



LONG ISLAND UNIVERSITY

POSITION BUDGETING POLICY

PURPOSE

The University's comprehensive planning and position budgeting processes ensure that resources are adequate to support academic and administrative operations and are aligned with each other by first ensuring that they align with the LIU Strategic Plan. The University's integrated planning and budgeting infrastructure ensures that all University constituencies collaborate toward this shared objective.

STATEMENT OF POLICY

It is the University's policy to ensure all employee positions are managed in the PeopleSoft system using position IDs as assigned by the Budget Office. The position ID serves as the basis by which all employee attributes are linked, including system access and privileges. The Budget Office is responsible for managing positions, including unfilled positions budgeted for a fiscal year. All Full-time employees are managed using unique position IDs that linked through an organizational hierarchy. Certain part-time positions, such as adjunct faculty and student employees, are managed using pooled position IDs in the PeopleSoft system. Positions are managed at the department level.

The Budget Office maintains sole responsibility for the assignment of position numbers.

PROCEDURES

For Standard Operating Procedures and procedural expectations associated with this Policy, refer to:

[Long Island University Standard Operating Procedure- Budget Development \(SOP LIU F-B-1001\)](#)

[Long Island University Standard Operating Procedure- Budget Management \(SOP LIU F-B-1002\)](#)

POLICY TYPE: FINANCE