3. Transfer types:
   a. **Transfer From Personnel to Personnel:**

   Personnel to Personnel Transfers can only be requested as follows (salary only):
   1. Base Budgeted Position to Pool position or
   2. Pool Position to Pool Positions

   Transfers from Personnel Pools or Positions with vacancies that have available budget are permitted to fund various Personnel Pools and temporary positions. Example –

   1. Available budget of a vacant base budgeted position can be transferred to a wage pool to cover temporary position(s).
   2. Available budget of vacant base budgeted positions or unused pool balances can be used to fund supplemental pools such as Dual Comp or Higher Class Pay or to fund other base budgeted pools like Overtime or Student Wages.
   3. Funding Temp Faculty with vacant base Faculty Positions - transfer savings from vacant base faculty positions to the Divisional Temporary Faculty Salary Pool. All temporary faculty are assigned to this pool within the division, therefore transfers to the individual temporary positions are not necessary.

   b. **Transfer From Personnel to Operating (Non-P):**

   Transfers from Personnel Pools or vacant positions with available budget are allowable to fund Operating Expenses (Non-P) at the discretion of the Divisional Vice President.