

**Budget Certification for Employment (BCE)**  
For Non-Sponsored Program Administered Accounts <sup>(1)</sup>

Department: \_\_\_\_\_ HR Search #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Budget Tracking #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Target Salary: \_\_\_\_\_  
 FRS #: \_\_\_\_\_ % of Funding: \_\_\_\_\_ Target FB/WC: \_\_\_\_\_  
 FRS #: \_\_\_\_\_ % of Funding: \_\_\_\_\_ Total Salary/FB/WC: \_\_\_\_\_  
 FRS #: \_\_\_\_\_ % of Funding: \_\_\_\_\_

This certification should be mailed to the Budget Office after all authorized individuals below, (except Budget Office, President, Chief Operating Officer, Chief Financial Officer or Provost as appropriate) have approved. **The transfer of funds must be in place as explained in attachment A.** The Budget Office will certify that funding in the account(s) noted is sufficient to cover the proposed compensation and forward this form and attachments to the Position Review Committee (PRC). **Please note that the fact that a position has been budgeted does not necessarily mean that it will be approved for hiring.**

A signature on this form certifies the following:

- The position is essential to the hiring department. Leaving the position unfilled would be detrimental to the department.
- The FRS account(s) where the individual will be charged has sufficient permanent budget funds available to support salary, fringe benefits and worker's compensation for the remainder of the current year and for future years.
- The Transfer of Funds has been completed. (See attachment A for Transfer of Funds Instructions.) If the transfer has not been completed, provide an explanation here.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- For non-ledger 2 accounts, future years' funding sources for this position have been identified here.

FRS #: \_\_\_\_\_ Amount of Funding \$ \_\_\_\_\_  
 FRS #: \_\_\_\_\_ Amount of Funding \$ \_\_\_\_\_

**Approvals:**

Account-Holder \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept Head/Director \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/Unit Head: \_\_\_\_\_ Date: \_\_\_\_\_  
 President/COO/CFO/Provost \_\_\_\_\_ Date: \_\_\_\_\_

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**Budget Use Only** (Certifies budget availability only)

Budget Office \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>(1)</sup> Non-Sponsored Program Administered Accounts: see FRS screen 6 – Grant/Contract field. If this field equals either a G or C, the account is administered by the Office for Sponsored Programs and is exempt from completing this form for the recruitment process.

## **A. TRANSFER OF FUNDS**

Before the search can proceed, permanent budget dollars to fund the position being recruited must be transferred to the FRS account where the position will be charged.

First, compute the fringe benefits and workers' compensation amounts using the appropriate fringe benefit rate and the annual salary.

On an **A1 Form**, choose:

1. For ledger 2 accounts choose Permanent Budget Transfer; for non-ledger 2 accounts choose One-Shot Budget Transfer.
2. In "Account to Increase," use the FRS account where the position will be charged and the subcode 1009 for salaries, fringe benefits and workers' compensation.
3. In "Amount," enter the annual salary plus fringe benefits and workers' compensation.
4. In "Account to Decrease," use the FRS account and subcode that will fund the position. Be sure that adequate funding is available: Permanent funding for ledger 2 accounts; One-Shot funding that will be available for the duration of the payroll authorization for non-ledger 2 accounts.
5. In "Reference 2," enter the word "Search" (no abbreviations).
6. In the "Short Description," enter an "S" followed immediately (no spaces!) by the search number if available. Add any additional description for the remaining characters of the "Short Description" and the "Long Description".

Second, compute the estimated cost of the position for the current year using the estimated start date and annual salary. The residual amount may be used on a one-time basis to fund non-recurring activities and should be transferred to the budget pool 2000 as a "One-Shot Budget Transfer" on a separate A1 Form.

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**Please note that once the search is completed and before the payroll authorization is submitted, funds previously moved into subcode 1009 should be moved to the appropriate salary/fringe benefits/workers compensation subcodes.**