

## WSU ACCRUAL AND ALLOCATION ADJUSTMENT ADVISORY GUIDELINES

The following advisory guidelines are to be applied in conjunction with the WSU Salary Accrual and Allocation Adjustment Policy and apply to all positions assigned to funds included in the planning budget level (PBL). The term “classified staff” is used for both civil service and collective bargaining unit employees and positions.

### A. Permanent vs. Temporary Position Accruals

Permanent positions carry a permanent allocation of funds on one or more accounts. Salaries are expended on these accounts from the permanent dollars on that position. If salary expenditures are not made, the allocation for that time period accrues to the area reserve, or a central reserve, according to the accruals policy.

Temporary positions do not have permanent allocations. Expenditures post to the operating account and generate negative accruals in the area reserve.

### B. Accrual Interaction

Area accruals interact with the relative area reserve account (99XX-XXXX). An area may choose to have accruals transferred to a departmental reserve account (XXXX-8889). To exercise this option the area can contact the Budget Office.

### C. Leave Without Pay (LWOP)

Accruals resulting from employees on area / departmentally approved leave without pay of more than ten consecutive working days are returned to areas upon request to the Budget Office. Accruals resulting from employees on leave ratified by HRS (e.g. family medical leave, military leave, emergency leave, etc.) will be returned, regardless of the number of days without pay, upon request to the Budget Office.

### D. Vacant Positions

To reduce the loss of vacant position accruals, temporary replacements can be appointed to vacant positions, subject to WSU employment rules.

Accruals from vacant positions will not be returned to pay for time-slip replacements.

Accruals for vacant classified, AP, and non-instructional faculty positions will be captured centrally for the first four months. Subsequent vacancy accruals will be returned to the area upon request.

### E. Exceptions to Accrual Policy

Accruals which flow to central reserves are pooled and used for the benefit of all areas to fund PIDs, turnover transactions, leave payouts, fringe benefit overruns, etc. As such, exceptions to the policy are generally not permitted. However, if unusual circumstances exist, an area may request a policy exception. To make such a request, a detailed memo should be sent to the Chief University Budget Officer explaining the circumstances and desired action. The area will be notified regarding the approval or rejection of the request.

**F. Allocation Adjustments**

Position changes that affect the amount allocated to operating accounts for the current fiscal year generate allocation adjustments. Generally, position changes that generate allocation adjustments also generate base adjustments. Base adjustments reflect the amount needed for a full fiscal year to fund the change.

Allocation and base adjustments that interact with area reserves do not change an area’s total current year funding or PBL; they shift the allocation dollars between the position’s operating accounts and the area reserves. If an area wishes to fund the change from a different account, they may submit a journal voucher request to effect the change.

Allocation and base adjustments that interact with central reserves **do** change an area’s total current year funding and PBL. Centrally funded base adjustments (and any requested changes to permanent funding levels within an area) are periodically reconciled with Position Control and the new base reported to areas.

This table illustrates the typical impact on central or area reserves for allocation or base changes by employee type (CS=Civil Service, AP=Exempt, Grad=Graduate Assistant, Fac=Faculty):

Action	Area	Central
PID* /STO**		CS
PBL effort change	CS, AP, Grad, Fac	CS
Reclassification	CS, AP, Grad, Fac	CS
Base Value change	CS (A to A) ***, AP, Grad, Fac	CS (within Range)

- \* Periodic Increment
- \*\* Staff Turn Over
- \*\*\* Civil Service Pay Scales (Step A of Current to A of New Range)

The following examples illustrate some of the interactions represented in the table for classified employees.

**CLASSIFIED STAFF (CIVIL SERVICE and BARGAINING UNITS)**

When multiple civil service position configuration changes are requested with the same effective date or on the same position action form, the sequence of the transactions affects the calculation. Please contact the Budget Office for assistance.

