

Frequently Asked Questions

- 1. Can student assistants be paid from state funds (Index starting with “2”)?**
 - No. Student workers can only be paid with Designated, Auxiliary, or Restricted fund types.
- 2. Am I allowed to transfer budget between different indices?**
 - Depends. General budget transfers must remain within the same fund. If a department has more than one index that is coming from the same fund, such as Designated Tuition 140001, then a budget transfer is allowed between 2 different index codes. Cross-fund budget transfers are not allowed.
- 3. Can Bi-Weekly payroll workers, including student workers, receive compensation in the form of a one-time pay or stipend?**
 - No employee at any-time can receive pay from Bi-Weekly and Monthly Salary payroll, concurrently.
- 4. Which fund type can I transfer through the Self-Service Budget Transfer module?**
 - Designated (14), Auxiliary (16), General Restricted (22). Transfers are limited to non-salary type budget pools.
- 5. What is the proper way to request a budget transfer that cannot be entered into Self-Service Banner?**
 - Submit a Budget Change Request Form, located at the Budget Office webpage links, to Budget Office staff for review. Prior approval may be needed for a request to be granted.
- 6. How are General Restricted Funds budgeted?**
 - This fund type is budgeted based on the prior fiscal year-end fund balance, by October 1st of the current year. Revenue received after a budget is established may be budgeted once the revenue is realized. This is requested using the same form as a transfer.
- 7. I made a deposit to my General Restricted index but I do not see it in my budget, where is it?**
 - When a deposit is made to your revenue account, the budget does not instantaneously become available for you to spend in your expenditure account. You must submit to the Budget Office a Budget Change Request Form stating the amount you would like to budget equal to, or less than, the amount of the deposits.
- 8. Can departments move funding from the Financial Aid Pool or to other budget pools?**
 - No, Financial Aid transfers are not allowed.

9. Where is my F3.2?

- There are many areas the document goes through prior to arrival at the Budget Office. Once received the Budget Office will review, and if approved, will forward to HR for data entry in the same day. The Budget Office may contact the department if changes are necessary for the document.

10. I sent a F3.1 to the Budget Office, where is it?

- The Budget Office will thoroughly review any F3.1 hiring document for accuracy and budget sufficiency of the fund source. Some documents may take longer for approval than others depending on the circumstances. If an F3.1 is approved through Budget, it will then be sent to the VPFO and President for signature authorization. Then the document is sent back to Budget and is forwarded to HR for data entry the same day.

11. What are single and pooled positions?

- Pooled positions are positions with similar work criteria and are not full-time positions. This position type includes student assistants, graduate assistants, adjunct, stipend, overload, one-time pay, research assistant, hourly workers etc.
- Single positions have individual job duties. All single type positions must have a unique position number. If a department discovers 2 incumbents within the same single-type position, please contact the Budget Office for correction.

12. How do I request a new index?

- Requests for a new index will be reviewed by the Finance Office, not the Budget Office. If the request meets certain criteria the index will be created and the Budget Office can be contacted to transfer or provide budget to that index, pending fund availability.

13. How do I request financial access to organizations?

- The organization manager must send a written justification and approval to the Finance Office. Finance will review eligibility and provide access in accordance to security standards.