



# What is a 1310 Lapsed Salary Report?

The 1310 lapsed salary report was set up for recording purposes to keep up with how lapsed money is to be spent for each department in the College of Engineering.

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# Lapsed Salary

- Lapsed salary is created when a position is filled at a lower amount than was originally budgeted for the salary. The remainder of the budgeted salary is then placed in the College of Engineering holding account. It is then up to the dean to decide if the department receives the amount back or he keeps the money for other college expenses.

# Release Time

- Release time is available when a department allows an employee to work with an agency/outside vendor for a certain amount of time/money. The agency/outside vendor pays the university for the employee's time/money usually placed in a grant account and this releases the employee's salary freeing up the state budgeted salary. The department can then use this money as a resource.



# Resources

- Funding available for your department to spend. This is made up from the following:
  - Vacant Positions
  - Phased Retirement
  - Lapsed Salary
  - Release Time
  - One-Time Money
  - GTA'S Allocated

# Graduate Teaching Assistants

- Money allocated for hiring graduate students from your department operating account for the year.
- This money is only to be spent for graduate teaching assistants

# Undergraduates

- Undergraduates are always paid out of the departments I-Flex account.

# I-Flex Account

- Each department has an I-Flex account number set up to track the spending of lapsed salaries.



# Example of 1310 Lapsed Salary Report

- Please review the attached blank copy of a department's lapsed salary report.



# Worksheet for Keeping Track of Faculty Lapse

Worksheet for Keeping Track of Lapse		
Faculty Salary lines from Operating Less Entire I-Flex Fund		
RESOURCES	Fund #	Department/Center
Vacant Positions		
GTA Money		
Lapse Underfills on Positions		
Educational Leave's Money to Dept.		
Phased Retirement		
Release Time		
Other		
<b>TOTAL RESOURCES</b>		<b>\$0.00</b>
<b>EXPENDITURES</b>		
Graduate Teaching & Research		
Student Workers		
EPA/Part-Time		
Faculty Stipends		
Recruiting Advertising		
Recruiting		
Projected Misc Expenses		
Equipment		
Matching		
Other		
Projected expenses		
<b>TOTAL EXPENDITURES</b>		<b>\$0.00</b>
Balance Available to Spend ( Revenue Less Expenses)		<b>\$0.00</b>



# One-Time Money



- Money allocated to your department from the dean made available by Academic Affairs.
- Always it is stated for a specific purpose such as Equipment buying from the Chair's prepared equipment list, GTA's, Start-up expenses ,Etc.

# Expenditures

- Expenditures are expenses occurred by your department from your resources. These expenses could be from the following:
  - **Undergraduate student salary**
  - **Part-Time Salary**
  - **Temp. Salary**
  - **Start up packages**
  - **Special payments**
  - **Employee travel**
  - **Equipment**



# Vacant Position

- A vacant position can be a newly allocated from the provost or a position not filled yet within the department. If approved by the dean the salary for the position would be available to the department for spending if the position has not been filled. This would be an additional resource for the department until the position is filled.

# Phased Retirement

- When a faculty member elects to retire by phasing out of employment over a three year period. Normally the faculty receives half their salary and the college receives the other half listed as resource. If approved by the dean the department could receive the remaining half salary budgeted amount to add as a resource for the department.