IUPUI BUDGET GUIDELINES FOR FY 2021-22

GENERAL INFORMATION

- Undergraduate instructional fees are proposed to increase by 1% for Resident Undergraduate and 1.5% for Nonresident Undergraduate for the FY 2021-23 biennium. This change includes a 1% increase in the General Fee, Technology Fee and the Repair & Rehabilitation Fee.

- The salary and wage policy provides guidelines for salary and wage setting that supports the objective of optimizing the university's ability to attract and retain outstanding faculty and staff talent. The salary and wage policy is predicated on an overall budget framework WITHOUT structural deficits.

- **For Details on the salary policy see Attachment B.**

- When entering salaries of administrators that are set by the Chancellor, the percentage increase in compensation should follow the salary policy of the RC.

- There will be no **full-time** hourly employees. Appointed positions are to be established for hourly employees working more than 1,508 hours in a fiscal year. (The appointed position needs to be established through the normal campus process.)

- The fringe benefit rate for exempt positions (object codes 2000, 2400 and 2480) will be 39.11% and for non-exempt employees (object code 2500) will be 39.86%. Fringe benefits are not used in budget construction for contract and grant employees as only salaries are budgeted on grant accounts. See **Attachment C.**

- Indiana University will use travel and transportation rates defined by the federal government for FY 2021-22. See **Attachment D**.

- The minimum wage rate for all benefits eligible support and service staff will be $15.00 per hour. The minimum wage for all temporary hourly employees is $10.15 per hour.

GENERAL AND NON-GENERAL FUNDS

The difference between budgeted and actual expenditures should be comparatively small; consequently, budgets should conform as closely as possible to realistic projections of expenditure patterns. Additional funds for chronically overspent lines should be provided through internal reallocations during budget construction rather than waiting until later in the year. The goal should be to allocate funds at appropriate levels during budget construction.

Changes in salary plan and grade cannot be anticipated. If schools or departments wish to reserve funds for use after July 1 when a position is formally reclassified, such funds should be budgeted as salary reserves.

Complete the Total Intended amount and FTE fields only if you are budgeting for positions that are split-funded (funded from multiple accounts) or for positions of less than 1.0 FTE. These fields are

used as a tool to identify the total salary request for the individual and the total FTE effort the individual will work.

Any vacant position budgeted must meet the appropriate minimum salary level. Only vacant positions that are anticipated to be filled in the coming fiscal year should be included in the budget. There should be no vacant positions budgeted in Contract and Grant accounts.

GENERAL FUND BUDGET PROCEDURES

General fund income budgets use data generated from credit hour and other income/miscellaneous fee projections. The data is distributed by the Budget Office and must be budgeted as distributed.

ADDITIONAL INSTRUCTIONS FOR NON-GENERAL FUND ACCOUNTS

The All Funds budgeting model requires that all material revenues and expenditures are planned and budgeted including Non-General Fund accounts. For additional information including guidelines and new business practices on how to budget these accounts please see https://fms.iu.edu/afb/business-process-changes/.

Income and Expenditures **must balance** (excluding 40 through 59 grant accounts, which should include only requested salaries).

Object Code 7971 can be used to budget Non-Recurring cash (this object code will be negative)

Non-general accounts (excluding 40 through 59 accounts) should budget planned operating margins, both positive (7970) and negative (7971), as a part of budget construction. Beginning cash (0110) should not be used as a balancing tool.

Any substantial variances (10% or more) from budgeted income/expense must be addressed in the RC narrative. Fiscal Officers should be prepared to provide additional information upon Campus or University request. The RC narrative should address the causes of the changes.

Do not budget vacant positions in Contract and Grant accounts (40 through 59).

For accounts expiring on or before June 30, you can budget positions if you expect that the contract or grant will be renewed. If the account has a valid continuation account, the funding lines entered on the expired account will automatically roll to the continuation account as part of the budget load process.

Budgeting R&R for Non-State Supported Facilities - Any auxiliary enterprise and service unit that has primarily funded and/or occupies a significant portion of one or more university owned buildings is required to set aside, annually, at least 1.25% of the facility replacement value of the building(s) for projects defined as R&R. Service center accounts have an additional restriction that the amount transferred cannot exceed the annual depreciation amount of the building(s).

INCOME

- In a separate e-mail message, you will receive the detail of the general fund income as it needs to be budgeted in your RC. Accounts, object codes, and dollar amounts cannot be changed. The amounts for instructional and non-instructional fees for Summer I and Summer II have been combined using the appropriate 10xx object codes.

- The general fund proforma (income only) is being distributed in a separate e-mail message.

- Each RC's assessed and appropriation income will be provided in a separate e-mail. **Please remember that assessments are shown as negative income in the RCB account (12xxx87) for academic units. See Schedule P for appropriations**

- Incidental Income for the general fund has been loaded into budget construction. These amounts should not be changed.

EXPENSE

- **Compensation**

  o **Split Appointment-All Fund Groups**

    In proposing a salary for an individual whose salary is split between RCs or campuses, the FTE and funding amount need to be agreed upon by the appropriate parties at both locations. This will ensure accuracy and open communication between all parties involved.

