Personnel Transfer Guidelines

1. Transfers between 7511XXXXXX Fund Centers Only.
2. Transfer will be from Salary & Pool positions only & excludes benefit transfers.
3. Benefit Transfers will be managed and processed by the Budget Department.
4. SAP Position Numbers are 8 digit numeric.
5. SAP Pool Position Numbers are 8 digit numeric.
6. Transfer from Base Salary Position budget with funding (vacancy or placeholder) is allowable to fund the following:
   a. Faculty Temporary Positions via Temporary Faculty Salary Pool
   b. Non Base, Non Faculty Temporary Positions or Supplemental Pool funding (i.e. Overtime, Dual Comp)
7. Transfer From any Pool or Position to a Base Salary Position is prohibited.
8. Transfer To/From PSAV Pools are prohibited and for the Budget Department use only.
9. Authorized Base Pool positions have an original base budget dollars.
10. Non Authorized Supplemental Pools do not have an original base and are available for future transfer activity at the Divisional Level (i.e. TEAM, SADM, STWG).

Transfer From Operating (Non-Personnel) to Personnel:

Transfers from Fund Centers with Non-Personnel available budget are allowable at the discretion of the authorized level of personnel decentralization and may be used to transfer funds to Divisional Personnel Pools or Temporary Non Faculty positions.

Transfer From Personnel to Operating (Non-Personnel):

Transfers from Personnel Pools or vacant positions with available budget are allowable to fund Operating Expenses at the discretion of the authorized level of personnel decentralization.

Transfer From Personnel to Personnel:

Transfers from Personnel Pools or Positions with vacancies that have available budget are allowable to fund various Personnel Pools and temporary positions. The transfer can be requested via the Budget Department website. Example – a vacant base position with available budget can be requested to be transferred to a wage pool to cover the temporary position(s).

Funding Faculty Temps via vacant base Faculty Positions - Use the Divisional Temporary Faculty Salary Pool to transfer savings from the vacant base faculty positions. All temporary faculty are assigned to this pool within the division, therefore transfers to the temporary positions are not necessary. Refer to the Divisional Assignment report which is broadcast weekly.