**FY 13-14 Budget Reduction Template Instructions and Helpful Hints:**

1. Line number – Does not reflect priority order
2. 2 Digit OUC – you may also list the 4 digit OUC if you wish. Ex. 46 = Finance & Resource Management, 4620 = Budget Office, 4630 =Controller’s Office, 4640 = C&G
3. Type – Select from the “pull down” list. Note that the legislation directs us to consider specific items before making reductions to direct classroom services.
	* Note that Universities have been specifically asked to identify reductions to Student Support Staff such as Academic and Mental Health Counselors, Financial Aid Staff; therefore we have identified this as a separate type.
4. Short Title / Description – please include a brief description of the line item reduction. Ex. Eliminate temporary wages in xyz, reduce operating funds for abc department, eliminate 2 accounting specialist positions in xyz department.
5. Class Sections Lost # and Classroom Seats Lost # - Please provide the number of seats and sections lost for your college taking into account the affects of your entire budget reduction. Individual #s per line item are not necessary
6. Project # - state appropriated only (201xxx-249999 for 16030) – **not** appropriated receipts (301xxx-349999 or Summer Instruction 202xxx).
7. Position Title – list one title per row, but may have multiple FTE. Ex. Administrative Support Specialist 3.0 FTE – do not need to differentiate between career banding level.
8. “Vacant” Section
	* Properly designate 1310/1110/1210
	* Column P (How many of these FTE had temporary or time-limited employees “working against” the position?) The purpose of this column is to identify the number of vacant positions (listed in columns J, L &N) that had temporary or time-limited employees working against them.
	* Column Q (How many individuals (must be whole number) were “working against” this vacant position(s) and no longer have a job due to its elimination?) Do not count any person that will be “RIF’d for SPA or their contract not renewed for EPA and captured in columns (T, V, & X). Ex. Eliminated 1 faculty position that is vacant. However, 4 TAs were working against the position. Column J = 1.0 FTE, Column P = 1 FTE, Column Q = 4 individuals.
9. Filled FTE – Eliminated due to Budget Reductions (EPA & SPA RIF’d) - Reductions in force technically only applies to SPA employees, but the concept is the same for EPAs in that the position was eliminated due to the budget reduction and the employee no longer has employment.
10. FTE Moved to another Funding Source – Please select the specific funding source using the “pull down” arrow.
11. Temporary Wages (51499) – please provide a dollar amount. No FTE is associated with temporary wages.
	* (Column AK) How many individual people (must be whole number) no longer have a job due to temporary funds being eliminated? Please indicate the number of individuals who no longer are employed due to the elimination of these temporary wages. The distinction between this column and the shaded columns P&Q in the “Vacant” section is the general ledger account (1310/1110/1210 vs. 1499).
12. Contracted Services (51990) and Operating Expenditures (55999) – please provide $ amounts.
13. Other (58xxx or 55600) – To be used for reductions to collections by the libraries and any transfer expense codes for select units in the Research Area. Provide the specific budget level account. Ex. 58290.
14. Cell H26 must equal the budget reduction # provided to your unit by Provost Arden and VC Leffler on August 16, 2013.
15. A brief narrative (no more than one page) in **Microsoft Word** explaining the impact of this reduction to your unit must be submitted with your reduction template. A bulleted list providing specific examples is sufficient.