    NOTE: **When Salaries are split between accounts, the amount and the percent (FTE) must match.**

  o **Salary Exceptions and Reason Codes**

    Reason codes in budget construction will be used only for conditions described in the Salary Policy **Attachment B**

    When coding an employee's request line with a reason code, every funding line must contain the same reason code and the portion of the amount associated with the reason for that funding line, excluding any merit increase amount.

  o **Fiscal Year Supplements**

    Non-exempt employees with a wage rate that exceeds the maximum wage rate will have a frozen base salary, until the maximum of the wage structure catches up to that wage rate. Departments should budget the requested salary to indicate the request annual salary for the employee. Amounts that exceed the maximum will be paid in the form of a Fiscal Year Supplement (additional pay paid over the fiscal year) initiated by University Human Resources.

o **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 going forward 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)

o **Other Compensation Matters**

Vacant positions are not to be budgeted with a requested salary of $0 in budget construction. A vacant position with $0 salary request should either be marked for delete (with CSF tracker dollars) or purged (with no CSF tracker dollars). Vacant positions should be budgeted at the anticipated salary amount.

If the account funding for a position is changed in budget construction, the HRMS work area will not be affected. An E-Doc needs to be completed if the work area is to be changed.

When budgeting a split-funded (funded on multiple accounts) position, the dollars and percentage for each funding line must agree. For example, a position split 40%-60% on two accounts must show 40 percent of the dollars on the first account and 60 percent of the dollars on the second account.

When a biweekly position is funded on multiple accounts, the hourly rate must be the same on each account.

o **Leave of Absence**

The Campus is requesting that Schools use of the "Leaves Request CSF" during the budget construction this year. An E-Doc will need to be prepared and submitted effective for July for anyone on leave.

There are four data fields that are involved in the leave request.
1. Leaves Request CSF Amount
2. Duration Leaves Code
3. Leaves Request FTE
4. Leaves Request %

The "**Leaves Request CSF Amount**" is activated when a "Duration Leaves" code other than "NONE" is selected. It allows you to enter the total funding amount requested that should be reflected in the CSF Tracker. This amount is recorded here instead of the Requested Field. The requested field would only show the amount of pay for time the individual is not on leave. This field is not editable, until a duration leaves code other than "NONE" is selected. This is the amount that will be used on the salary list. **See Attachment E.**

The "**Duration Leave Code**" just below the "Amount" field in the "Leaves Req CSF" section is the "Duration Leaves Code" field, which contains a pick list of codes that describe reasons for leaves of absence. The default value is "NONE".

The "**Leaves Request FTE**" value will be recalculated by the system if the "Leaves Request %" or "Duration Leaves" are edited on the Salary Setting screen. This field is not editable.

The "**Leaves Request FTE Percent**" field contains the requested percent time for this leave. Any percent from 0 to 100 may be entered.

o **Faculty Holding Administrative Positions**

Salaries for new faculty administrators should have two components to their salary. One component is the traditional 10/12-month base amount, and is budgeted in object code 2000. The second component is the Administrative Support, and the specified amount is budgeted in object 2000, sub-object ADM. See **Attachment G** for full policy.

o **Promotion and Tenure**

Please provide a list of the academic appointments receiving promotion and tenure with the salary increase amount attributable to the promotion and tenure process. If the individual is not receiving a salary increase in budget construction, we ask that you provide an explanation. See **Attachment H**.

o **Supporting Spreadsheets required for**
   o PRO & NTN - Promotion & Tenure-allowed for Faculty only
   o MAR – Faculty only (Staff were already submitted)
   o All other excludable codes

o **Implications of eDoc Processing in Relation to Budget Construction**

Budget data is built from existing HRMS Job and Position data. When a budget is opened you will find existing appointed employees tied to their positions, just as they are in HRMS, if a candidate job row is found and the appointment funding is flagged for CSF. Budgeted positions without incumbents are identified as vacant in Budget Construction. For details on how eDocs affect the budget see **Attachment N**.

o **May-June E-Docs**

All E-Docs (academic and staff) processed after the budget is submitted with an effective date prior to 7/1/21 must address the impact on the FY 2021-22 budget. Please indicate the FY 2021-22 details in the comments or notes on the e-doc.

The impact on the FY 2021-22 budget should be categorized as one of the following:

1) THIS DOES NOT AFFECT THE FY 2021-22 budget. This statement is used when the transaction is for FY 2020-21 only and this person is in the FY 2021-22 budget **exactly** as you want.

2) DELETE FROM THE FY 2021-22 budget. To be used if you had put the person into the budget and now they are leaving. Please indicate if transferring to another department or terminating from the university. If you had put them on a different

organization and/or account than what is on the E-Doc, please identify the organization and/or account number and position number from which they are to be deleted.

3) CHANGE THE FY 2021-22 budget AS FOLLOWS. Give account and position number of the FY 2020-21 location of the employee as originally submitted, and the FY 2021-22 salary plan and grade, salary (full-time rate/pay period amount/hourly rate), source of funding and any other pertinent information you wish to change.

4) THIS PERSON WAS NOT INCLUDED IN THE FY 2021-22 budget. Give the account number, position number, FY 2021-22 salary information (full-time rate/pay period amount/hourly rate) and any other information necessary to insert into the new budget correctly.

Fringe benefit rates for the next fiscal year are listed in **Attachment C**.

- **Contract and Grants**

Salaries should be budgeted on grants using object codes 2000, 2400, 2480 and 2500. Do not budget vacant positions in Contract and Grant accounts (40 through 59).

For accounts expiring on or before June 30, 2020, you can budget positions if you expect that the contract or grant will be renewed. If the account has a valid continuation account, the funding lines entered on the expired account will automatically roll to the continuation account as part of the budget load process.

- **Bicentennial Matches:**

With a more robust approach to all-funds budgeting, for each Bicentennial account you will need to budget individually. The transfer of the match funds has been budgeted in object code 9918, and any anticipated use of funding from IUF accounts you should reflect in object code 1179. To balance, the expense for the scholarship accounts should be budgeted in the associated financial aid object codes; and for the 29- accounts the expense should be budgeted where it is intended to be spent.

