



# Budgeting Limited Term Full Time Staff Appointments

## Scope

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## Scope

All Indiana University units and full time limited term, benefit eligible staff employees.

## Business Practice Statement

A limited term full time, benefit eligible, staff appointment anticipated to extend through the fiscal year should be budgeted.

## Reason for Business Practice

To establish a uniform budgeting process for full time limited term, benefit eligible staff appointments. Appropriate budgeting will provide a more accurate picture of university full time compensation, full time equivalent calculations, and will also provide tracking for appointments as limited term employees.

## Procedure to Address

Limited Term/Soft Money: Limited Term Staff appointments with an expected duration of a partial or full fiscal year should be budgeted. Position attributes to be used will be provided at a future date.

## Definition

Limited Term/Soft Money: Limited Term Staff appointment– A benefits eligible position with duties and/or funding of a limited duration of 2 years or less. This arrangement is communicated in any job posting and to the employee upon hire.

**Example:** An 18 month grant-funded research position.

**Example:** A 12 month position to complete a defined project for an RC.

**Note:** The limited term staff appointments will not be included in salary statistic calculations.