



INDIANA UNIVERSITY

UNIVERSITY BUDGET OFFICE

2018-19 OPERATING BUDGET

University Administration Instructions and Guidelines

April 2018

University Administration

2018-19 Operating Budget Instructions and Guidelines

University Administration

In your budget submission, you must include a narrative description for ALL FUNDS to:

- Increase operating efficiencies in both your administrative and academic enterprises. This information will be reported to the Board of Trustees at the June 2018 budget presentation. The information submitted must include specific operational efficiencies, how they were achieved and the overall impact on unit base budgets. This information should be quantified.
- Mitigate the pressures from our stressed revenue streams.

University Administration Support and Expenditure Control Totals

Expenditure targets for your general fund accounts are provided in [Attachment 1](#). Reallocation among the accounts is permitted, but the overall general fund budget request for your area must not exceed these targets which incorporate your previously submitted departmental revenue and transfers-in/allotments.

Legal Services

Legal services providers must be approved by the Office of the Vice President and General Counsel. Expenditures for legal services may only be made in accordance with guidelines established by that office.

Salary Policy for Fiscal Year 2018-19—All Fund Groups

Salary and Wage Policy for Fiscal Year 2018-19—All Fund Groups

The salary and wage policy for fiscal year 2018-19 provides guidelines for salary and wage setting that supports the objective of optimizing the university's ability to continue to attract and retain outstanding faculty and staff talent.

The salary and wage policy is predicated on an overall budget framework WITHOUT structural deficits.

- Each campus and RC average base salary increase pool is approved **up to** 3% for continuing faculty and staff:
 - The 3% increase pool includes a mandatory increase of 1%, with the exception of
 - Union employees
 - Employees with annual base rates below \$31,200
 - The additional increase of up to 2% is permitted assuming the organization has available resources.
 - Exceptions to the 1% mandatory increase require approval by the Executive Vice President and President.
 - University Administration RC's will be centrally funded for the mandatory 1% increase. Up to an additional 2% will be allowed, per policy, based on the RC's own funding ability.
- Increases above 8% require Campus and Associate Vice President for Human Resources Review.

A list of **includable** reason codes is provided below. An employee receiving a 0% increase must be coded with one of the following codes. The use of these codes will **NOT** exclude an increase from the salary average increase calculation:

- a. INS – Insufficient Funds.
- b. MID – Employee received off-cycle increase during 17-18 budget year resulting in no 7/1 increase or a reduced increase %.
- c. NEW – Academic, Professional staff and non-union support or service new hire resulting in no 7/1 increase or a reduced increase %.
- d. PER – Less than satisfactory performance, which should be documented by a performance improvement plan or other corrective action in FY18 or within the previous 12 months, resulting in no or reduced increase for FY18.
- e. TER – Employee will terminate or retire in FY19 and should not receive an increase.

The policy provides for an exception for individuals **excluded** from the average for the following reasons **ONLY** (please code for exclusion every funding line with the reason code and calculated amount of the exclusion):

Excludable Reason Codes Applicable to Faculty:

- a. EQU – Affirmative Action approved increases submitted prior to March 2018.
- b. FLT – Employees earning less than \$31,200 annualized, receiving a flat increase.
- c. INT – Employee salary increases mandated by the Department of Labor.
- d. MAR– Market adjustments for faculty that have fallen behind in base salary as compared to similar appointments on campus. The request will be submitted to the Campus Budget Office and Campus Academic Affairs Office for approval.
- e. MYR – Written agreement completed prior to April 9, 2018 that include a salary increase requirement for the FY2018-19. Please provide a copy of the individual's agreement.
- f. NTN – Newly tenured faculty.
- g. PRO – Faculty receiving promotion in rank or newly named as Distinguished Professors.

NOTE: Faculty with the exclusion code of NTN or PRO should receive the standard increase associated with the exclusion as well as the salary policy increase established for the campus. The total amount will be entered into the request field and the exclusion amount entered into the reason code amount field.