- **Object Codes:**
The list of Object Codes for Buy IU purchases are listed in **Attachment O.**

- **Object Code 0110**
Object code 0110, beginning cash, should not be used in budget construction.

- **Capital Asset Threshold**

The capital asset threshold is $5,000. Please consider this as you budget the capital object codes (7000 series) and use the corresponding non-capital object code where appropriate.

- **Life Cycle Funding**

Each unit must budget 75% of its Life Cycle Funding commitment under object code 9940, sub-object LCF. It is used for budgeting and the transfer to your "92" Desktop Replacement account.

Object code 9940 will not be used for purchases. You should continue to purchase equipment using the appropriate object code. As in prior years, we do not budget in the "92" Desktop Replacement account. **Attachment J** shows the amount of your unit's commitment.

- **Employee Eligibility Verification and Background Check Charge**

Since July 1, 2004, a mandatory background check has been required for all new hires. The background check policy was updated on September 24, 2013. The charge to the hiring department depends on the type of check required. More information may be found on the UHRS website at http:/hr.iu.edu/eev/

Units should take this into consideration when formulating their budgets. The policy covers background checks for verification of prior employment, relevant education, relevant licenses, criminal history, and sex and violent offender history. All of these background checks are required for all new Staff employees.

All new Temporary employees who are 22 or older shall have a criminal history check and sex and violent offender registry background check. All new Temporary employees who are at least age 18, but less than 22, shall have a limited criminal history background and a limited sex and violent offender registry check. Criminal background checks are not performed on individuals who are under the age of 18. All new Temporary employees who are hired to perform work that requires a license, regardless of age, shall have a license verification check completed as a condition of employment with Indiana University.

In addition to the above, note new policy effective April 30, 2012 pertaining to any employees working in programs which involve children:
   http://policies.iu.edu/policies/ps-01-programs-involving-children/index.html

- **Commitment to Excellence**

Base funding for the Commitment to Excellence initiatives has been identified in **Attachment K. Attachment L** provides a schedule of the required funding detail for the Trustee Lecturer program. These funds should be treated like a contract and grant account. Transfers from these sub-accounts will **not** be permitted. Only expenditures associated with the project should be charged to a CTE sub-account.

- **Legal Services**

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

ERR Reason Code

The ERR reason code, Base Rate Data Error, should not be used without permission from the IUPUI Budget Office. This reason code is for CSF tracker errors. This type of error should be found and corrected before the CSF Tracker is shut off.

Reminders for Budget Construction

A change to a position and/or incumbent must be processed on an E-Doc and posted in PeopleSoft before it will be reflected in budget construction. You cannot make changes to positions and incumbents within budget construction. Changes in accounts and subaccounts used to fund positions can still be changed in budget construction.

Attachment M shows the column headings for the Salary Funding Dump. Please note the employee ID number (University ID) has replaced the Universal ID number in the Salary Funding Dump. The employee ID and position number should be changed to text fields when importing the Salary Funding Dump into a spreadsheet application or the leading zeros will truncate.

Transfers

For transfer amounts submitted during the preparation of incidental income, you will receive the contra-expense detail that has been loaded in budget construction. Please be sure to use the 99XX object codes for budget construction.

Do not use the transfer object codes (9920, 9924, and 9925) that tie to the Salary levels in budget construction. These are not coded to reflect the fringe benefit costs.

Budget Narrative

Fiscal Officers should prepare a written narrative describing significant changes in the budget. This should be by sub fund group in all fund groups. Please be sure to address the following items in your narrative:

1. Please describe how allocation decisions were made in your RC to align the RC resources with the campus and university strategic plans. Provide examples for your RC.
2. Please describe any reallocations or major cuts in programs and/or categories that were required in preparing the budget.
3. Provide details about how the RC was able to balance your budget. This would include examples of specific positions or programs that were added or eliminated.
4. What has your school done to increase operating efficiencies in both your administrative and academic enterprises? The information submitted must include specific operational efficiencies, how they were achieved and the overall impact on unit base budgets.
5. Describe any specific situations that you would like to highlight for your school.

Please include the following supporting schedules:

1. A schedule of newly funded investments (for example, new salary lines or reserves; new program activities; funding increases significantly over baseline maintenance increases), with account and object code references.
2. A schedule of reallocations – reductions of budget lines made in order to free up resources for other activities/lines, with account and object code references.
3. A supporting schedule with explanations for amounts budgeted in salary reserves (object 2005, 2405, 2504) and salary savings (objects 2003, 2403, 2502) by account and object code.

4. A supporting schedule with explanations for negative amounts budgeted in Unallocated (7900) by account.
5. A supporting schedule with explanations for 7970 operating Margin and 7971 non-recurring use of cash

Planned Uses of Fund Balance

Fiscal Officers will need to submit the planned uses of fund balance as they complete budgets for their responsibility centers.

Budget Due Dates ***Budgets are due Wednesday, May 19th ***

It is critical that budgets are completed timely in order to consolidate the campus submission. Please contact the Budget Office when you have completed your budget. Items to be forwarded electronically at the completion of your budget are as follows:

- Budget Narrative and Supporting Schedules
- Planned Uses of Fund Balance
- PRO & NTN Promotion and Tenure Salary Changes worksheet
- All other exception code worksheets

If you are able to complete your budget before the due date shown, please be sure to let us know.

Fiscal Officers should plan to be available after submitting budgets to answer any questions that may arise. If you are going to be out of the office between May 15th and June 18th please e-mail the IUPUI Budget Office at iupuibud@iupui.edu with additional contact information.

