Changes in Academic Budgeting Practices

Business Practice Change: Temporary Visiting Appointments

In order to establish a uniform budgeting process for full time, benefit eligible, academic appointments, the following change has been made: all full time academic appointments will be configured with a job code for a regular appointment. Positions will no longer be coded Temporary.

Business Practice Change: Fully Paid Academic Leaves of Absence

Beginning with FY17, the following fully paid academic leaves of absence will not preclude an Annual Pay Adjustment row loading in PeopleSoft. A report will be provided to the Campus Academic Affairs office providing the academic employees coded on leave with an annual pay adjustment row in PeopleSoft. After the Annual Pay Adjustment Row has loaded, and the leave request approved, a Leave of Absence eDoc will need to be processed.

Annual Pay Adjustment Rows Will Load For The Following:

SAB1 - First Semester
Sabbatical: Budget using the SAB1 code for a 1st Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

SAB2 - Second Semester
Sabbatical: Budget using the SAB2 code for a 2nd Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

Definitions

Sabbatical: The sabbatical leave program is undertaken to provide time for scholarly research and travel incident thereto and to allow faculty members to keep abreast of developments in their fields of service to the University. Eligibility is one sabbatical leave during each period of seven years full-time service.

PLEASE NOTE: **In budget construction, all other Academic CSF Leave Requests, other than those listed above, will NOT load to PeopleSoft/payroll requiring a Maintain Pay Rate/Annual Pay Adjustment eDoc be processed after the budget load and before the Leave of Absence eDoc.**