The approved budget is the authority for all expenditures of salaries and wages during the fiscal year. Each department head is furnished with a copy of the approved budget. The approved budget must always be used to determine what action is necessary to alter the employment status of an individual in any way and to determine the existing budgetary limits when considering the addition of a new employee.

At the beginning of each fiscal year, the approved budget is all that is necessary to initiate the salary payment to those individuals in a budgeted PIN# and who received pay through the Payroll Office in the prior fiscal year. A new employee who is listed in the approved budgeted, but who will be paid for the first time in September, must have a FORM 500R processed to establish his information within the personnel data base.

Each fiscal year, the departments will be furnished with a computer generated FORM 500T for each individual within their department. The Form 500T will be stamped “Turnaround”. The department may request a change to the position by completing the recommend line on the Form 500T. The change may be either a budget, personnel, or wage action. When requesting a new PIN# to be created within the budget, the department must complete a FORM 500R.