Indiana University
Salary and Wage Policy for Fiscal Year 2021-22
All Fund Groups

The salary and wage policy for fiscal year 2021-22 provides salary and wage setting guidelines which support the objective of optimizing the university's ability to continue to attract and retain outstanding faculty and staff talent.

For fiscal year 2021-22, Executive Vice President approval is required for new:
- Base funded academic (including visiting faculty) and staff positions
- Mid-year salary increases above 8%

Effective July 1, 2021, Executive Vice President approval is <u>no longer required</u> for the following adjustments:
- Mid-year salary increases for Higher Level Responsibilities, career progression, and market adjustments (if below 8%
- Adjunct and part-time instructors
- Independent contractors
- Temporary Employees, including students and work-study
- Temporary additional and supplemental pays
- Summer salary for 10-month faculty and adjunct positions
- Student academic appointees

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

2021-2022 Policy

- Each campus and Responsibility Centers (RC) average base salary increase pool is approved **up to** 2% for continuing faculty and staff:
  - The 2% increase pool includes a <u>mandatory</u> increase of 1%, and an additional increase of up to 1% is permitted assuming the organization has available resources.
  - Exceptions to the 1% mandatory increase require approval by the Executive Vice President and President and will be coded with one of the includable reason codes.
- University Administration Responsibility Centers (RC) will be centrally funded for a 1% increase. Up to an additional 1% will be allowed, per policy, predicated on the RC's own base funding ability.

University Minimum Wage
- Effective July 1, 2021, the University's minimum wage is $15 per hour ($31,200 annual) for **appointed** faculty and staff.
  - Dually employed faculty or staff can be excluded from this minimum wage policy using the excludable code MYR.

Salary Compression Adjustments
- Appointed faculty and staff with current hourly pay rates exceeding $15/hour and less than $17/hour may receive up to an additional $500 in annual base salary ($0.24/hr), after the mandatory 1% annual pay increase, with the following criteria:
  - Must have 3 or more years of service with the University
  - The $500 payment is limited to the amount needed to reach $17/hour
  - Excludes employees that will receive a pay increase of 1% or greater in order to meet the $15/hr minimum wage

- Increases above 8% without one of the exception codes noted in this policy should be sent to iupuibud@iu.edu (with campus budget narrative materials) after campus approval. These increases will also be reviewed by the Vice President for Human Resources and the Vice President & Chief Financial Officer.

A list of **includable** reason codes is provided below. <u>An employee receiving less than a 1% increase must be coded with one of the following codes</u>. Employees' base pay must meet or exceed the minimum of the pay range for their position's classification. 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 the current fiscal year resulting in no 7/1 increase or a reduced increase %.
   c. NEW – Academic, Exempt staff and non-union non-exempt 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 the current fiscal year or within the previous 12 months, resulting in no or a reduced increase.
   e. TER – Employee will terminate or retire during the upcoming fiscal year and should not receive an increase.

The policy provides 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 <u>Faculty</u>:
   a. EQU – Affirmative Action approved increases.
   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 positions on campus and/or in the market. External market data must be provided. Submit the request and supporting documentation iupuibud@iu.edu after campus approval.
   e. MYR – Written agreement completed prior to May 14 that includes a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual's agreement to the IUPUI Budget Office via iupuibud@iu.edu, along with the campus budget narrative materials.
   f. NTN – Newly tenured faculty.
   g. PRO – Faculty receiving promotion in rank or newly named as Distinguished Professors.
   h. SCA - Salary compression adjustment as outlined above.

   NOTE: Faculty with the exclusion code of NTN or PRO should receive the salary policy increase established for the campus, and the standard increase associated with the exclusion. 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 <u>Staff</u>:
   a. EQU – Affirmative Action approved increases.
   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 the current fiscal year. In addition:
      1. In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment.

2. 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).
3. Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues.
4. Submit the increase request and supporting documentation to Compensation via hrcomp@iu.edu by April 23.
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 to and approved by Compensation. Submit the request and supporting documentation to Compensation via hrcomp@iu.edu by April 23.
g. MYR – Written agreements completed prior to May 14 that include a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual's agreement to the IUPUI Budget office via iupuibud@iu.edu.
h. CAR – Staff either (a) progressed to a higher career level, or (b) promoted to a different position of a higher career level effective 7/1 of the upcoming fiscal year.
i. SCA - Salary compression adjustment as outlined above.

Employees with Base Rates Less Than $31,200

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 budgeted 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.

Non-exempt Staff Represented by Unions

Non-exempt 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 1.25% in FY22.
- Non-exempt staff covered by a union are eligible for compression adjustments based on the criteria outlined above.
- Employees earning less than $31,200 on an annualized full-time equivalent rate after the salary policy increase, will receive an additional base increase 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 budgeted 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: Academic (Object Code 2000), Exempt/Non-Exempt Staff (Object Code 2400 & 2480), and Non-Exempt Non-Union (Object Code 2500).
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 budget.