Excludable Reason Codes Applicable to Staff:

- a. EQU – Affirmative Action approved increases submitted prior to March 2018.
- b. FLT – Employees earning less than \$31,200 annualized, receiving a flat increase.
- c. FYS – Fiscal year supplement is required for Non-Exempt staff above the maximum salary range. This reason code may also be used for exempt employees above the maximum of the salary range or other non-union employees who are receiving compensation well above their position requirements for the salary range.
- d. HLR – Staff position duties have substantially changed **within level** and the position now has a sustained increase in responsibility documented in a position description approved by Compensation during FY 2018. In addition:
 - a. In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment
 - b. The staff position is eligible for a salary/wage increase up to an additional 8% (combining the HLR percentage with the campus/RC salary policy will result in a higher percentage)
 - c. Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues

- d. Submit the increase request and supporting documentation to Compensation via hrcomp@iu.edu by April 9, 2018.
- e. INT – Employee salary increases mandated by the Department of Labor.
- f. MAR – Market adjustments for employees that have fallen behind in base salary as compared to similar positions on campus and/or in the market. External market data must be provided or approved by Compensation. Submit the request and supporting documentation to Compensation via hrcomp@iu.edu by April 9, 2018.
- g. MYR – Written agreements completed prior to April 9, 2018 that include a salary increase requirement for FY18-19. Please provide a copy of the individual's agreement to the campus budget office via budu@iu.edu
- h. RCL – Staff either (a) reclassified to a higher rank, or (b) promoted to a different position of higher rank effective 7/1/2018.

For Employees with Base Rates Less Than \$31,200

Employees earning less than \$31,200 on a full time calculation*, **after a 2% salary increase**, will receive an additional base increase **up to** \$600 for monthly or \$603.20 for hourly. This increase is limited to the amount needed to reach \$15/hr or \$31,200/annually.

A full-time equivalent rate will be calculated for part-time appointed employees and their salaries will be pro rata. Under separate cover, a file of budget CSF Tracker records will be sent to each campus to assist in budgeting and determining the costs, by account. For employees not covered by union agreements, salaries for those paid less than \$31,200 (\$15/hr) should be set according to this policy, and the reason code "FLT" assigned to the increase.

The PER excludable code should be used for employees with less than satisfactory performance. This should be documented by a performance improvement plan or other corrective action in FY18 or within the previous 12 months.

*Dually employed faculty or staff can be excluded from this policy using the excludable code MYR.

Support and Service Staff Represented by Unions

For support and service staff covered by a union (i.e. AFSCME Service, AFSCME Police, IATSE and CWA), the salary increase pool available for distribution shall be calculated based on the following:

- The salary increase pools for employees represented by unions will provide for an overall average of 2%.
- Employees earning less than \$31,200 on an annualized full-time equivalent rate after the salary policy increase, will receive an additional base increase up to \$603.20 annually, with this increase limited to the amount needed to reach \$15/hr or \$31,200/annually. A full-time equivalent rate will be calculated for part-time appointed employees and their salaries will be pro rata. Under separate cover from the University Budget Office, a file of budget CSF Tracker records will be sent to assist in determining the cost, by account for budgeting in the salary reserve line.

Salary statistics by RC are calculated independently within three employee classifications: Faculty, Professional Staff, and Support/Service Staff.

The lack of a percentage maximum does not guarantee campus or university approval of proposed salary or wage increases. Units must be able to justify large increases, no increase, or salary and

wage decreases for individual employees. All increases should be covered by existing unit budgets. Resulting salaries and wages should be commensurate with those of similar job ranking across the university. Provide justifications for increases in excess of 8% with your budget submission. As always, please do not share salary and wage recommendations with employees prior to Trustee approval of the FY18-19 budget.

Salaries set by the President

The salaries set by the President should be entered consistent with the salary policy.

Temporary Employees – Retirement Eligible

All employees who are in Temporary positions (assignments) that have reached 900 hours of service in a single calendar year shall be covered by the Retirement & Savings Plan, unless covered by another University-sponsored retirement plan. This requires all hours, University-wide, to be considered (not by RC).

Employee Benefit Rates, Attachment 2

Supplies and Expenses, Travel, Equipment (object codes 4000 to 7xxx)

Please use the appropriate object code and budget projected non-compensation expenses, as accurately as possible, to aid in planning and compliance with applicable indirect cost recovery regulations.

Space Rental (object code 4680)

There will be no increase in the Poplars space rental rate for 2018-19.

