

INDIANA UNIVERSITY
2024-25 Operating Budget

Reason Code Documentation

When coding an employee's request line with a reason code, every funding line must contain the **same** reason code and the amount associated with the reason for that funding line.

The following reasons require documentation:

- CAR:** Staff progressed to a higher career level or promoted to a different position of a higher career level effective 7/1 of the upcoming fiscal year.
- HLR:** Staff position duties have substantially changed within level and the position now has a sustained increase in responsibility during the current fiscal year.
- MAR:** Market Adjustment
- RET:** Retention High Value increases to proactively reward high performing individuals in their current positions.
- MYR:** Written agreement completed prior which includes a salary increase requirement
- INT:** Employee salary increases mandated by the Department of Labor
- NTN:** Newly-tenured faculty
- PRO:** Faculty receiving promotion in rank
- EQU:** Provide documentation received from Affirmative Action

Documentation should be sent to the campus budget office who will forward to budu@iu.edu.

Note on Use of Total Intended Fields in KFS Budget Construction Application

The "total intended" field in Budget Construction should be used when an employee is split-funded among multiple accounts. The field is used as a tool to identify the total salary request for the individual and the total FTE effort the individual will work. **The "total intended" fields should be completed on each account that has a funding piece.** This field should only be used when an employee is split-funded.

Salaries set by the President

When setting salaries in budget construction, for the administrators with salaries set by the President, the percentage increase in compensation will be consistent with the unit's salary policy.

UNN Reason Code

During budget construction the union salaries are excluded from salary setting calculations. However, after union salaries have loaded and BC is complete, the UNN reason codes will not remove a salary change from the calculation of average percentage salary increase.

Policy for Faculty Members holding Administrative Positions

This policy applies to Vice Presidents, Provost/Chancellors, Vice Provosts/Chancellors, Deans, Directors, and other individuals in other administrative positions as identified by the Chancellors, Provost, or President who were not in one of these positions on June 30, 2004. This policy shall be used to determine the salary of an individual who holds both a faculty and administrative position when the individual relinquishes or is removed from the administrative position.

At the time an individual assumes both faculty and administrative positions, a memorandum shall be created that sets forth the 12-month salary of the individual. A determination shall then be made by the appointing official that establishes the portion of the salary that shall be considered the faculty component of the individual's salary and the portion of the salary that shall be considered the administrative component of the salary.

From year to year, as raises may be given, the raises shall be apportioned between the faculty component of the salary and the administrative component of the salary. These figures shall be maintained by the appointing official with a copy provided to the faculty member/administrator and to the appropriate campus faculty records office.

At such time as the faculty member/administrator relinquishes or is removed from the administrative position, the individual's salary shall return to the faculty component of the salary, and the faculty member shall no longer be entitled to the administrative component. In addition, the faculty component of the salary shall revert to ten-twelfths (10/12) of the faculty component if the individual returns to an academic year teaching position.