INDIANA UNIVERSITY
2021-22 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, 2003, 2005, 2008, 2280, 2288	20.53%	6.98%	12.34%		39.85%
Retirement Ineligible (Summer)	2010	20.53%	6.98%			27.51%
Overload	2170		6.98%			6.98%
Admin. Supplement	2200		6.98%			6.98%
Residents	2290		6.98%			6.98%
OTHER ACADEMIC:						
Non-student	2300 through 2310		6.98%			6.98%
Student	2331 through 2391					0.00%
PROFESSIONAL:						
Exempt	2400, 2405, 2408	20.53%	6.98%	12.34%		39.85%
Non Exemp	2480, 2488	20.53%	6.98%	12.34%		39.85%
Overload	2420, 2428		6.98%			6.98%
Terminal Pay	2450		6.98%			6.98%
NON-EXEMPT STAFF:						
PERF eligible	2500, 2504	20.53%	6.98%		12.47%	39.98%
Terminal Pay	2550		6.98%		12.47%	19.45%
HOURLY:						
Casual Hourly	3000, 3150		6.98%			6.98%
Casual Hourly Overtime	3250		6.98%			6.98%
PERF Hourly	3050		6.98%		12.47%	19.45%
Staff Premium	3100		6.98%		12.47%	19.45%
Staff Overtime - Exempt	3200		6.98%		12.47%	19.45%
Staff Overtime-Non-Exempt	3205		6.98%		12.47%	19.45%
Staff Work Hours	3210		6.98%		12.47%	19.45%
Student hourly	3300 through 3961					0.00%
Supplemental Pay	4580, 4588		6.98%			6.98%
Foreign Honorarium	4581					0.00%
Retired	4582					0.00%
Supplemental/additional student pay	4590 through 5821					0.00%

INDIANA UNIVERSITY
2020-21 OPERATING BUDGET

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.*

Travel and Transportation   2021-22

Lodging
   Please see Travel Management Services website:
      Direct Bill Hotels for Non-employees (In State by Campus)
         https://travel.iu.edu/hotel/hotelrates.shtml

      Egencia Hotels.com (In State and Out of State)
         https://www.egencia.com/home/#hotel-search

Per Diem
   Please see Travel Management Services website:
      https://travel.iu.edu/traveling/perdiem.shtml

Transportation
Mileage allowance (effective January 1, 2020)

Per mile for first 500 miles	$ 0.56
Per mile for 501 miles or more	$ 0.28

Mileage Allowance State Grant (Effective, March 1,2020)

Rate	$ 0.39

Limo service
Classic Touch and Go Express Services provide limo transportation to and from Indianapolis International Airport

The IU rates, **including gratuit**y are:

Classic Touch

One-way shared sedan rides from Bloomington to Indpls	$ 72.45
Round-trip shared sedan rides between Bloomington and Indpls	$144.00

Go Express

One-way shared sedan rides from Bloomington to Indpls	$ 83.00
Round-trip shared sedan rides between Bloomington and Indpls	$166.00

Please see TMS website:
http://www.travel.iu.edu/traveling/limo.shtml

IUPUI
FY 21-22 OPERATING BUDGET
DURATION LEAVES CODES

Use of Leave Codes

First Semester Sabbatical: Budget using the SAB1 code for a 1st Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

Second Semester Sabbatical: Budget using the SAB2 code for a 2nd Semester sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

Full Academic Year Sabbatical: Budget using the SABA code for an Academic Year sabbatical. The user will budget the Request as half of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request.

Full Fiscal Year Sabbatical: Budget using the SABF code for a Fiscal Year sabbatical. The user will budget the Request as half of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request.

Six Month Sabbatical: Budget using the SABH code for a 6 month sabbatical. The user will budget the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

Crossing Fiscal Years: Budget using the SABX code for a full year sabbatical crossing fiscal years. The user will budget the request of the calculated amount (number of months at half pay plus months at full pay) of the new fiscal year annual rate and budget the Leave Request CSF at the full new fiscal year annual request.

LWOP First Semester: When budgeting a leave without pay for the first semester, LWP1, the user will budget half of the new fiscal year annual amount in the Request field and the Leave Request CSF amount will be the new fiscal year full annual request.

LWOP Second Semester: When budgeting a leave without pay for the second semester, LWP2, the user will budget half of the new fiscal year annual amount in the Request field and Leave Request CSF amount will be the new fiscal year full annual request.

LWOP 10 Months: When budgeting a leave without pay for the full academic year, LWPA, the user will budget the Request as zero and budget the Leave Request CSF at the full new fiscal year annual request.

LWOP 12 Months: When budgeting a leave without pay for the full fiscal year, LWPF, the user will budget the Request as zero and budget the Leave Request CSF at the full new fiscal year annual request.

LWOP 6 Months: When budgeting a leave without pay for 6 months, LWPH, the user will budget half of the new fiscal year annual amount in the Request field and the Leave Request CSF amount will be the new fiscal year full annual request.

Leave Type	Code	Budget Request				Leave Request CSF	
		FY Annual Amt	½ FY Annual Amt	Zero	Calc # of months at ½ pay + months at full pay	FY Annual Amt	½ FY Annual Amt
1st Sem Sabbatical	SAB1	X				X	
2nd Sem Sabbatical	SAB2	X				X	
Full Academic Year Sabbatical	SABA		X			X	
Full Fiscal Year Sabbatical	SABF		X			X	
6 Month Sabbatical	SABH	X				X	
Crossing Fiscal Years	SABX				X	X	
LWOP 1st Semester	LWP1		X			X	
LWOP 2nd Semester	LWP2		X			X	
LWOP 10 Month	LWPA			X		X	
LWOP 12 Month	LWPF			X		X	
LWOP 6 Month	LWPH		X			X	

Definitions:

Sabbatical: The sabbatical leave program is undertaken to provide time for scholarly research and travel incident thereto and to allow faculty members to keep abreast of developments in their fields of service to the University. Eligibility is one sabbatical leave during each period of seven years full-time service.

