

Automated Nightly Salary Pool Adjustments

Automated budget adjustments occur each night between the uncommitted budget balances in the salary budget pools and the unallocated pool (6Z0) to ensure appropriate balances reside in the salary budget pools. All salary budget pools must maintain positive (or zero) uncommitted balances. The only exceptions are funds budgeted based on fund balance where the total budget must remain positive. If a deficit position occurs an adjustment to reallocate budget within a FOP may be initiated by the Budget Office.

6A1, 6A2 and 6A9

Salary budgets should be equal to encumbrances + expenditures for budget pools 6A1, 6A2 and 6A9. Occasionally there will be a discrepancy when a position is vacated or an hourly employee works a different number of hours than originally budgeted. Any difference between the budget and the encumbered/expended amounts will result in an uncommitted budget balance. These balances will be adjusted as follows:

- *Positive uncommitted budget balances.* A nightly process to move uncommitted budgets from the salary budget pool (6A1, 6A2, 6A9) to unallocated pool 6Z0 will occur.
- *Negative uncommitted budget balances.* A nightly process to move budget from the unallocated pool 6Z0 to the appropriate salary pool 6A1, 6A2 or 6A9 will occur. In instances where an appropriate level of funding to facilitate the transaction in 6Z0 is not available, departments will be contacted to move funds from another budget pool or budget staff will adjust the budgets as necessary.

6A4, 6A5 and 6B4

The salary budgets that are not encumbered must maintain a positive balance equal to the estimated expenditures for the fiscal year. (6A4 non-exempt students are not encumbered, exempt students are encumbered)

- *Negative uncommitted budget balances.* A nightly process to move budget from the unallocated pool 6Z0 to 6A4 will occur. In instances where an appropriate level of funding to facilitate the transaction in 6Z0 is not available, departments will be contacted to move funds from another budget pool or budget staff will adjust the budgets as necessary.