

What is it?

Agencies can transfer 2% of personnel service funds (or \$100,000, whichever is greater) out of personnel service and fringe into operating accounts. Every budget transfer in SCEIS is run through a separate ledger (ZJ) to check this personnel service limit. If the net amount of personnel service dollars transferred out exceeds the established limit, the FMBB transaction will not post and will give the user a hard stop error message.

Why?

Proviso 117.9 (GP: Transfers of Appropriations) allows the Department of Administration to set the restrictions on transfers in or out of personnel service. The Budget and Control Board (now the Department of Administration) updated its operating procedures on June 29, 1999 to allow a limit of 2% of the total personnel service budget or \$100,000, whichever is greater. This helps to ensure agencies will have enough budgetary resources to meet personnel expenditures.

What if the limit is reached?

Agencies needing additional funds moved out of personnel services should submit a memo to EBO stating the need for the transfer and the amount of the transfer. The Executive Budget Office will increase the limit as approved by the State Fiscal Accountability Authority (SFAA).

How do I check the Personnel Services Transfer limit?

Agencies can check values for 2% limits by running SCEIS report FMAVCR01. Update the selection criteria for the current fiscal year and Control Ledger ZJ. There is also a BEX report available to check the amount.

Who do I contact in EBO?

Your assigned budget analyst can assist you with this item.