LWOP   An approved leave for a designated period of time without

POLICY FOR FACULTY MEMBERS HOLDING ADMINISTRATIVE POSITIONS

The following policy shall apply to Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Chancellors, Provosts, Vice Chancellors, Vice Provosts, Associate Vice Provosts, Assistant Vice Provosts, Deans, Associate Deans, Assistant Deans, Directors, and other administrative positions as identified by the Chancellors or President – who were not in one of these positions on June 30, 2004. It 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 setting forth the twelve month salary of the individual. The appointing official will then determine 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 a faculty member relinquishes or is removed from the administrative position, the faculty member's salary shall return to the faculty component of the salary and the faculty member shall no longer be entitled to the administrative component. 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.

PROCEDURE

Since fiscal year 04-05 salaries for new faculty administrators (Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors and other administrative positions) have had two components. One component is the traditional 12-month base amount which is budgeted in object code 2000. The second component is the Administrative Support, the specified amount being budgeted to object code 2000, sub-object code ADM. Twelve-month administrators, who will be partially funded from their 10-month faculty line, should be converted, spreading their 10-month salary over 12-months (e.g., 25% of the 10-month rate will actually be 20.83 FTE of the 12-month rate). The administrative component of the salary is incurred on the administrative office account. Each component of the salary will be incremented annually in compliance with the campus budget salary guidelines. The Administrative Support component is removed if the administrator returns to the faculty and the faculty salary component should revert back to ten-twelfths (10/12).

IUPUI
FY 2021-22 Budget
Promotion and Tenure Salary Increase Recommendations

Excel file with forms to complete will be distributed separately

IUPUI
FY 2021-22 Budget
Life Cycle Funding

Academic

Business	16,953
Columbus	17,127
Dentistry	110,907
Education	17,444
Engineering and Technology	30,520
Music	3,386
Health & Human Sciences	
Health and Rehab	11,712
Physical Education	7,983
Herron	17,056
Informatics	6,724
SLIS	1,299
Law	21,994
Liberal Arts	61,232
Nursing	40,754
Public Health	1,523
Science	71,597
Social Work	14,024
Labor Studies	7,019
SPEA	27,342
Total Academic	**486,596**

Support

Academic Support	
Dean of Faculties	1,357
Enrollment Services	19,574
Faculty Records (FAA)	2,076
International Affairs	4,679
Professional Development-CTL	11,035
Registrar	6,341
External Affairs	
Community Learning Network	4,180
Graduate Education	1,740
Finance and Administration	
Bursar	6,351
Library	70,320
Student Life	11,369
Undergraduate Education	40,047
Career Center	3,581
Total Support	**182,650**
Total Campus (w/o Medicine)	**669,246**

IUPUI
FY 2021-22 Budget
Commitment to Excellence

RC	Sub Account Name	Acct#	Sub Acct	19-20 Base
09	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1291505	CTETL	28,590
09	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1295700	CTETL	28,590
09 Total				**57,180**
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292000	CTETL	51,837
18	COMMIT TO EXCELL-DIV PUBLIC SCHOLA-HENRY	1292008	CTED1	112,795
18	COMMIT TO EXCELL-DIV PUBLIC SCHOLA-SEREM	1292008	CTED2	133,075
18	COMMIT TO EXCELL-DIV PUBLIC SCHOLA-LABOD	1292008	CTED3	97,125
18	COMMIT TO EXCELL-DIV PUBLIC SCHOLA-OLANIYAN	1292008	CTED4	151,632
18	COMMIT TO EXCELL-PUBLIC SCHOLARS	1292053	CTEPU	170,000
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292101	CTETL	48,457
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292201	CTETL	48,457
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292301	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292400	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1292801	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293001	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293101	CTETL	48,454
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293201	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293301	CTETL	24,228
18	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293501	CTETL	24,228
18 Total				**1,031,428**
20	COMMIT TO EXCELL-STUDENT DIVERSITY RESEAR	1293700	CTEDS	171,000
20	COMMIT TO EXCELL-ENHANCE ACAD SUCCESS	1293724	CTEAS	180,000
20	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1293800	CTETL	70,020
20	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1294000	CTETL	24,373
20	COMMIT TO EXCELL-FORENSIC & INVEST SCI	1294005	CTEFI	460,000
20	COMMIT TO EXCELL-SCIENCE FACULTY	1294100	CTESF	171,670
20	COMMIT TO EXCELL-SUMMER BRIDGE	1293700	CTEBR	83,000
20	COMMIT TO EXCELL-UCASE	1294500	CTEUC	77,874
20	COMMIT TO EXCELL-EDUCATION IN HLTH/LIFE	1294600	CTEEH	250,000
20 Total				**1,487,937**
24	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1289570	CTETL	72,180
24 Total				**72,180**
26	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1296300	CTETL	56,180
26	COMMITMENT TO EXCELLENCE-UCASE	1296300	CTEUC	277,599
26 Total				**333,779**
30	COMMIT TO EXCELL-PUBLIC SCHOLARS	1290506	CTEPU	90,000
30	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1290506	CTETL	57,180
30 Total				**147,180**
34	COMMIT TO EXCELL-MED & BIOLOG ENG PROG	1295010	CTEBI	600,000
34	COMMIT TO EXCELL-RESEARCH - MURI	1295040	CTEMR	110,000
34	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1295200	CTETL	35,690
34	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1295620	CTETL	28,319
34	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1295800	CTETL	34,690
34	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1298200	CTETL	28,590
34 Total				**837,289**
36	COMMIT TO EXCELL-CRIM JUSTICE & PUB SAFE	1296800	CTECJ	75,000
36	COMMIT TO EXCELL-NON-PROFIT MKTG & DEVE	1296800	CTEMD	125,000

