Appointments on Temporary Funding

Funds that will expire prior to September 1st cannot be tied to positions or employees in Salary Planner. Departments need to review positions associated with expiring funds to determine how they will be funded in the next fiscal year so Salary Planner can be updated accordingly.

A list of appointments on expiring grant funds can be viewed by running the following Cognos report: Public Folders > Human Resources > Departmental Users > Employee Appointment Reports >EDT_NBAJOBS_001- JLBD Funded From Ending Grant

Determine an alternate source of funding to utilize in Salary Planner. If an extension or anticipated sponsored project funding has been requested and will not be available during the Prep Cycle, an alternate source will need to be determined. If another source is not available a Temporary College FOP may be used to enter in the job labor and position labor distribution once Salary Planner is opened. Temporary FOPs should be established/activated early to ensure availability when prep is open. (See attached link for information on Temporary FOPs)

Prep Cycle
When prep is available to departments, the following Salary Planner edit report should be used to verify that there are no appointments on terminated funds. Public Folder> Budget Prep Edits>EDT_SPLAN_024 – Terminated Fund/Orgn Report.