

# Budget Transfer header comments

When entering a budget transfer which affects positions, please include the following information: the position number being increased, reduced, or deleted. Also state if you are increasing or reducing salary reserves which are held within the salary budgetary accounts.

The example below can also be found on the Budget Transfer Instruction page on our website.

<https://www.utrgv.edu/planning-and-analysis/services-and-resources/budget-revisions/index.htm>

**1. To fund a salary increase for a filled position from a salary reserve.**

Sample description: Permanent transfer of \$5,000 from CC#XXXXXXXX - Classified Reserves, to cover salary increase for position # [position number & job title], [employee name], CPAF # [PAF number].

**2. To delete a position and move part of the budget to another position and part to a salary reserve. Position to be deleted must be vacant.**

Sample description: Permanent transfer of \$5,000 from eliminated position # [position number & job title], \$1,000 to cover salary increase for position # [position number & job title], [employee name], CPAF # [PAF number], \$4,000 to CC#XXXXXXXX, A&P reserves.

**3. To reduce budgeted amount for a position and move funds to another position. Position to be reduced must be vacant, unless a filled position was already reduced post-budget and the savings was not transferred to another position, cost center, or reserve. Classified Staff Positions can only be reduced up to the minimum salary amount.**

Sample description: Permanent transfer of \$5,000 from position # [position number & job title] to cover salary increase to position # [position number & job title], [employee name], CPAF # [PAF number].

**4. To reduce budget in wage or non-labor accounts and fund positions with equity adjustments, new hire rates above budgeted amount, or other types of position increases.**

Sample description: Permanent transfer of \$5,000 from operating for equity adjustment to position # [position number & job title], [employee name], CPAF # [PAF number].

**5. Departments do not need to include PAF# and employee name if the funds are being transferred to a vacant position.**