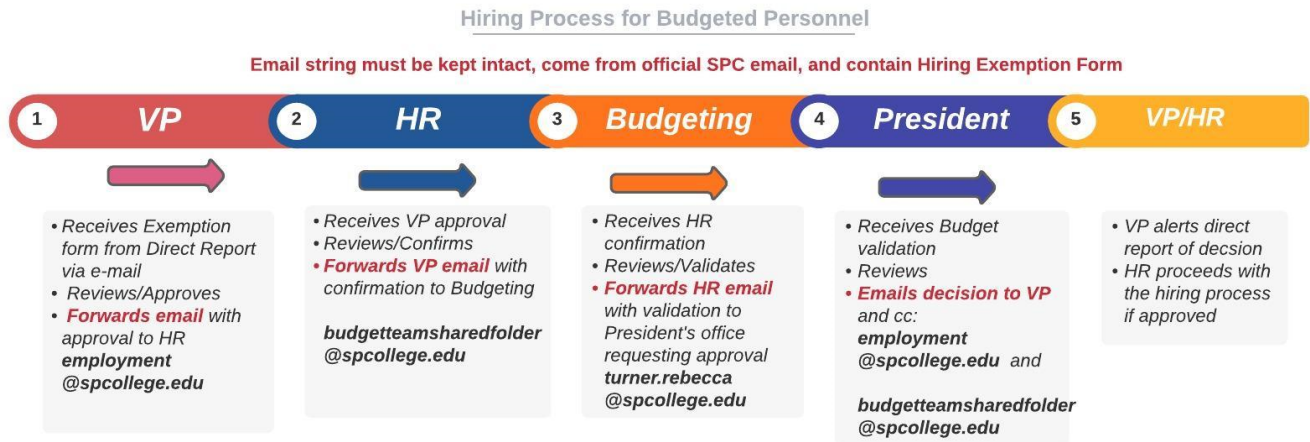


1. What should I do if I need to hire for a position during the hiring freeze?

If you need to hire a budgeted personnel employee during the college’s hiring freeze, fill out the Hiring Freeze Exemption Form located on the HR Hub and submit to your Vice President. A form is not needed for OPS and Adjunct hires. Below is the approval flow process.



2. Can I make changes to the OPS budget detail that I submitted?

Yes, you can make changes within the approved budget. If you need to move budget from another line item to cover any additional approved OPS expense, please contact your Budget Specialist to assist.

3. Do I need to submit a PAAR this fiscal year for OPS if they worked for me last fiscal year?

Yes, each year once your OPS budget request is approved, submit a PAAR. A PAAR is needed for OPS that will work within the FY2020-2021 dates. The end date should be no later than the fiscal year end, June 30, 2021.

4. Can I use personnel lapse dollars from my vacant positions for other expenses?

No, for the last three years the college has implemented a lapse factor to the budget. A lapse factor takes into account the estimated lapse and excludes the amount from the overall budget amount. This means a lapse goal must be achieved before there is a realization of dollars. Usually, April is when the lapse goal amount is achieved. At that time, a college-wide need assessment is completed to determine the use of available lapse. In the past, it has been used to cover increasing health insurance expenses.

5. Where is my travel budget?

Approved in-district travel budget is loaded in each Budget Managers cost center. It is not loaded in your Vice President’s cost center. Travel related to professional development is being reviewed and you will hear more information shortly.

6. Can we move budget into travel general ledger code (GL) 605000 from another GL or move budget from Travel to another GL?

Yes, you can submit a budget amendment to move within travel budget GL and with Vice President approval you can move budget from other GL lines to travel budget.

7. Why doesn't my budget in BI Financials match my FY20/21 Budget Planning Workbook?

Due to the unforeseen circumstances during the planning season, modified zero-based budgeting method was suspended on expense lines, with the exception of OPS, additional pay, and travel. Current expense budget was calculated by reducing the FY19/20 budget by 15% and capital by 10%.

8. What should I do if I have an unexpected expense?

- a. Determine if the expense is essential for your operation.
- b. Analyze your available budget within all of your cost centers and try to absorb the costs.
- c. If applicable, contact others within your division to discuss cost sharing opportunities.
- d. Contact your immediate supervisor to discuss budget needs.
- e. Lastly, if you do not have available budget and determine there are no other options submit a Budget Request Form to your Vice President. [Click here to access online form](#). Remember approvals will be determined based on critical need and available funding.