Employment Eligibility Verification and Background Checks (object code 4871)

Employment eligibility verification (EEV) and criminal background checks for IU employees must be completed utilizing the web-based enterprise system. In addition, criminal background checks are required for some students and volunteers. Departments are charged for criminal background checks. The base cost for each criminal background check is \$20.00. The actual cost to the department may be higher due to additional charges, such as ordering other services, court fees, state required notifications, etc. Larger units should take this into consideration when formulating their budgets. The criminal background check includes a criminal history and Sex & Violent Offender registry checks. The cost of the EEV process, which includes Form I-9s and E-Verify checks, is included in the criminal background check charge. There is no separate charge for the EEV process.

Additional information regarding criminal background checks and the Form I-9/E-Verify process can be found on the UHR website at: <http://hr.iu.edu/eev/>.

In addition to the above, note the policy pertaining to Indiana University programs which involve children: <https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html>.

Fire and Casualty Insurance, Attachment 3

Use object code 5039.

Travel Allowances, Attachment 4

Use objects 6xxx.

Durable Goods and Software, Expendable Equipment and Software, Capitalized Equipment and Software (object codes 4910, 5200, 5215, 7000 to 7099)

Capital Equipment:

Capital equipment purchases are equipment items with an acquisition value of at least \$5,000.00 and a useful life of one year or greater. For equipment meeting these capitalization criteria, use the following object codes:

7000 Capital Equipment
7015 Computer Equipment

Other costs, such as installation, freight/shipping, and training should also be capitalized with equipment purchases over \$5,000.00. If the equipment purchased meets the capitalization criteria, then these costs should also be coded to object code 7000 or 7015.

Warranties, maintenance agreements, and software licenses should NEVER be capitalized with equipment. These purchases should always be expensed to object codes 4776 or 4616.

Please refer to Standard Operating Procedure CSPO 8.0 Capitalization of Moveable Equipment for detailed guidelines relating to the capitalization of moveable equipment and object code assignment. <https://fms.iu.edu/capital-assets/capital-asset-standard-operating-procedures/csop-80-capitalization-moveable-equipment/>.

If you have any questions, please email capasset@iu.edu.

Lifecycle Funding (object 9940, sub-object LCF)

The base budget contains the appropriate funding level to be maintained by each responsibility center within University Administration for the 2018-19 fiscal year and should be carried forward. If you are uncertain about the amount of funding needed, please contact the University Budget Office.

University Administration Charges and Allotments for Non-General Funds, Attachment 5.

The Administrative Service Charge for non-general funds will be \$855,528 for 2018-19, (object code 9951, sub-object UAS)

IU Foundation Development Services Fee

The General Fund will continue to absorb the non-general fund component of the Foundation Development Services Fee in 2018-19.

Dependent and Spouse Tuition Benefit (object code 9956, sub-object code DFC)

Federal regulations do not allow for the recovery of the employee's spouse or dependent fee tuition benefit cost via the institutional pooled staff benefit billing process (since these costs may not be charged to federally-sponsored contracts and grants). The estimated current year cost recovery will be allocated on the basis of eligible employee CSF Tracker FTE amounts which will continue to be absorbed by the General Fund in 2018-19.

Completing Budget Preparation: Ready for "Pull Up"

Budget preparation efforts should conclude **no later** than April 23, 2018. When your accounts are ready for "Pull Up," please email Greg Alter, galter@indiana.edu, or Alicia Robertson, alirober@indiana.edu.

