

May 25, 2021

Boise State University
Office of Budget and Planning
REGULAR UNITS

Advancement, Extended Studies, Graduate College, Honors College, Library, President's Office, Provost's Office, University Affairs, VPFA, VPRED, and VPSA

Guidelines for Appropriated Position Funding

Circumstance	Classified	Professional	Faculty
New Position is created (TALEO Requisition)	Department/Division must base fund the full year of Salary and Fringe		
Hire at more than budget in existing position	Department/Division must base fund Salary and Fringe		
Hire at less than budget in existing position	Regular Salary and Fringe budget may be moved to another Regular Salary and Fringe line (including into a Permanent Salary Savings Department)		
FTE, Salary Increase, or Reclassification	Department/Division must base fund Salary and Fringe		
Position Deleted (not as part of a reorganization)	Regular Salary and Fringe budget may be moved to another Regular Salary and Fringe line (including into a Permanent Salary Savings Department)		
Position Deleted (as part of reorganization)	Regular Salary and Fringe budget may be moved to any budget line with the Provost or VP approval		