

Sweep of Lapsed Salaries on Vacant Positions

Vacant Positions Budgeted on State (E&G) Funds

Lapsed salaries on vacant positions are swept on a quarterly basis in order to maximize the availability of state funding and to be able to efficiently utilize these funds while adhering to state guidelines on allowable use of these funds.

The sweep process is generally done after the semi-monthly payroll has completed at the end of each quarter. Sweeping on a quarterly basis allows the institution to appropriately plan and allocate resources for current and future years.

Funds Impacted

- E&G Funds

Positions Included

- Vacant faculty positions funded on E&G Funds
- Vacant staff positions funded on E&G Funds

Sweep Procedure

At the end of each quarter and after confirmation that the SM payroll has posted, the Budget Office runs various reports and analysis to determine how much funding in 6006- Unallocated Salaries is needed by departments to reserve for vacant positions for the remainder of the fiscal year. Other factors are considered in reviewing the balances available in 6006, such as employees on leave, BRs submitted for additional funding for future personnel actions, or any negative balances in salary accounts. After performing a thorough review and analysis of each state fund, a sweep file is uploaded via a Gateway Upload.

Request for use of Lapsed Salaries

Lapsed salaries for actual additional cost incurred by the department such as locum tenens, temporary employees or additional compensation paid to existing employees due to a vacant faculty or staff position may be returned to the department. Departments must submit a Lapsed Salary Request form to budgetelp@ttuhsc.edu requesting those lapses. The Lapsed Salary Request form can be found at:

https://el Paso.ttuhsc.edu/fiscal/businessaffairs/budget/budget_forms.aspx

Budget Office Procedures Concerning Personnel Actions

- 1) Labor Redistribution (LRD) or Change of Funding (COF) EPAF (Employee Personnel Action Form) processed moving employee from State fund to Grant fund.
 - a. Considered to be grant salary savings (GSS).
 - i. Budget Office moves the budget to 7099 on the fund/organization where lapses occurred.
 - b. Lapsed Salary Request Form is not required.
- 2) Reclass resulting in a lower salary on State Fund.
 - a. Budget Office verifies with Department that is the action they want to take.
 - b. Budget should already be in 6006
 - c. Lapsed Salary Request Form can be submitted
- 3) Closing Faculty or Staff Positions
 - a. Funds are granted for Departmental use and are not considered lapses.
 - b. Budget Office moves budget to 7099.
 - c. Only the amount from month of closure to end of the fiscal year is moved.
 - d. Lapsed Salary Request Form is not required.
- 4) LRD or COF from State fund to State fund
 - a. Budget should already be in 6006.
 - b. Lapsed Salary Request Form can be submitted.
 - c. Exception is if employee is moving to a cost share fund for a grant requirement. Then funding moves with the employee to the cost share fund.
- 5) LRD or COF from State fund to Designated Fund
 - a. Budget Office verifies with Department that this is the action they want to take and reminds the Department that the Designated Fund will now pay fringes on the employee.
 - i. If action is due to the retirement of an employee the funds are not considered lapses.
 - ii. If action is due to other reasons.
 1. Budget should already be in 6006.
 2. Lapsed Salary Request Form can be submitted.
- 6) Reorganization
 - a. Budget should already be in 6006.
 - b. Lapsed Salary Request Form can be submitted.
- 7) Additional Costs Incurred by Department due to the Vacancies.
 - a. Budget should already be in 6006.
 - b. Lapsed Salary Request Form can be submitted.
- 8) Vacant positions filled at a lower salary than budgeted for.

- a. Budget should already be in 6006.
- b. Lapsed Salary Request Form can be submitted.

Lapsed Salary Request Form

- 1) Used by Departments to request the use of lapsed salaries on E & G Funds.
- 2) Emailed to budgetelp@ttuhsc.edu to be reviewed by the Managing Director of Budget.
- 3) Reasons for requests:
 - a. Personnel actions (LRDs, COFs or Reclassifications resulting in lower salary)
 - b. Locum Tenens
 - c. Temporary employee
 - d. Additional compensation paid to existing employee due to vacant position(s)
- 4) Review Form
 - a. Typically we accept lapsed salary request forms on a quarterly basis and consider all prior quarters unspent budget. However, the forms may be submitted throughout the year.
 - b. Justifications for the requests must be on the form.
 - c. Forms for August lapses must be submitted to the Budget Office by August 15th.
- 5) Approved lapses
 - a. Budget Office processes a budget revision to move the budget from 6006 to 7099.
 - b. Budget Office informs the Department of the approved request.
 - c. The department can then process budget revisions to move the budget where it is needed.