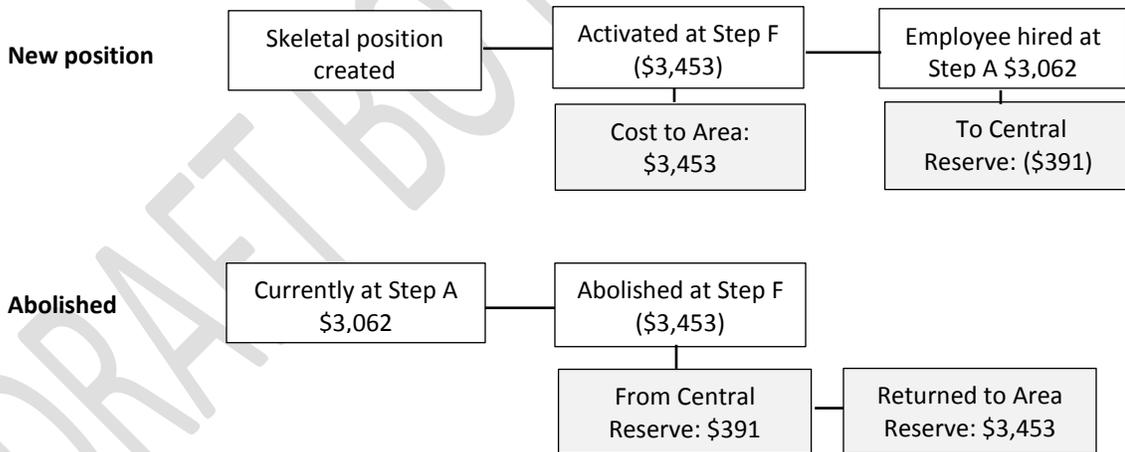
Periodic Increments (PID) and Staff Turnover (STO) adjustments for classified staff are generated automatically by the WSU HEPPS system and are triggered by changes in an employee's appointment. These changes interact with central reserve accounts. Accelerated movement up the steps within a range for purposes of retention, etc., will be charged to the area reserve.

- Classified Staff transactions such as those listed below are calculated and interact with area reserves at the mid-step (usually step "F") of the position. Any step adjustments needed to bring the position value to or from the mid-step interact with central reserves. These changes include:
  - Creating new positions – Example A
  - Abolishing positions – Example A
  - Changing a position to/from temporary status
  - Moving to/from PBL funds
  - Increases or decreases in allocation percent
  - Moving a position from one area to another
  - Term changes

**EXAMPLE A**

***A new position is created for CSR Job Class 107Q; Range 44.0, and subsequently abolished.***  
*(Please note scales update periodically)*

<u>Action</u>	<u>Impact</u>
Position activated at the mid-step (F): \$3,453	Change of -\$3,453 interacts with area reserve
Employee is appointed at step A: \$3,062	Change of -\$391 interacts with central reserve
When the position is abolished:	
Position is brought to the mid-step (F): \$3,453	Change of \$391 interacts with central reserve
Position is abolished at the mid-step F: \$3,453	Change of \$3,453 interacts with area reserve



2. Reclassifications between classified job classes are calculated from range to range at the lowest step (usually step "A").

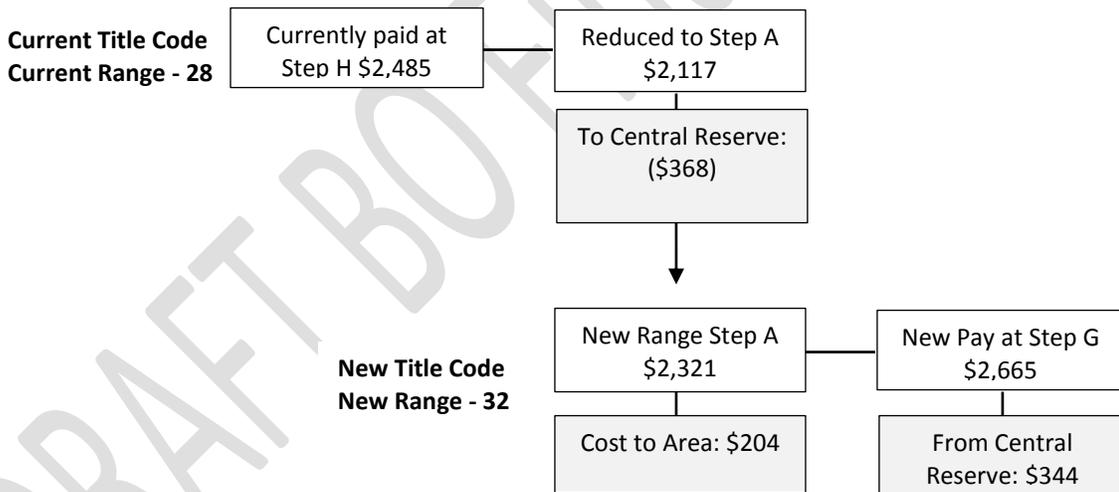
**EXAMPLE B**

***A position is reclassified from range 28H to 32G (5% increase per WSU policy).***

*Values used are hypothetical.*

Action	Impact
Beginning position value (28H): \$2,485	
Adjust to lowest step (28A): \$2,117	Change of -\$368/month interacts with central reserve
Reclassify to new range (32A): \$2,321	Change of \$204/month interacts with area reserve
Adjustment to new step (32G): \$2,665	Change of \$344/month interacts with central reserve

