

UNIVERSITY OF WYOMING

Vice President for Administration
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February 27, 2009

To: Deans, Directors and Department Heads

From: Phill Harris

Subject: Central Salary Management (CSM) Process

President Buchanan has directed that the University implement a new policy with respect to classified staff positions. The policy governs the salary funds that will be retained on classified staff lines when vacancies occur or when budgets are established for new positions. This memo explains the Central Salary Management (CSM) process.

Policy

Funding for classified staff positions that become vacant or any budget established for new positions will be set at 15% into the pay grade. All Section I programs will relinquish funds in excess of 15% over the minimum pay grade for positions vacated by benefited staff.

Programs will process permanent budget transfers (see attached form) moving the excess funds into a central account. Classified staff positions funded through self-sustaining accounts will also be restricted to salary funds equal to 15% into the pay grade although the excess funds will not be transferred to a central salary pool.

Process:

When an employee terminates and the terminating department submits termination papers to Human Resources they will also submit a permanent budget transfer (see attached form) for the amount above 15% into the paygrade as calculated below (see page 2). If the terminating employee is at minimum plus 15% the terminating department will not need to do a budget transfer.

Attached is a sample transfer form. Transfers will be made from the originating departments to the Administrative Central Salary Management account: 1100-19367 2009.

Exceptions. A dean or director may request restoration of some portion of the funds that have been relinquished in the CSM process in the event a classified staff position vacancy cannot be filled at the new starting salary. Successful requests will be rare; they will require, as necessary conditions, exceptional circumstances and solid, written justifications submitted to the Vice President for Administration. Justifications may include but are not limited to: (1) clear evidence of inability to recruit a pool of qualified candidates at a salary 15% into the pay grade (2) a staff

position description requiring exceptional knowledge, skills or abilities justifying additional compensation; or (3) inadequate funds left on the vacated line to hire at 15% into the pay grade. These requests should be submitted to Human Resources on the **Salary Authorization Request** form posted on the Human Resources web page.

<http://uwadmnweb.uwyo.edu/hr/Sal%20Auth.doc>

Human Resources will forward the request to the Vice President for Administration along with salary and market information for similar positions. The Vice President for Administration will make the final determination about whether to authorize an exception.

Calculating budget transfers

The employee in position 0901 terminates 2/13/09. He/she has a vacation balance of 40 hours and elects a lump sum payment for this leave. The salary for this employee in pay grade 18 is currently \$36,792 or \$3,066 per month. The starting salary for this pay grade at 15% into the pay grade is \$32,628 or \$2,719 per month. Since the vacation balance adds another five days to the termination pay, the employee will receive more than half of November's pay. Rounding up, he/she worked five months this fiscal year.

The amount to transfer for this fiscal year is the current monthly pay minus the minimum plus 15% monthly pay multiplied by the number of months remaining in the fiscal year calculated as follows:

Current pay rate	\$3,066
15% into pay rate	<u>(\$2,719)</u>
Differential	\$ 347
Times months remaining	<u>X 7</u>
Transfer Amount	\$2,429

The permanent transfer (the amount that the budget will be reduced for FY 2010) will be the difference multiplied by 12 ($\$347 \times 12 = \$4,164$). This reduction will be captured during preparation of the FY 2010 budget.

UNIVERSITY OF WYOMING
BUDGET TRANSFER REQUEST FORM FOR SECTION I BUDGETS
 (SEND FORM TO THE BUDGET OFFICE IN OLD MAIN FOR PROCESSING)

Budget Office Use

Reference Number: _____

Journal ID: 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

cc: _____

REQUEST FOR BUDGET TRANSFER
FROM _____
your department
COLLEGE / DEPARTMENT NAME

ITEM	CHARTFIELD TITLE / NOTES	PISTOL CHARTFIELD				PROJECT	AMOUNT
		ACCOUNT (B####)	FUND	DEPT(ORG)	BUD REF		
1.	personnel	B1000	1100		2009		\$ 2,429.00
2.							\$ -
3.							\$ -
4.							\$ -
5.							\$ -
6.							\$ -
TOTAL - FROM							\$ 2,429.00

REQUEST FOR BUDGET TRANSFER
TO _____
CSM Account
COLLEGE / DEPARTMENT NAME

ITEM	CHARTFIELD TITLE / NOTES	PISTOL CHARTFIELD				PROJECT	AMOUNT
		ACCOUNT (B####)	FUND	DEPT(ORG)	BUD REF		
1.	personnel	B1200	1100	19367	2009		\$ 2,429.00
2.							\$ -
3.							\$ -
4.							\$ -
5.							\$ -
6.							\$ -
TOTAL - TO							\$ 2,429.00

IS THE TRANSFER A PERMANENT TRANSFER?
 YES (P-Permanent)
 NO (T-Temporary)

EXPLANATION FOR THE TRANSFER
 Transfer from your account for CSM Staff
 Position #0901 Dec 2007 - June 2008.

SIGNATURES

REQUESTED BY: _____ DATE: _____

RECOMMENDED BY: _____ DATE: _____

BUDGET OFFICE: _____ DATE: _____

QUESTIONS? PLEASE CALL THE BUDGET OFFICE: 6-2541

CONTINUATION FORM ATTACHED? YES