As of July 1, 2010, the Position Budget Control process will be implemented to encumber salaries. Salaries of all active employees will appear as commitments on all budget reports.

**Highlights**

* All salaries will now be encumbered, including supplemental pay, student salaries, and temporary staff salaries.
* If encumbrances are calculated for employees who are no longer within your org unit; a separation PAR should be completed to end their assignment.  If the employee is a student worker please send the PAR to Student Financial Assistance, otherwise send to Human Resources.  If you have questions please contact Lauren Franzen ([franzenla@nku.edu](mailto:franzenla@nku.edu)).
* Student employees will now require a new PAR to be submitted each semester.
* A Business Warehouse report, titled PBC Payments, will be available so that total encumbrances can be broken down by person. Please see the quick reference card at <http://prism.nku.edu/Performace%20Support/Screens/Quick%20Reference%20Cards.htm> if you have any questions on running the report.

If you have any questions regarding the new process, please contact Angela Fulkerson ([fulkersona1@nku.edu](mailto:fulkersona1@nku.edu)).