Approved June 20, 2008

SEATTLE UNIVERSITY

Policy on Transferring Salary Dollars

Seattle University does not allow base or current year transfers of funds between salary and non-salary account lines. While transfers between similar salary lines are allowed, transfers between dissimilar salary lines are not. For example:

Transfer from:	Transfer to:	Allowed? (Why?)
Faculty Salary Line	Faculty Salary Line	Yes (Similar salary lines)
Student Wage Line	Student Wage Line	Yes (Similar salary lines)
Staff Salary Line	Staff Salary Line	Yes (Similar salary lines)
Faculty Salary Line	Student Wage Line	No (Dissimilar salary lines)
Student Wage Line	Staff Salary Line	No (Dissimilar salary lines)
Miscellaneous Line	Faculty Salary Line	No (Non-salary to salary)
Staff Salary Line	Professional Fees Line	No (Salary to non-Salary)
Food Line	Equipment Line	Yes (Non-salary to non-salary)

This policy allows for the recovery of unused salary dollars at the end of each fiscal year. Thus, in addition to following this "Policy on Transferring Salary Dollars", all cost centers budget managers are expected to refrain from spending surplus salary dollars without the express approval of appropriate senior executives.

WHAT ARE SALARY DOLLARS?

The University uses an account coding structure based on a thirteen-digit number sequence broken into three sections (ex., 11-123456-12345). The first section designates the fund number, the second section denotes the cost center, and the third section provides the account number.

Salary dollars are funds budgeted in any account number beginning with "5":

Account #	Account Name	Community Member
50005	Inst – Religious	Faculty (Jesuit)
50010	Inst – Lay Permanent	Faculty
51005	Adm – Religious	Staff (Jesuit)
51010	Adm – Lay Permanent	Staff
52020	Student Work Study	Student
52025	Student Non-Work Study	Student

WHAT ARE SIMILAR SALARY LINES?

Similar salary lines are those that are structured for similar community members. Thus, faculty salary dollars in any faculty line can be transferred to other faculty lines within any cost center. The same is true for staff and student salary dollars respectively.

Funds can only be transferred to similar salary lines:

Transfer from:	Transfer to:
50005	50005, 50010
50010	50005, 50010
51005	51005, 51010
51010	51005, 51010
52020	52020, 52025
52025	52020, 52025

ARE THERE ANY EXCEPTIONS TO THIS POLICY?

The "Policy on Transferring Salary Dollars" applies equally to all University cost centers. Individual exceptions may be made on a case by case basis following written approval from the divisional budget manager and area Dean or Vice President. Final approval of exceptions for academic cost centers may be made by the Provost or his designee. Final approval of exceptions for non-academic divisions may be made by the Executive Vice President or his designee. Transfers needing an exception to this policy will not be processed by the University Budget Office without appropriate authorization.

WHAT IF I HAVE QUESTIONS OR CONCERNS ABOUT THIS POLICY?

It is the responsibility of the Office of Finance & Business Affairs to create and enforce fiscal policies that promote diligent fiscal management while limiting undue burden on community members. All questions or concerns can be directed to the University Budget Office.