

Salary Exception Reason Code Amount

Scope Business Practice Statement Reason for Business Practice Procedure to Address Definitions

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.

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