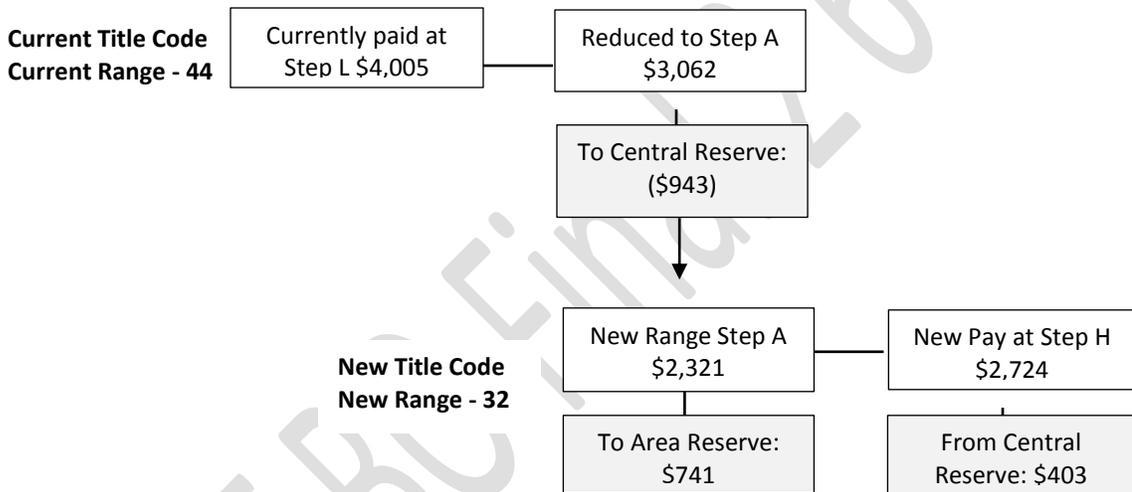
**Note:** In many cases the charge to the area will exceed the initial increase in salary (in the example, the area charge is \$204/month, but the actual salary increase is only \$180/month). This additional charge helps offset future periodic increment costs which are funded from central reserves.



The example above would lead to a cost of \$204 to the area and a savings of \$24 to Central per month.

**EXAMPLE C**  
**A position is reclassified from range 44L to 32H.**  
*Values used are hypothetical.*

<u>Action</u>	<u>Impact</u>
Beginning position value (44L): \$4,005	
Adjust to lowest step (44A): \$3,062	Change of -\$943/month interacts with central reserve
Reclassify to new range (32A): \$2,321	Change of \$741/month interacts with area reserve
Adjustment to new step (32H): \$2,724	Change of \$403/month interacts with central reserve



The example above would lead to a savings of \$741 to the area and \$540 to Central per month.

Reclassifications from classified to AP or faculty job classes are calculated from the current step to the new salary (unless the position is vacant – then contact the Budget Office). (Area covers the difference.) Reclassifications to classified status from AP or faculty are calculated from the current salary to the mid-step (area interaction). Central interacts with adjustments within the range.

## EXEMPT (AP)/FACULTY/GRADUATE POSITIONS

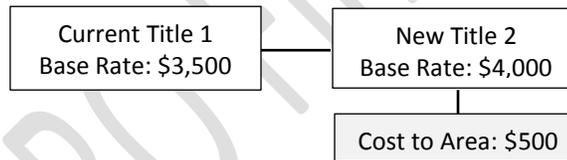
The following examples illustrate the interactions represented in the central / area reserve impact table (page 2) for (AP/Fac/Grad) employees.

1. **Reclassification:** Exempt (AP), faculty and graduate positions impact of reclassification changes.

### EXAMPLE D

***A reclassification from Title Code 1 to Title Code 2 from a Base Rate =\$3,500 to Base Rate =\$4,000***

<u>Action</u>		<u>Impact</u>
Current Title Code:	\$3,500	Change of \$500/month interacts with area reserve
Adjust to New Title Code:	\$4,000	



2. **Base Value Change:** Exempt (AP), faculty and graduate positions impact of base value changes.

### EXAMPLE E

***A base rate change from a Base Rate =\$3,500 to Base Rate =\$4,000.***

<u>Action</u>		<u>Impact</u>
Current Base Rate:	\$3,500	Change of \$500/month interacts with area reserve
Increase Base Rate to:	\$4,000	

