



**OFFICE OF THE
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

TO: President Eddie N. Moore, Jr.

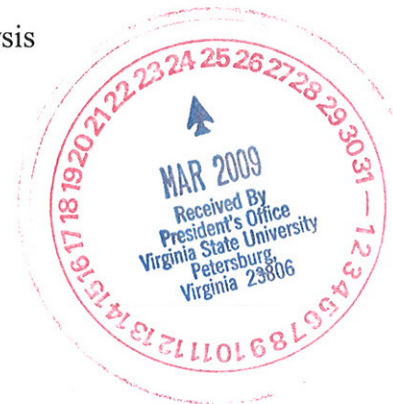
THRU: 
Vice President for Administration and Finance

FROM: Dale Mason
Director of Administrative Reporting & Cost Analysis

DATE: March 20, 2009

SUBJECT: Administration and Finance University Policies

REQUEST COMPLETION DATE: March 31, 2009



- (X) Requesting your signature:**
- 1. Processing A-21s That Have Budgetary Implications**
- Per our conversation/your request
- Please handle the attached in my absence
- Please review, sign on President's behalf and return to my office
- Other:

Virginia State University Budget Office
Policy

Title: Processing A-21s That Have Budgetary Implications

Policy: 5002

Purpose

The purpose of this document is to define terms and establish the policy for processing Virginia State University A-21 forms that have budgetary implications.

Authority, Responsibility, and Duties

Except as noted below, the Budget Office shall have sole responsibility for assessing and affirming the availability of funds for all personnel actions that have budget implications.

This would include, but not be limited to, confirming fund availability for the following personnel actions:

Establishing new positions

Hiring of full-time faculty and staff

Hiring of part-time faculty and staff

Hiring of temporary staff

Hiring of student workers (undergraduate and graduate)

Salary adjustments (both temporary and permanent)

Promotions

Bonuses

Changing of funding source(s) – The source of funds used to pay an expense, e.g., general fund revenue,
Federal grant funds, auxiliary enterprise funds, etc.

Funding split changes – Changing the composition of the funding source for a position, e.g., from 100% general funds to
50% general funds and 50% federal grant funds.

The sole exception to this policy is for a position that is funded through Sponsored Programs (grants). Funding for such positions is confirmed and verified by the Manager of Grants and Contracts within the office of the Vice President for Administration and Finance. If a position is funded through Sponsored Programs, the Manager of Grants and Contracts must be contacted prior to processing an A-21 with a budgetary impact. The Manager of Grants and Contracts will provide confirmation by email.

Definitions

A-21 Form: The Human Resource Department form used to request and document personnel actions.

Budget Implication: The short and long term financial effect of pay decisions and how salary dollars are managed by the University.

Budget Modification: A transaction establishing an original budget or transferring budget from one funding source to another.

Fiscal Impact: The effect that a proposed personnel action has on a program/department budget.

Revision Date: 3/20/09

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Initiating Manager: The individual who proposes a personnel action through use of an A-21 form.

Organization: The university activity or program to which a budget is allotted. It is also referred to as department or program.

Personnel Action: For the purposes of this policy, an A-21 transaction that may or may not have budget implications.

Policy Statements

1. No A-21 with budgetary implications or fiscal impact shall be initiated without prior written email confirmation from the Budget Office (or Manager of Grants and Contracts as appropriate) that funds are available within existing department budget resources.
2. If adequate budget is not available to support a proposed personnel action, the initiating manager will prepare a budget modification to increase the personnel services budget of the appropriate organization to a level sufficient to fund the requested action on a recurring basis. The Budget Office will confirm, by email that the modification is adequate to fund the personnel action and will authorize, by email, the processing and submission of an A-21.
3. All A-21s having a fiscal impact must be approved first by the Budget Office. Any A-21 received for signature by the Dean/Director, Vice President or Human Resources Department that is not accompanied by email confirmation of approval from the Budget Office must be returned to the initiating manager. The manager will then adhere to Policy Statement number 1 above.

References

Department of Human Resource Management Policy Number: 3:05 – Compensation

Approved By: _____


President

Date: _____

5/27/09

Revision Date: 3/20/09