University Administration Support and Expenditure Control Totals

Attachment 1

Reporting Unit Code	Reporting Unit Name	Record Type	Report Item	Revenue	Expenditures	Univ Subsidy
ALUM	ALUMNI RELATIONS	1-Adjusted Base Budget	Adjusted Base Budget	\$ 232,200	\$ 3,155,524	\$ 2,923,324
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (5,310)	\$ (5,310)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 5,310	\$ 5,310
		3-Income Adjustment	Income Adjustment	\$ (67,664)	\$ (67,664)	\$ -
		ALUMNI RELATIONS Total			\$ 164,536	\$ 3,087,860
ARTI	IU RESEARCH & TECHNOLOGY CORP	1-Adjusted Base Budget	Adjusted Base Budget	\$ 955,899	\$ 1,844,074	\$ 888,175
		5-FY19 Expense Adjustment	FY19 Expense Adjustment	\$ -	\$ (4,258)	\$ (4,258)
		IU RESEARCH & TECHNOLOGY CORP Total			\$ 955,899	\$ 1,839,816
BDOT	BOARD OF TRUSTEES	1-Adjusted Base Budget	Adjusted Base Budget	\$ -	\$ 315,862	\$ 315,862
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (902)	\$ (902)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 902	\$ 902
		4-FY19 Approved Base Request	Trustee professional development	\$ -	\$ 7,500	\$ 7,500
		BOARD OF TRUSTEES Total			\$ -	\$ 323,362
CLSC	VP CLINICAL AFFAIRS	1-Adjusted Base Budget	Adjusted Base Budget	\$ 301,010	\$ 2,169,447	\$ 1,868,437
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (6,664)	\$ (6,664)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 6,664	\$ 6,664
		3-Income Adjustment	Income Adjustment	\$ 92,701	\$ 92,701	\$ -
		VP CLINICAL AFFAIRS Total			\$ 393,711	\$ 2,262,148
CONT	SYSTEM CONTINGENCIES	1-Adjusted Base Budget	Adjusted Base Budget	\$ 5,210,130	\$ 6,240,967	\$ 1,030,837
		3-Income Adjustment	Income Adjustment	\$ (286,912)	\$ (286,912)	\$ -
		5-FY19 Expense Adjustment	FY19 Expense Adjustment	\$ -	\$ (127,206)	\$ (127,206)
		SYSTEM CONTINGENCIES Total			\$ 4,923,218	\$ 5,826,849
ENGA	ENGAGEMENT	1-Adjusted Base Budget	Adjusted Base Budget	\$ 450,000	\$ 11,014,324	\$ 10,564,324
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (30,040)	\$ (30,040)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 30,040	\$ 30,040
		ENGAGEMENT Total			\$ 450,000	\$ 11,014,324
GRAD	UNIVERSITY GRADUATE SCHOOL	1-Adjusted Base Budget	Adjusted Base Budget	\$ 699,300	\$ 3,510,911	\$ 2,811,611
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ 3,450	\$ 3,450
		UNIVERSITY GRADUATE SCHOOL Total			\$ 699,300	\$ 3,514,361
INCO	INCOME	1-Adjusted Base Budget	Adjusted Base Budget	\$ 151,287,904	\$ (99,154)	\$ (151,387,058)
		University Tax	University Tax increase from DEMA Reorg and approved items	\$ 5,969,788	\$ -	\$ (5,969,788)
		3-Income Adjustment	Income Adjustment - offset to RC99, ARTI, and comp exp adj	\$ (62,503)	\$ -	\$ 62,503
		INCOME Total			\$ 157,195,189	\$ (99,154)
INTP	VP FOR INTERNATIONAL AFFAIRS	1-Adjusted Base Budget	Adjusted Base Budget	\$ 15,000	\$ 3,740,162	\$ 3,725,162
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (11,709)	\$ (11,709)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 11,709	\$ 11,709
		4-FY19 Approved Base Request	Ongoing Support for international travel	\$ -	\$ 100,000	\$ 100,000
		VP FOR INTERNATIONAL AFFAIRS Total			\$ 15,000	\$ 3,840,162
OUAA	AFFIRMATIVE ACTION/UA	1-Adjusted Base Budget	Adjusted Base Budget	\$ -	\$ 313,860	\$ 313,860
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (1,628)	\$ (1,628)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 1,628	\$ 1,628
		AFFIRMATIVE ACTION/UA Total			\$ -	\$ 313,860
PRES	PRESIDENT'S OFFICE	1-Adjusted Base Budget	Adjusted Base Budget	\$ 288,560	\$ 5,145,013	\$ 4,856,453
