

### FY17 Salary Reason Code Approval Process

With the redesigned salary policy, capturing of reason codes will be beneficial for identifying increases due to specific situations.

The plan is for the RC to award performance while also accommodating specifically identified reasons for increases. Only those employees being provided an increase due to an identified reason will need to have each funding (account) line coded appropriately. When the budget is pulled to the campus level a report of the identified reason codes EQY, and HLR, will immediately be provided to UHR for equity and salary compression review. If an issue is identified UHR will contact the campus representative, Rozzie for BL, Camy for IN, Alicia for Regional, and Greg for UA, within a week recommending an approval or disapproval, so the campus can work through the issue.

Documentation will be required for the two excludable academic reason codes.