



Salary Exception Reason Code Amount

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Scope

All Indiana University employees with an associated salary exception reason code in budget construction.

Business Practice Statement

When a salary exception is determined and approved, the new fiscal year compensation will be entered with the appropriate salary exception reason code and the amount associated with the reason will be calculated and entered in budget construction.

Reason for Business Practice

Previously within budget construction, salary reason code amounts have been associated with the entire salary increase and so have been overstated in some cases. This prevents the ability to determine the amount associated only with the exception code.

Procedure to Address

Reason Code Amount: When an exception to salary policy has been approved and a reason code is entered the amount associated with the reason code will need to be calculated and entered. **ONLY** the amount associated with the reason code for the funding line should be entered into the reason code amount field. This will provide the functionality to determine the dollar amounts associated with each reason code.

Definitions

Reason Code Amount: The field within budget construction for capturing the amount associated with a salary exception reason code by funding line.

Incumbent ▼ hide

Incumbent

* Emplid: [REDACTED] Name: [REDACTED] Cls: -
 Sal Setid: IUBLA Plan: PAE Sal Grade: 3SA

Incumbent Funding ▼ hide

▼ hide **Add Funding**

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
<input type="checkbox"/>										

Request:	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
Request:								0
Leave Request CSF:	NONE <small>No Leave</small>							
Total Intended:		0				0		

add

▼ hide BL, 1020000, -----, 2400, --- [REDACTED] 00037964

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
<input type="checkbox"/>	BL	1020000	-----	2400	---	00037964	12	12	1	
	BLOOMINGTON	VICE PRESIDENT-BLOOMINGTON		EXMPT STAFF		CEWIT/STIM ASST PROGRAM MGR				

Request:	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % <input type="text"/> <input type="button" value="apply"/>	21,420			50.00	0.50000		
Request:		22,848	0	12	50.00	0.50000	HLR <small>Higher-Level Resp - UHR/School Approval</small>	1,000
Leave Request CSF:	NONE <small>No Leave</small>	0			0	0.00000		
Total Intended:		45,969				0.00000		

delete

▼ hide BL, 1021200, -----, 2400, --- [REDACTED] 00037964

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
<input type="checkbox"/>	BL	1021200	-----	2400	---	00037964	12	12	1	
	BLOOMINGTON	DEAN OF STUDENTS		EXMPT STAFF		CEWIT/STIM ASST PROGRAM MGR				

Request:	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % <input type="text"/> <input type="button" value="apply"/>	21,420			50.00	0.50000		
Request:		22,848	0	12	50.00	0.50000	HLR <small>Higher-Level Resp - UHR/School Approval</small>	1,000
Leave Request CSF:	NONE <small>No Leave</small>	0			0	0.00000		
Total Intended:		45,696				0.00000		

delete

▼ hide **Totals**

	Amount	Standard Hours	FTE
CSF:	42,840	40.00	1.00000
Request:	45,696	40.00	1.00000
Leaves Request CSF:	0	0.00	0.00000

Purged Appointment Funding ▶ show

save close

In the reason amount field record the amount associated with the funding line and reason selected. Only one reason per employee is allowed.