IUPUI
FY 2021-22 Budget
Commitment to Excellence

RC	Sub Account Name	Acct#	Sub Acct	19-20 Base
36	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1296800	CTETL	56,093
36 Total				**256,093**
46	COMMIT TO EXCEL-COL RETENTION	1299302	CTECO	288,997
46	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1299302	CTETL	30,740
46	COMMITMENT TO EXCELLENCE-CTECO	1299309	CTECO	64,732
46	COMMIT TO EXCEL-COL RETENTION	1299312	CTECO	146,909
46	COMMIT TO EXCEL-COL RETENTION	1299318	CTECO	281,811
46	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1299318	CTETL	54,580
46 Total				**867,769**
58	COMMIT TO EXCELL-NORMAN BROWN SCHOLARS	1270119	CTENB	254,150
58	COMMIT TO EXCELL-INTERNATIONAL	1270165	CTEIN	458,681
58	COMMIT TO EXCELL-RESEARCH SCHOLARS	1271417	CTERS	127,075
58	COMMIT TO EXCELL-ACAD IMPROVEMENT SCHO	1271419	CTEIM	253,320
58	COMMIT TO EXCELL-CAMPUS VISIT	1271500	CTECV	140,000
58 Total				**1,233,226**
60	COMMIT TO EXCELL-CIVIC ENGAGEMENT	1270110	CTECE	492,302
60	COMMIT TO EXCELL-HONORS COLLEGE	1270113	CTEHC	497,751
60	COMMIT TO EXCELL-PROFESSIONAL DEVELOP	1270131	CTEPD	195,955
60	COMMIT TO EXCELL-CTR FOR RESEARCH/LEARN	1270134	CTERL	396,705
60	COMMIT TO EXCELL-RESEARCH SCHOLARS	1270134	CTERS	74,740
60	COMMIT TO EXCELL-ENHANCE ACAD SUCCESS	1270250	CTEAS	71,162
60	COMMIT TO EXCELL-PEER SCHOLARS	1270250	CTEPE	90,522
60	COMMIT TO EXCELL - FIRST YEAR EXPERIENCE	1271522	CTEFY	401,401
60	COMMITMENT TO EXCELLENCE-TRUSTEE LECTURE	1271523	CTETL	61,180
60	COMMIT TO EXCELL-FRESHMAN WORK PROGRAM	1271555	CTEFW	100,000
60	COMMIT TO EXCELI-LIFE/WORK STUDENTS	1271562	CTEHR	141,078
60	COMMIT TO EXCELL-RESEARCH IN HEALTH	1271564	CTERH	250,000
60	COMMITMENT TO EXCELLENCE-NINA SCHOLARS	1271566	CTENI	65,000
60	COMMIT TO EXCELL-BEPKO SCHOLARS	1271610	CTESC	975,936
60	COMMIT TO EXCELL-JONES COMMUNITY SCHOL	1289102	CTEJS	101,660
60	COMMIT TO EXCELL-UNDERGRADUATE FIN AID	1289102	CTEUG	254,150
60 Total				**4,169,542**
68	COMMIT TO EXCELL-LIBRARY	1298800	CTELB	900,000
68 Total				**900,000**
74	COMMIT TO EXCELL-FACULTY START-UP	1270060	CTESU	300,000
74	COMMIT TO EXCELL-FACULTY DIVERSITY	1270090	CTEMN	364,781
74 Total				**664,781**
Grand Total				**12,058,384**

IUPUI
FY 2021-22 Budget
Trustee Lecturers - CTETL

RC	School	Acct #	Salary	Benefits	Unallocated	Compensation	Professional Development	Rents	S&E	Total
09	Phys. Ed.	1291505	17,518	6,981	-	24,499	1,000	2,090	1,001	28,590
09	Phys. Ed.	1295700	17,518	6,981	-	24,499	1,000	2,090	1,001	28,590
09 Total			**35,036**	**13,962**	**-**	**48,998**	**2,000**	**4,180**	**2,002**	**57,180**
18	Liberal Arts	1292000	-	-		-	13,000	25,837	13,000	51,837
18	Liberal Arts	1292101	34,649	13,808	-	48,457	-	-	-	48,457
18	Liberal Arts	1292201	34,649	13,808	-	48,457	-	-	-	48,457
18	Liberal Arts	1292301	17,324	6,904	-	24,228	-	-	-	24,228
18	Liberal Arts	1292400	17,324	6,904	-	24,228	-	-		24,228
18	Liberal Arts	1292801	17,324	6,904	-	24,228	-	-	-	24,228
18	Liberal Arts	1293001	17,324	6,904	-	24,228	-	-		24,228
18	Liberal Arts	1293101	34,647	13,807	-	48,454	-	-	-	48,454
18	Liberal Arts	1293201	17,324	6,904	-	24,228	-	-		24,228
18	Liberal Arts	1293301	17,324	6,904	-	24,228	-	-	-	24,228
18	Liberal Arts	1293501	17,324	6,904	-	24,228	-	-	-	24,228
18 Total			**225,213**	**89,751**	**-**	**314,964**	**13,000**	**25,837**	**13,000**	**366,801**
20	Science	1293800	44,218	17,622	-	61,840	2,000	4,180	2,000	70,020
20	Science	1294000	15,998	6,375		22,373	2,000	-	-	24,373
20 Total			**60,216**	**23,997**	**-**	**84,213**	**4,000**	**4,180**	**2,000**	**94,393**
24	Business	1289570	45,763	18,237	-	64,000	2,000	4,180	2,000	72,180
24 Total			**45,763**	**18,237**	**-**	**64,000**	**2,000**	**4,180**	**2,000**	**72,180**
26	Education	1296300	35,038	13,962	-	49,000	1,000	4,180	2,000	56,180
26 Total			**35,038**	**13,962**	**-**	**49,000**	**1,000**	**4,180**	**2,000**	**56,180**
30	Herron	1290506	35,038	13,962	-	49,000	2,000	4,180	2,000	57,180
30 Total			**35,038**	**13,962**	**-**	**49,000**	**2,000**	**4,180**	**2,000**	**57,180**
34	E&T	1295200	21,881	8,720		30,601	2,000	2,090	999	35,690
34	E&T	1295620	17,324	6,904		24,228	1,000	2,090	1,001	28,319
34	E&T	1295800	21,881	8,720		30,601	1,000	2,090	999	34,690
34	Music	1298200	17,519	6,981	-	24,500	1,000	2,090	1,000	28,590
34 Total			**78,605**	**31,325**	**-**	**109,930**	**5,000**	**8,360**	**3,999**	**127,289**
36	SPEA	1296800	34,323	13,678	-	48,001	2,000	4,180	1,912	56,093
36 Total			**34,323**	**13,678**	**-**	**48,001**	**2,000**	**4,180**	**1,912**	**56,093**
46	Columbus	1299302	20,908	8,332		29,240	500	-	1,000	30,740
46	Columbus	1299318	36,882	14,698		51,580	1,000	-	2,000	54,580
46 Total			**57,790**	**23,030**	**-**	**80,820**	**1,500**	**-**	**3,000**	**85,320**
60	Undergrad Educ	1271523	38,613	15,387	-	54,000	1,000	4,180	2,000	61,180
60 Total			**38,613**	**15,387**	**-**	**54,000**	**1,000**	**4,180**	**2,000**	**61,180**
CTETL Total			**645,635**	**257,291**	**-**	**902,926**	**33,500**	**63,457**	**33,913**	**1,033,796**

