

DRAFT AMHERST ENCUMBRANCE MATRIX

#	Type of Employee	Fund Type	Account Code	Encumbrance End Date	Encumbrance Amount	Begin Date	Comments
1	Exception/Hourly	Non-Grant	A711000	Blank	Blank	N/A	Will encumber salary through lesser of fiscal year-end or appointment end date whichever is sooner.
2	Exception/Hourly	Grant	A711000	Required	Blank	Effective Date from PA form	Will encumber salary through commitment end date. Commitment end date should not exceed grant expiration date nor appointment end date.
3	Non-Student Hourly	Grant	A728300	Blank	Required	Effective Date from PA form	Encumbrance will be calculated as commitment amount less amounts paid since effective date. For non-grant funds, if commitment amount is not provided on the PA, no encumbrance will appear on the system.
4	Non-Student Hourly	Non-Grant	A728300	Blank	Optional	Effective Date from PA form	
5	Grad Student on Stipend	Non-Grant	A731000	Blank	Blank	N/A	Will encumber salary through lesser of fiscal year-end or appointment end date whichever is sooner.
6	Grad Student on Stipend	Grant	A731000	Required	Blank	Effective Date from PA form	Will encumber salary through commitment end date. Commitment end date should not exceed grant expiration date nor appointment end date. NOTE: The End Date on the form is labeled as "Effective To Date".
7	Work Study Student Hourly	All Funds	A730010	Blank	Required	Effective Date from PA form	Encumbrance will be calculated as commitment amount less amounts paid since effective date.
8	Non-Work Study Student Hourly	Non-Grant	A730010	Blank	Optional	Effective Date from PA form	Encumbrance will be calculated as commitment amount less amounts paid since effective date. For non-grant funds, if commitment amount is not entered on the student hire panel, no encumbrance will appear on the system.
9	Non-Work Study Student Hourly	Grant	A730010	Blank	Required	Effective Date from PA form	