

# Faculty Line Conversion Form

<b>Submitted by:</b>	<b>Phone #:</b>	<b>Date:</b>
<b>Email:</b>		
<b>School/College:</b>	<b>Department ID:</b>	<b>Position Number:</b>
<b>Employee Name (or TBA):</b>	<b>Employee ID:</b>	<b>Months Budgeted:</b> (9, 10, or 12)
<b>Reason to Convert:</b>	Vacant in Operating Budget and no plans to fill TBA in Operating Budget but filled beginning Filled in Operating Budget but vacant beginning Sabbatical @ % (e.g., 0.25) pay Leave of Absence without pay (LOAWOP) @ % (e.g., 0.25) FTE Appointed on C&G budget # @ % (e.g., 0.25) FTE Appointed on Auxiliary budget # @ % (e.g., 0.25) FTE International Program: Fall Spring Journal Transfer #: Phased Retirement (convert needed amount to OPS)	
Rate in Line <b>before Raises:</b>	Dates to Convert: from	to
Biweekly Rate:	# of Pay Periods:	Convert % (e.g., 0.25)
<b>Total to Convert before Raises</b> (biweekly * # pay periods * %):		
Rate in Line <b>after Raises:</b>	Dates to Convert: from	to
Biweekly Rate:	# of Pay Periods:	Convert % (e.g., 0.25)
<b>Total to Convert after Raises</b> (biweekly * # pay periods * %):		
<b>Total Converted</b> (sum of total before raises and total after raises): (amount to reduce your salary account 710000)		

Amount to convert to: Category	OMNI Account Codes	Dept ID
OPS	720000	
Expense	740000	
OCO	760000	
Repay Summer (July-Aug)	710000	058001
Reserve Summer (May-June)	710000	058001

Comments: