



## SEATTLE UNIVERSITY

### Policy on Transferring Salary Dollars

Beginning July 1, 2008, the University will no longer allow base or current year transfers of funds from non-salary categories (e.g., miscellaneous, travel, professional fees, etc.) to salary lines and vice versa. While transfers between similar salary lines will be allowed, transfers between dissimilar salary lines will not. For example:

<u>Transfer from:</u>	<u>Transfer to:</u>	<u>Allowed? (Why?)</u>
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 is being instituted to allow for the recovery of unused salary dollars at the end of each fiscal year. Thus, in addition to following the “Policy on Transferring Salary Dollars”, all cost centers are expected to refrain from spending surplus salary dollars without the express approval of executive decision-makers.

### WHAT ARE SALARY DOLLARS?

The University uses an account coding structure based on a seventeen-digit number sequence broken into five sections (ex., 11-0-4-123456-1234567). The first section designates the fund number, the second section denotes the location, the third segment represents the function, the fourth the activity, and the fifth section provides the object number.

Salary dollars are budgeted in any object numbers beginning with “510”:

<u>Object #</u>	<u>Object Type</u>	<u>Community Member</u>
51010XX	Faculty Salary	Faculty
51020XX	Staff Salary	Staff
51030XX	Student Wages	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 of staff and student salary dollars respectively.

Funds can only be transferred to similar salary lines:

<u>Transfer from:</u>	<u>Transfer to:</u>
51010XX	any 51010XX
51020XX	any 51020XX
51030XX	any 51030XX

**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, criticisms, or reactions are welcome and can be conveyed to the Director of University Budgets at [sernai@seattleu.edu](mailto:sernai@seattleu.edu), ext. 6151, or USVC 107.