

## What is the Sweep Process?

The sweep process was implemented as a process to give a true picture for an org's available balance. When a budgeted position becomes vacant, or there is a break in payroll (i.e., leave without pay), the system will temporarily sweep the unused funding and place it in G00005-125052. If the position is filled later or the employee returns from an unpaid situation, the remaining budgeted salary will sweep back into the original org and be available for funding. If wages are no longer expensed to this position, the remaining budgeted salary will be considered a salary savings to the university and remain in the sweep org. (125052)

Example:

A position is budgeted in a salary line at \$100,000 for the year. (July 1–June 30)

The employee leaves the position effective on January 1.

On January 1, \$50,000 (has been expensed for the employee's salary from July 1 to December 31. (\$100,000/52 weeks=1,923.08 per wk ; 1923.08 x 26 weeks=50,000)

The position is not filled until June 1.

This leaves the position vacant from January 1 until May 31 of the current fiscal year.

In this case, \$42,308 of the position's salary would automatically be swept into G00005-125052. (\$1,923.08/wk x 22 weeks=42,308) This would occur gradually each time payroll is expensed throughout the time the position is vacant.

The \$42,308 would remain in the G00005-125052 account and would be considered salary savings for the University. *These funds cannot be used to fund other items or positions.*

A new employee is hired into the same position and begins working on June 1. \$7,692 would be swept back to the position's salary line to cover their salary through June 30. (\$1,923.08 x 4 wks=7,692) The fiscal year ends on 6/30 so the next fiscal year would begin with a new annual budget.

The sum of the amount expensed and the amount swept will always equal the annual salary budget. (\$50,000 + \$42,308 + \$7,692= \$100,000)

Fringe amounts associated with positions sweep from the fringe account codes on each payroll as well using the applicable fringe rate based on the position type. (student, consultant, staff, etc)