

## Budget Amending Tips

- Amend budgets before actual transactions are trying to post in accounting.
- Amend the funds needed to maintain the budget for normal operations for the remainder of the fiscal year. In other words, in preparing an amendment you need to be proactive, not reactive. If your activities have changed, estimate the needs for the rest of the year not just this instance. Be aware of continuing expenses you will have that are not encumbered, such as telecommunications, supplies, etc.
- Have all signatures for approval. All approvals through the vice presidential/cabinet level should be on the form when it reaches Budget & Finance. This is for communication purposes. This step ensures that all impacted parties are aware of the changes in the budgets.
- Round your amounts to the nearest dollar. The PeopleSoft budget system does not use cents.
- Make a copy or print one for your records as the requestor. You can also use this copy to verify that the changes you requested have been made on your next Budget Progress Report or Budget Status Report.
- Budget amendment required when an employee is hired for more than the budget available in that position. You need to provide a budget amendment detailing the funding area that will be transferred to cover the extra funding needed for the position.
- If you are doing an amendment that involves a full time employee, you can use the Personal Services Estimator which can be found at this link: <http://www.clayton.edu/budget/budgetamendments> to calculate the salary along with all the associated benefits.
- When adding budgets for temporary employees, casual labor, or extra compensation, you do need to increase the budget for the fringe benefits that will be incurred also. For temporary employees or casual labor, the FICA Medicare expense that will be incurred is equal to 1.45% of the wages/salary. For extra compensation expense for a full-time employee, FICA and FICA Medicare combined will be approximately 7.65% of wages/salary and retirement expense is 11.41% of the wages/salary for Teachers Retirement individuals and 9.24% for individuals who participate in Optional Retirement Plans.
- Budget amendments are only used to change the **BUDGET** amounts. If you need an expenditure researched or corrected, please send a written request by email or memo to Micah Grant, Accounting Services.