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (5,945)	\$ (5,945)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 5,945	\$ 5,945
		3-Income Adjustment	Income Adjustment	\$ (560)	\$ (560)	\$ -
		4-FY19 Approved Base Request	President Initiatives	\$ -	\$ 1,645,148	\$ 1,645,148
PRESIDENT'S OFFICE Total			\$ 288,000	\$ 6,789,601	\$ 6,501,601	
UAVP	VP UNIVERSITY ACADEMIC AFFAIRS	1-Adjusted Base Budget	Adjusted Base Budget	\$ 879,000	\$ 21,642,396	\$ 20,763,396
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (2,405)	\$ (2,405)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 54,602	\$ 54,602
		2-Provision for Compensation Incr	Provision for Low Earner Increase	\$ -	\$ 10,008	\$ 10,008
		3-Income Adjustment	Income Adjustment	\$ 320,346	\$ 320,346	\$ -
		3-Income Adjustment	Income Adjustment	\$ 149,950	\$ 149,950	\$ -
		4-FY19 Approved Base Request	Additional Dispatcher	\$ -	\$ 50,622	\$ 50,622
VP UNIVERSITY ACADEMIC AFFAIRS Total			\$ 1,349,296	\$ 22,225,519	\$ 20,876,223	
UAVP-OE	VP UNIVERSITY ACADEMIC AFFAIRS-ONLINE EDUCAT	1-Adjusted Base Budget	Adjusted Base Budget	\$ 9,450,000	\$ 9,450,000	\$ -
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (11,121)	\$ (11,121)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 11,121	\$ 11,121
		3-Income Adjustment	Income Adjustment	\$ 1,030,000	\$ 1,030,000	\$ -
VP UNIVERSITY ACADEMIC AFFAIRS-ONLINE EDUCATION Total			\$ 10,480,000	\$ 10,480,000	\$ -	
UCOU	GENERAL COUNSEL	1-Adjusted Base Budget	Adjusted Base Budget	\$ 130,115	\$ 5,291,053	\$ 5,160,938
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (22,421)	\$ (22,421)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 22,421	\$ 22,421
		2-Provision for Compensation Incr	President Initiatives	\$ -	\$ 25,000	\$ 25,000
		4-FY19 Approved Base Request	Audit Staffing & IT Support needs	\$ -	\$ 47,000	\$ 47,000
		4-FY19 Approved Base Request	Compensation difference on OVPIA Transfer	\$ -	\$ 8,548	\$ 8,548
GENERAL COUNSEL Total			\$ 130,115	\$ 5,371,601	\$ 5,241,486	
VPAD	VP CAPITAL PROJECTS & FACILITIES	1-Adjusted Base Budget	Adjusted Base Budget	\$ 963	\$ 3,652,710	\$ 3,651,747
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (16,215)	\$ (16,215)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 16,215	\$ 16,215
		VP CAPITAL PROJECTS & FACILITIES Total			\$ 963	\$ 3,652,710
VPDV	VP DIVERSITY,EQUITY&MULTICULTURAL AFFRS	1-Adjusted Base Budget	Adjusted Base Budget	\$ 162,905	\$ 570,413	\$ 407,508
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (1,135)	\$ (1,135)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 1,135	\$ 1,135
		3-Income Adjustment	Income Adjustment	\$ (162,905)	\$ (162,905)	\$ -
		6-FY19 Reorganization	DEMA Reorg from BL to UA	\$ -	\$ 1,100,001	\$ 1,100,001
		VP DIVERSITY,EQUITY&MULTICULTURAL AFFRS Total			\$ -	\$ 1,507,509
VPIT	VP FOR INFORMATION TECHNOLOGY	1-Adjusted Base Budget	Adjusted Base Budget	\$ 17,845,548	\$ 36,311,212	\$ 18,465,664
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$ -	\$ (123,069)	\$ (123,069)
		2-Provision for Compensation Incr	Return of Compensation Savings	\$ -	\$ 123,069	\$ 123,069
		3-Income Adjustment	Income Adjustment	\$ 4,723,767	\$ 4,723,767	\$ -
		4-FY19 Approved Base Request	Assistive Technology and Accessibility Center	\$ -	\$ 164,150	\$ 164,150
		4-FY19 Approved Base Request	Sales Force	\$ -	\$ 1,300,000	\$ 1,300,000
		5-FY19 Approved Cash Request	Assistive Technology and Accessibility Center	\$ 164,150	\$ 164,150	\$ -
		5-FY19 Approved Cash Request	Sales Force	\$ 2,600,000	\$ 2,600,000	\$ -
		VP FOR INFORMATION TECHNOLOGY Total			\$ 25,333,465	\$ 45,263,279

