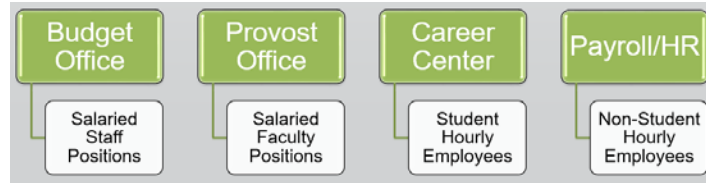


# Budget Basics Cheat Sheet

## HRM-4s

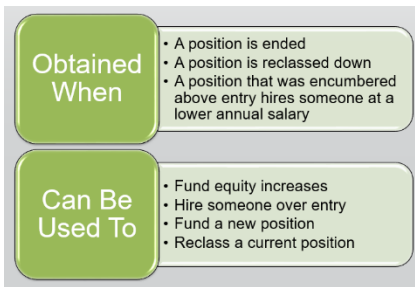
- HRM-4s are used to update the information on a position
- HRM-4s are used for requesting a new position, reclassifying a vacant position, replacements (rehire), FTE changes, salary changes, overlaps, funding changes, HR Department changes
- When completing the HRM-4, verify that the HRM-4 reflects the changes you want to make – not what the position currently is
- Who processes HRM-4s and ePars?



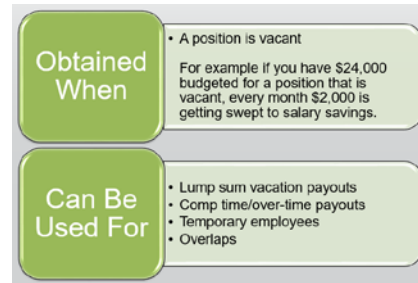
- An ePAR is used to update the information on an employee
- An ePAR is used to hire a person, terminate a person, transfer a person to a different position
- The amount and the funding chartstring match what was submitted on your HRM-4
- Salary Savings are funds created by position changes
- Two types of salary savings: Permanent and Temporary
- Salary Savings are accumulated for staff salaries on these Fund Category - Fund combinations:

Fund Cat	Fund	Description
105	800001	State
105	805001	State
200	830001	Designated Tuition

- Permanent Salary Savings



- Temporary Salary Savings:



Example:

Jane has been in her position as an Administrative Coordinator I for 10 years and is now making \$42,000 annually. Jane retires, the position is reset to entry, and is vacant for 3 months. Entry level for an Administrative Coordinator I is \$30,000 annually.	
<b>PERMANENT SAVINGS</b> There will be \$12,000 in permanent salary savings. $\$12,000 = \$42,000 - \$30,000$	<b>TEMPORARY SAVINGS</b> There will be \$7,500 in temporary salary savings. $\$7,500 = (\$30,000/12) \times 3$

- Fringe Benefits:
  - Fringe Benefits are payroll related costs that show up under account D5050
  - Longevity Pay (50401/D5031) is a payroll related costs that is considered a Fringe Benefit.
  - Fringe Benefits are covered centrally for the following:

Fund Cat	Fund	Description
105	Any	State
200	830001	Designated Tuition