

Student Affairs
Collection Center Policy
(updated 8/22/06)

The Collection Center funds can be used to fund approved reclassifications, above-step new hires, equity increases, and stipends reclassifications. The “permanent” funds are allocated to the position provision on your staffing list in the following fiscal year. The “current year” funds are those you can use to cover the salary difference between the existing position, and the “new” salary which occurs in the current fiscal year. The Collection Center funds are appropriated using a “Line of Credit” (LOC) methodology which divides current year turnover savings by your weighted permanent “sub-1 staff salaries” budget as listed on the same current year final Staffing List report.

Directors have been delegated the authority to approve all reclassifications, equities, and above step hires up to a 15% increase against the total line of permanent and current year credit amounts listed above. Increases of 15-24.9% must be approved by the appropriate Associate Vice Chancellor; increases 25% and above must be approved by Acting Vice Chancellor Scott. Please note that Merit increases and or Range Adjustments should not be applied against the Line of Credit funds.

There are different approval processes for LOC appropriation which are reflected in the allocation letters distributed each year by the Division Budget Analyst, Denise Onitsuka. The LOC amount will be administered by your Business Mgr/Budget Analyst and or Director/AVC, as appropriate. To access the funds:

- Please coordinate internally within your unit(s) by contacting your Business Mgr/Budget Analyst or Director. The email should include a justification for the request, proposed effective date, and permanent and current year costs.
- Once approved by your unit, contact your HR Service Team to initiate an “Employee Action Request” (EAR) or “Recruitment Selection Documentation” (pinks/ERs).
- Once the action has been formally approved by Staff Human Resources, please submit the following to Budget Analyst, Denise Onitsuka for fund transfers:
 - A **COPY** of the completed (signed-off by SHR and Unit Manager) "Employee Action Request" or "Recruitment Selection Documentation" (pinks/ERs).
 - Your LOC request letter (see attached sample letter) which indicates the appropriate foapals for the fund transfers. Funds will be transferred as long as the total cost of the action does not exceed your line of credit balance. In other words, Directors cannot take their Unit line of credit into deficit.

If the action you want to initiate will cost more than the funds you have available in your LOC, then you have two options:

1. Cover staffing costs by reallocating resources within your unit budget; or
2. Discuss the action you are proposing **BEFORE** initiating a formal "Employee Action Request" or "Recruitment Selection Documentation" (pinks/ERs) with your Associate Vice Chancellor or Vice Chancellor to determine the likelihood of applying for centrally held divisional Collection Center funds.

If you have any questions about your LOC amount or accessing your LOC, please contact Denise Onitsuka at x9-5366 or dtoni@ucsc.edu. For HR related questions, please contact your HR Service Team.