

## **Instructions for the Projection of Unexpended Salary and the Requested Use**

The following instructions are to be used in completing the attached forms which provide information on the projected unexpended salary to be generated by your college and the requested uses of these funds. Listed below are the titles of the forms and general instructions for their completion. Each printed form also includes instructions.

Forms numbered I through IV are to be used to identify sources of unexpended salary funds for the fiscal year. Forms numbered V through VIII are too used to identify requested uses of unexpended salary funds. Sample forms are included with examples of a few transactions.

### **Sources of Unexpended Salary Funds:**

#### **I. List of Vacant Positions.**

The purpose of this form is to project, in detail, the funds to be available from permanently funded vacant positions the fiscal year. The form is divided into 2 sections representing (1) positions expected to remain vacant for all or a part of the fiscal year and (2) filled positions expected to become vacant during the fiscal year.

#### **II. Leave Without Pay (LWOP) and Sabbaticals.**

The purpose of this form is to project unexpended salary resulting from "leave" transactions. If specific information is not known or available, please describe in detail the methodology used to project these funds.

#### **III. Research/Purchased Released Salaries.**

The purpose of this form is to project unexpended salary resulting from "research/purchased unexpended salary" transactions. If specific information is not known or available, please describe in detail the methodology used to project these funds.

#### **IV. Other Sources.**

This form should be used to identify any projected unexpended salary not identified on forms I through III. Please describe in detail the methodology used to project these funds.

### **Requested Uses of Unexpended Salary Funds:**

#### **V. Temporary Teaching Positions.**

List each needed temporary teaching position and provide the information requested. Teaching graduate assistants must be requested using this form.

#### **VI. Temporary Non-Teaching Positions.**

List each needed temporary non-teaching position and provide the information requested. Non-teaching graduate assistants must be requested using this form.

**VII. Supplemental Compensation.**

List each individual to whom a commitment has been made and provide the position number, title, name, reason, and amount of compensation. Do not include summer research stipends on this form since they will be reported on form number VIII.

**VIII. Research Stipends.**

List each individual to whom a summer research commitment has been made. Indicate whether or not the commitment is part of an existing contractual arrangement.