Schedule 3(b) Limited Term Appointments

This schedule has been developed to assist academic departments in budgeting for LTA's and separating these appointments from Continuing Full Time appointments.

Review the information provided very carefully for completeness and accuracy. Please advise Karen Epp of any errors, omissions or discrepancies noted.

Once completed, Finance will enter the total salary costs from Schedule 3(b) to the on-line Budget Development System (BUDDE).

Human Resources, using their payroll and Human Resources Information systems, produced this salary information. It includes current LTA appointments as of December 2011. The information was then sent to the Finance Department where it was separated into the appropriate cost centres.
The column information and data included in this separate schedule is consistent with that in schedule 3(a) with the following exceptions:

12/13 Est. Annual 1Jul12 – 30Jun13

This figure represents the annual salary of the LTA for 12/13 taking into account salary increases for July 1/12.

Term

LTA appointments require a start and end date for their contracts. The dates shown are only those dates that fall in the 12/13 budget year.

of Months to be Budgeted

Enter the # of months to be budgeted for each individual.

Replacement or Required For

It is helpful to the departments of Finance and Human Resources to connect the LTA appointment to a full time position wherever applicable. This could be due to absences, sabbaticals or vacancies. Alternatively, this may be an on-going LTA appointment that is required for another purpose. Please indicate.

Budget Source

The source of the funding needs to be identified. The funding resources for LTA positions come from typically two sources, either hard or soft money.

- Hard Money – Funding is established in base budget as position is an ongoing appointment
- Soft Money – Salary savings transferred in from the full time budget due to vacant positions or sabbaticals. Salaries may also be self funded with revenues.

If additional resources are required for LTA positions they need to be requested through Schedule 5 - Additional Budget Resources.

Comments

Provide as much detail as possible to assist Finance and Human Resources in reviewing salary calculations.