

January 25, 2017

**Boise State University
Office of Budget and Planning**

REGULAR UNITS

Advancement, COO, Extended Studies, Graduate College, Honors College, Library, President's Office, Provost's Office, VPFA, VPRED, and

Guidelines for Appropriated Position Funding

Circumstance	Classified	Professional	Faculty
New Position is created (TALEO Requisition)	Department/Division must permanently fund the full year of Salary and Fringe		
New Position is hired (Offer accepted)	Department/Division may request one-time salary and fringe savings from the beginning of the fiscal year until the date hired. It must go to the exact department, cost center and account it came from		
Hire at more than budget in existing position	Central covers	Department/Division must permanently fund Salary and Fringe	
Hire at less than budget in existing position	Salary and Fringe Budget reverts to Central	Regular Salary and Fringe budget may be moved to another Regular Salary and Fringe line (including into a Permanent Salary Savings Department)	
FTE, Salary Increase, or Reclassification	Department/Division must permanently fund Salary and Fringe		
Position Deleted (not as part of a reorganization)	Regular Salary and Fringe budget may be moved to another Regular Salary and Fringe line (including into a Permanent Salary Savings Department)		
Position Deleted (as part of reorganization)	Regular Salary and Fringe budget may be moved to any budget line with the Provost or VP approval		