University Administration Support and Expenditure Control Totals

Attachment 1 cont.

VPIT-SS	VP FOR INFORMATION TECHNOLOGY-SHARED SERVICES	1-Adjusted Base Budget	Adjusted Base Budget	\$	22,414,567	\$	57,120,729	\$	34,706,162
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$	-	\$	(103,182)	\$	(103,182)
		2-Provision for Compensation Incr	Return of Compensation Savings				103,182		103,182
		2-Provision for Compensation Incr	Provision for Low Earner Increase				3,344		3,344
		3-Income Adjustment	Income Adjustment	\$	(7,566,332)	\$	(7,566,332)	\$	-
VP FOR INFORMATION TECHNOLOGY-SHARED SERVICES Total				\$	14,848,235	\$	49,557,741	\$	34,709,506
VPPF	VP AND CHIEF FINANCIAL OFFICER	1-Adjusted Base Budget	Adjusted Base Budget	\$	2,802,146	\$	23,495,414	\$	20,693,268
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$	-	\$	(19,836)	\$	(19,836)
		2-Provision for Compensation Incr	Return of Compensation Savings			\$	33,153		33,153
		4-FY19 Approved Base Request	New Travel & Purchasing Software and Implementation co	\$	-		250,000		250,000
		4-FY19 Approved Base Request	CFO Chief of Staff			\$	150,000		150,000
		4-FY19 Approved Base Request	UA - Budget Administration and Planning Transition			\$	220,000		220,000
		5-FY19 Approved Cash Request	UA - Budget Administration and Planning Transition	\$	220,000		220,000		-
VP AND CHIEF FINANCIAL OFFICER Total				\$	3,022,146	\$	24,348,731	\$	21,326,585
VPR	VP FOR RESEARCH	1-Adjusted Base Budget	Adjusted Base Budget	\$	426,985	\$	16,186,740	\$	15,759,755
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$	-	\$	(69,311)	\$	(69,311)
		2-Provision for Compensation Incr	Return of Compensation Savings			\$	69,311		69,311
		3-Income Adjustment	Income Adjustment	\$	102,586		102,586		-
		4-FY19 Approved Base Request	Executive Director of Collections	\$	-		182,299		182,299
		4-FY19 Approved Base Request	ORA- Bring salaries to Market Median			\$	450,000		450,000
		4-FY19 Approved Base Request	Josh Moore - Assistant director, Foundation Relations			\$	74,322		74,322
VP FOR RESEARCH Total				\$	529,571	\$	16,995,947	\$	16,466,376
VPUR	VP FOR PUBLIC AFFAIRS & GOV'T RELATIONS	1-Adjusted Base Budget	Adjusted Base Budget	\$	181,844	\$	2,662,419	\$	2,480,575
		2-Provision for Compensation Incr	Provision for Compensation Incr at 1% with Benefits	\$	-	\$	(9,608)	\$	(9,608)
		2-Provision for Compensation Incr	Return of Compensation Savings			\$	9,608		9,608
		3-Income Adjustment	Income Adjustment	\$	(181,844)		(181,844)		-
		4-FY19 Approved Base Request	Director of State Relations and Communications			\$	181,844		181,844
VP FOR PUBLIC AFFAIRS & GOV'T RELATIONS Total				\$	-	\$	2,662,419	\$	2,662,419
Grand Total				\$	220,778,644	\$	220,778,644	\$	-

INDIANA UNIVERSITY
2018-19 Operating Budget

Employee Benefit Calculation Percentages

Employee Category	Object Code(s)	Group Insurance/ Benefits (5625)	FICA (5760)	Retirement (5772) (5773)	Total Rate
ACADEMIC:					
Exempt	2000, 2005, 2008, 2280, 2288	19.31%	6.61%	12.17%	38.09%
Retirement Ineligible (Summer)	2010	19.31%	6.61%		25.92%
Overload	2170		6.61%		6.61%
Admin. Supplement	2200		6.61%		6.61%
Residents	2290		6.61%		6.61%
OTHER ACADEMIC:					
Non-student	2300 through 2310		6.61%		6.61%
Student	2331 through 2391				0.00%
PROFESSIONAL:					
Exempt	2400, 2405, 2408	19.31%	6.61%	12.17%	38.09%
Non-Exempt	2480, 2488	19.31%	6.61%	12.17%	38.09%
Overload	2420, 2428		6.61%		6.61%
Terminal Pay	2450		6.61%		6.61%
NON-EXEMPT STAFF:					
PERF & Retirement Savings Eligible	2500, 2504	19.31%	6.61%	12.68%	38.60%
PERF Terminal Pay	2550		6.61%	12.68%	19.29%
TEMPORARY:					
Casual Temporary	3000, 3150		6.61%		6.61%
Casual Temporary Overtime	3250		6.61%		6.61%
PERF & Retirement Savings Temp	3050		6.61%	12.68%	19.29%
PERF Staff Premium	3100		6.61%	12.68%	19.29%
PERF Staff Overtime - Exempt	3200		6.61%	12.68%	19.29%
PERF Staff Overtime - Non-Exempt	3205		6.61%	12.68%	19.29%
PERF Staff Work Hours	3210		6.61%	12.68%	19.29%
Student Temporary	3300 through 3961				0.00%
Supplemental Pay	4580, 4588		6.61%		6.61%
Foreign Honorarium	4581				0.00%
Retired	4582				0.00%
Supplemental/additional student pay	4590 through 5821				0.00%

