

## **VPAA – BUDGET REVIEW APPROVALS (updated June 28, 2007)**

### **Budget Review needs to approve the following:**

- ✱ Personnels for all new full-time regular faculty positions
- ✱ Personnels for new or replacement staff when salary is an exception to UGA guidelines
- ✱ Personnels for reclassification when salary is an exception to UGA guidelines.
- ✱ Personnels with a mid-year increase or new salary supplement
- ✱ Budget amendments transferring funds from vacant and lump sum positions to non-personal services.
- ✱ Budget amendments picking up funds from central contingency
- ✱ Budget amendments picking up funds from VPAA or OVPI

### **Budget Review does NOT need to approve the following:**

- ✱ Continuation within existing position (unless there is a change in pay outside UGA guidelines)
- ✱ Personnels for new part-time or temporary faculty or staff positions
- ✱ Personnels new and replacement staff positions.
- ✱ Personnels changing personal information (address, phone number, etc)
- ✱ Salary supplement forms. The forms should be sent directly to the Budget Department. The Provost approval to add a supplement should come to Budget Review.
- ✱ Termination of employees.
- ✱ Termination of salary supplements.
- ✱ Redistribution of salaries.

**When sending personnels or budget amendments for Budget Review approval, please check the box for Sr. VP for Academic Affairs before approving. All backup documentation should be faxed to the Budget Review office when the personnel is sent with the referencing document number at the top and the referencing tracking number on the personnel.**

**Budget Review Office: 583-0337  
Budget Review Fax Number: 583-0747**