

Instructions for the Projection of Unexpended Salary and Uses

The following instructions are to be used in completing the Unexpended Salary Projection form which provides information on the projected unexpended salary to be generated by your college and how these funds will be used.

Please note, when completed, the 'Total Projected Unexpended Salary' line and the 'Total Unexpended Salary Needed' line on the form should be equal.

The completed form should be submitted by email to John Duplantis (jdupl12@lsu.edu) in the Office of Budget & Planning. After the data is reviewed, Budget & Planning will input the information into the FY 22-23 Operating Budget.

Sources of Unexpended Salary Funds:

1. Vacant Positions.

Projection of the funds to be available from permanently funded vacant positions next fiscal year.

2. Leave Without Pay (LWOP) and Sabbaticals.

Projection of unexpended salary resulting from "leave" transactions.

3. Research/Purchased Released Salaries.

Projected unexpended salary resulting from "research/purchased unexpended salary" transactions.

4. Other Sources.

Projected unexpended salary other than those identified above.

Proposed Uses of Unexpended Salary Funds:

Personnel:

1. Temporary Teaching Positions.

Projected funding needed for temporary teaching position.

2. Temporary Non-Teaching Positions.

Projected funding needed for temporary non-teaching position.

3. Supplemental Compensation.

Projected commitments for supplemental compensation. Do not include summer research stipends.

4. Research Stipends.

Projected summer research commitments.

Support:

Provide the projected support funding needed by ledger account.