Budget Office

Frequently Asked Questions

1. **How do I get access to Self-Service Banner and/or my budget accounts?**

   Submit a Banner Finance Request Form (found on Budget Office website; instructions are on the form)

2. **What requests are handled by the Budget Office?**

   Budget revisions – Moving funds from one account to another. State/Non-grant funds only.

   Position numbers – Create position numbers for departments to hire and/or pay personnel, verify fund availability in positions, and verify the correct FOAP/account used for positions. Confirm and update position titles and verify employees are assigned to positions correctly.

   People Admin – Review personnel actions for budget/fund availability and verify that the appropriate position number and FOAP is used for the action. Then, forward to HR for processing.

   Student Work Aid – Confirm budget availability and verify correct position number and FOAP are used on the request. Then, forward to HR for processing.

   Credit Awards – Verify budget/fund availability for the request. Then, forward to Financial Aid.

   Transfer Vouchers – Verify the FOAP/Account being credited has paid the expense first. Verify the account being charged has the funds to cover the expense. Then, forward to General Accounting for processing.

   ****Please note** Budget is not directly responsible for employee payroll, requisition/purchase order, vendor payment, or student billing/account issues.**

3. **Where do I send budget and position requests and other related questions?**

   All requests should be sent to BudgetOffice@tnstate.edu. This mailbox is monitored by Budget staff and allows requests to be handled in a timely manner by the assigned budget employee.

4. **When can I expect my request to be completed/approved by the Budget Office?**

   The Budget Office requires a processing window of **3 *business* days**. Due to the very high volume of requests received, **please do not contact the Budget Office regarding approval of an action unless the action has been in Budget longer than three days.**

5. **How do I request a position number?**

   Send the position type and title being requested (e.g., title and temporary/permanent status) and include the FOAP (Fund, Org, Account, Prog) that the position will be set up on to BudgetOffice@tnstate.edu.

6. **What type of position numbers can I request?**

   You may request new (or verify existing) position numbers for Temporary employees, Extra Compensation, Graduate Assistants, and Student Work-Aid. These are group positions and can have multiple employees assigned to them at once.

   New permanent positions **funded by grants** may be requested at any point in the year. New permanent positions funded by state/non-grant funds may only be requested as part of the budget request process and must be approved by the President (or designee) and Board of Trustees. Only one employee at a time can be assigned to permanent positions.

7. **What account codes do I use for positions?**

   The account code to be used depends on the classification of the position:

   61100 – Executive/Administrators (e.g., President, Vice Presidents, Associate/Assistant VP, Chief of Staff, Chief of Operations, etc.); Exempt / Monthly

   61200 – Faculty and Graduate Assistants; Monthly

   61300 – Clerical/Support (e.g., Administrative/Office Assistants, Clerks, etc.); Non-Exempt/Semi-monthly

   61310 – Overtime (For use only by hourly employees; Monthly/Exempt employees do not qualify)

   61400 – Student Work-Aid Only; Monthly

   61600 – Professional (e.g., Directors, Coordinators, Managers); Exempt/Monthly

8. **Can I use the same position number for every different personnel request I have? (Extra Compensation/ESP, Student, Graduate Assistant, Temporary Employee)**

   No. If ANY part of the position type, title, or FOAP changes, the position number changes! This is also important because different position types may have different pay dates and correlated benefits.

9. **Does the Budget Office process budget revisions on grant funds?**

   No. Grants Accounting processes budget revisions on grants.

10. **How can I find out where my People Admin action is in the approval routing process before contacting Budget or other departments?**

    Utilize the search feature within People Admin. You have the option to search by action number, position number, or employee name.

11. **Where can I find the forms needed for my requests?**

    Budget Revision → Budget Office website

    Transfer Voucher → Budget Office website

    Personnel Action Request Forms → Human Resources website (Click here: Human Resources)

    Credit Awards → Click Here: Credit Award