Salary Administration Worksheet Instructions

Summary Tab – This tab will summarize the payroll information from the individual department tabs.

Departmental tabs – These tabs will list the employees for the specific department.

A - Acct Dept – Department in the Combination Code string.

B - Position – Positions for the department in the Combination Code string. Positions will be listed in numerical order.

C - Name – Employee Name. Employees are listed based on the department number in the funding string and not by their reporting lines. Employees with multiple funding sources may appear on multiple tabs or in multiple workbooks if funding is from multiple departments/colleges.

D - Eligibility Status – Indicates whether an employee/position is eligible for annual salary increases. Annual Budget Guidelines from the State Board of Higher Education and President will determine the eligibility of a position each year.

E - Current Base Compensation – Employee's base compensation in PeopleSoft as of June 30, 2019. If this is not correct please contact the Budget Office. This field may not be the same as the budget amount if the position is funded by more than one department.

F - FTE – Employee's FTE in PeopleSoft as of June 30, 2019. If this is not correct please submit a 101 form.

G - Term – Employee's contract length (9-12 months). If not correct please submit a 101 form.

H - Funding Type – Indicator of the type of funding in the Combination Code column.

> A – Appropriated
> DT – Differential Tuition
> D – Self Support appropriated funds
> S – Summer School
> L – Local funds
> G – Grant funds
> O – Agency funds

I – Funding Source – Funding source associated with the position for the next fiscal year. Current Combination Codes that are not valid will typically be highlighted and will need to be corrected before the salary worksheet is submitted.

J – FY19 Funding Source Budget – Budget for combination code on this position during the current fiscal year.

Increase columns – These columns should be used for annual salary/budget increases. Amounts should be entered in whole dollars. Annual Budget Guidelines will provide further detail.

> *K* – Legislative Min/Max or 2% - Legislatively mandated increase
> *L* – Promo – This field is used for faculty promotions as approved by the Provost's Office.
> *M* - Merit – Requires documented sustained record of meritorious performance.
> *N* - Market – Adjustments must be based on market data from the Office of Human Resources/Payroll. Requires
current salary to be below recognized market for a position.

   O - Other – This field is used for special circumstances and should be approved by the Budget Office and HR/Payroll before use.

   P - Budget Change Only – This field does not affect an employee's pay rate. It should be used to change the budget on pool or vacant positions. It may also be used for funding changes related to filled positions. If used for an appropriated funding source a notation should be made on the other position(s) that are being adjusted to keep the budget in balance.

Q – FY20 Funding Source Budget – This is a calculated field (Sum of J – P) showing the budget for this funding source on a position for the next fiscal year. This field should not be changed.

R – Change Amount – This is a calculated field (Sum of K-P) showing the dollar change for this funding source on a position for the next fiscal year. This field should not be changed.

S - % Change (excluding budget change only) – This is a calculated field (Sum of K-O divided by J) showing the percentage change for this funding source on a position for the next fiscal year. This field should not be changed.

Departmental Funding Total – Totals for all positions listed for the funding department number.

Total All Funding Sources – A breakdown by funding source for all of the positions on the tab. If the Total All Funding Sources does not equal the Departmental Funding Total please review column H for any missing or incorrect Funding Types.

Total All Positions – Totals by eligibility status. If the Total All Positions does not equal the Departmental Funding Total please review column D for a missing or incorrect eligibility status.