



## **Procedures for using Salary Savings for Search & Screen Costs (Non-GQA Positions)**

Salary savings can be used to cover costs associated with a search and screen process to fill a position. Through the completion of the below steps, salary budget will be reallocated to cover the cost of supplies and expenses associated with the search.

1. Search and screen process begins when a position is vacated.
2. Budget Office provides estimate of available salary savings upon request, figuring in any accumulated leave paid out and basing estimate on target hire date. This can be used as a budget for the search & screen.
3. Appropriate search & screen expenditures include:
  - a. Position advertisement expenses
  - b. Travel, meals, and hotel expenses for on-campus interview candidates
  - c. New computer for hired individual (if not included in the start-up package)
4. Department tracks expenses associated with search and screen costs based on WISDM detail. Effort should be made to pay out expenses from account where the vacancy is located.
5. At the completion of search and screen process, a listing of expenses should be provided to Budget Office and budget journal is completed to allocate salary budget to supplies & expense budget lines.
6. Any requests needed to transfer expenses to account with search and screen budget are requested from Business Services.