

Lapsed Salary Sweep Appeal Form

Instructions

USE:

Use this form to request the return (full or partial) of lapsed salary funds that were centrally recovered.

ACCESS:

1. Visit <https://www.siu.edu/its/ais/eforms/>
2. Scroll down to **"Budget Forms."**
3. Select **"Appeal Form for Lapsed Salary Sweeps."**

INSTRUCTIONS:

Complete the form online using the following instructions. Unless otherwise noted, all fields are REQUIRED.

Budget Purpose # (s)

Enter the budget purpose number(s) from which lapsed salary funds were centrally recovered.

Budget Purpose Title(s)

Enter the corresponding budget purpose title(s).

School / Unit

Select the appropriate School or Unit associated with the budget purpose using the dropdown menu.

VC Area

Select the appropriate Vice Chancellor area associated with the School or Unit using the dropdown menu.

Reason(s) for Appeal

Select the appropriate reason for appeal from the dropdown menu. If selecting "Other," choose a more detailed reason from the dropdown menu on the second line.

Please Describe

Provide a detailed explanation of the circumstances surrounding the original salary sweep and the reason for the appeal.

Justification for Request

Offer a thorough justification for the appeal, including direct evidence such as replacement costs, payroll timing issues, or other relevant details.

Attach supporting documentation (e.g., contracts, payroll certifications) when

applicable.

Impact if Not Approved

Briefly describe how denial of the appeal would affect your unit's operations or financial position.

ROUTING AND SUBMISSION:

1. Complete the form online.
2. Obtain digital approval from the Vice Chancellor Budget Director.
3. Submit the completed form via email to budgetoffice@siue.edu