UNIVERSITY ADMINISTRATION

EMERGENCY MANAGEMENT	1A 19 116 20	\$	4,650	\$	4,568	-1.76%
PUBLIC SAFETY	1A 19 116 30	\$	1,550	\$	1,523	-1.76%
UNIV COMP SERV-ADMIN	1A 19 124 XX	\$	42,604	\$	38,911	-8.67%
RADIATION LAB SAFETY	1A 19 140 15	\$	1,550	\$	1,523	-1.76%
ENVIRON H&S (ex. 10-482-87)	1A 19 150 02	\$	6,201	\$	6,091	-1.76%
TOTAL UNIVERSITY ADMIN GENERAL FUND		\$	56,555	\$	52,617	-6.96%
IUPD	1A 23 151 70	\$	22,737	\$	22,842	0.46%
TOTAL DESIGNATED OTHER		\$	22,737	\$	22,842	0.46%
ATHLETICS GENERAL	1A 60 27X XX	\$	1,326,979	\$	1,431,016	7.84%
GOLF	1A 60 280 01	\$	4,796	\$	4,919	2.57%
RADIATION SAFETY	2A 60 140 25	\$	3,063	\$	3,070	0.23%
HOUSES & RENTALS-CENTRAL	1A 60 154 00	\$	83,143	\$	77,221	-7.12%
UNIV COMP SERV-ADMIN	1B 60 124 15	\$	5,016	\$	4,973	-0.86%
INTEG TECH ALLOTMENT	2A 66 124 XX	\$	10,399	\$	10,351	-0.46%
TECHNOLOGY SUPPORT AUX.	2A 66 101 17	\$	1,733	\$	1,725	-0.46%
UNEMPLOYMENT COMPENSATION	1A 66 121 10	\$	152	\$	157	3.18%
RADIATION SAFETY	2A 66 140 25	\$	2,042	\$	2,047	0.23%
INSURANCE & LOSS CONTROL	1A 66 153 00	\$	10,932	\$	10,712	-2.02%
ON-SITE REPRESENTATIVES	1A 66 154 00	\$	4,650	\$	4,575	-1.63%
POPLARS	1A 66 181 01	\$	72	\$	77	6.13%
TOTAL UNIV. ADMIN.		\$	1,452,979	\$	1,550,843	6.74%

Summary of Travel and Transportation Reimbursement Rates

NOTE: Effective July 1, 2000, Indiana University began reimbursing travel and transportation costs using rates as defined by the federal government. This revised approach had a potentially significant impact on the total amount required in the base budget for travel costs.

 2018-19

Travel and Transportation

Lodging

Please see Travel Management Services website:

<http://www.indiana.edu/~travel/traveling/hotelonline.shtml>

Per Diem

Please see Travel Management Services website:

<http://www.indiana.edu/~travel/traveling/perdiem.shtml>

Mileage allowance (effective January 1, 2017)

first 500 miles, each

\$ 0.545

501-3000 miles

\$ 0.2725

Mileage is capped at 3000 miles.

will not be approved

Limo service

Classic Touch Limousine service, providing limo transportation to and from Indianapolis International Airport

The IU rates including gratuity are:

One-way shared rides from Bloomington to Indianapolis

\$ 67.00

Round-trip shared rides between Bloomington and Indianapolis

\$ 122.00

Please see TMS website:

<http://www.indiana.edu/~travel/traveling/limo.shtml#limo>

System Service charge for Non-General Funds

<u>Unit Name</u>	<u>Account Number</u>	<u>Subaccount</u>	<u>Object</u>	<u>Sub-object</u>	<u>Amount</u>
Athletics	60 271 81	-----	9951	UAS	\$ 750,696
Golf Course	60 280 01	-----	9951	UAS	\$ 33,881
Real Estate	60 154 00	-----	9951	UAS	\$ 33,788
Telecom Student LD	60 182 21	DTONE	9951	UAS	\$ 37,193