

# Frequently Asked Questions

- 1. Can student assistants be paid from state funds (Index starting with “2”)?**
  - No. Student workers can only be paid with Designated, Auxiliary, or Restricted fund types.
- 2. Am I allowed to transfer budget between different indices?**
  - Depends. General budget transfers must remain within the same fund. If a department has more than one index that is coming from the same fund, such as Designated Tuition 140001, then a budget transfer is allowed between 2 different index codes. **Cross-fund budget transfers are not allowed.**
- 3. Which fund type can I transfer through the Self-Service Budget Transfer module?**
  - Designated (14), Auxiliary (16), General Restricted (22). Transfers are limited to non-salary type budget pools.
- 4. How are General Restricted Funds budgeted?**
  - This fund type is budgeted based on the fiscal year need. Revenue received after a budget is established may be budgeted once the revenue is realized. This is requested using the same form as a transfer.
- 5. I made a deposit to my General Restricted index, but I do not see it in my budget, where is it?**
  - When a deposit is made to your revenue account, the budget does not instantaneously become available for you to spend in your expenditure account. You must submit to the Budget Office a Budget Change Request Form stating the amount you would like to budget equal to, or less than, the amount of the deposits.
- 6. Can departments move funding from the Financial Aid Pool or to other budget pools?**
  - No, Financial Aid transfers are not allowed.
- 7. I sent a F3.1 to the Budget Office, where is it?**
  - The Budget Office will thoroughly review any F3.1 hiring document for accuracy and budget sufficiency of the fund source. Some documents may take longer for approval than others depending on the circumstances. If an F3.1 is approved through Budget, it will then be sent to the VPFO and President for signature authorization. Then the document is sent back to Budget and is forwarded to HR for data entry the same day.
- 8. What are single and pooled positions?**
  - Pooled positions are positions with similar work criteria and are not full-time positions. This position type includes student assistants, graduate assistants, adjunct, stipend, overload, one-time pay, research assistant, hourly workers etc.
  - Single positions have individual job duties. All single type positions must have a unique position number. If a department discovers 2 incumbents within the same single-type position, please contact the Budget Office for correction.

**9. How do I request a new index?**

- Requests for a new index will be reviewed by the Financial Services not the Budget Office. If the request meets certain criteria the index will be created and the Budget Office can be contacted to transfer or provide budget to that index, pending fund availability.

**10. How do I request financial access to organizations?**

- The organization manager must send a written justification and approval to the Financial Services. Financial Services will review eligibility and provide access in accordance with security standards.

**11. How do I request EPAF access for a new user?**

- On the budget website there is an EPAF access form that will need to be filled out and signed off by the Unit VP/Dean. Once signed and filled out it will need to be sent to the Budget Office ([budget@lamar.edu](mailto:budget@lamar.edu)). The Budget Office will get it set up and send an email back once new user is set up.

**12. How do I pay another department for services they provided?**

- This is **NOT** a Budget Transfer. This is an interdepartmental journal entry, please contact the Financial Services department for these.