IUPUI
FY 21-22 Budget
Budget Construction Salary Funding Dump
Column Headings

When downloading salary information using the Funding Dump in Budget Construction, you will need the following column headings (technical name):

Column Headings:

univ_fiscal_yr.ld_pndbc_apptfnd_t
fin_coa_cd.ld_pndbc_apptfnd_t
account_nbr.ld_pndbc_apptfnd_t
rpts_to_org_cd.ld_bcn_acct_rpts_t
sub_acct_nbr.ld_pndbc_apptfnd_t
fin_object_cd.ld_pndbc_apptfnd_t
fin_sub_obj_cd.ld_pndbc_apptfnd_t
position_nbr.ld_pndbc_apptfnd_t
pos_descr.ld_bcn_pos_t
setid_salary.ld_bcn_pos_t
pos_sal_plan_dflt.ld_bcn_pos_t
pos_grade_dflt.ld_bcn_pos_t
iu_norm_work_months.ld_bcn_pos_t
iu_pay_months.ld_bcn_pos_t
emplid.ld_pndbc_apptfnd_t
person_nm.ld_bcn_intincbnt_t
iu_classif_level.ld_bcn_intincbnt_t
admin_post.ld_bcn_adm_post_t
pos_csf_amt.ld_bcn_csf_trckr_t
pos_csf_fte_qty.ld_bcn_csf_trckr_t
pos_csf_tm_pct.ld_bcn_csf_trckr_t
appt_fnd_dur_cd.ld_pndbc_apptfnd_t
appt_rqst_csf_amt.ld_pndbc_apptfnd_t
appt_rqcsf_fte_qty.ld_pndbc_apptfnd_t
appt_rqcsf_tm_pct.ld_pndbc_apptfnd_t
appt_tot_intnd_amt.ld_pndbc_apptfnd_t
appt_totintfte_qty.ld_pndbc_apptfnd_t
appt_rqst_amt.ld_pndbc_apptfnd_t
appt_rqst_tm_pct.ld_pndbc_apptfnd_t
appt_rqst_fte_qty.ld_pndbc_apptfnd_t
appt_rqst_pay_rt.ld_pndbc_apptfnd_t
appt_fnd_dlt_cd.ld_pndbc_apptfnd_t
appt_fnd_mo.ld_pndbc_apptfnd_t
appt_fnd_reason_cd.ld_bcn_af_reason_t

Implications of eDoc Processing in Relation to Budget Construction

Budget data is built from existing HRMS Job and Position data. When a budget is opened you will find existing appointed employees tied to their positions, just as they are in HRMS, if a candidate job row is found and the appointment funding is flagged for CSF. Budgeted positions without incumbents are identified as vacant in Budget Construction. Any eDoc transactions can proceed as usual.

- While setting salaries in Budget Construction, (i.e., entering a new compensation rate, distributing salary between accounts for an employee currently appointed to a position), do not complete a corresponding eDoc.

- However, if you are changing any attribute of a position, you must complete a Maintain Position eDoc. If the position change is to be reflected in the employee's job record, the update incumbent box must remain checked.

- If you process a Maintain Position eDoc after the PS sync is turned "off" the employee's APA (Annual Pay Adjustment (Budget Load)) will not update the job record. Central office staff will handle the cleanup via load failure reports.

- For a new hire to be reflected in Budget Construction, you must process a Hire eDoc. If the eDoc is processed before the CSF Tracker is frozen, and the effective date is prior to the new fiscal year, the base will automatically be updated in Budget Construction. You can use an effective date prior to and including 7/1/21 for 12-month appointments, and 8/1/21 for 10- month appointments. If the appointment is to have an effective date outside of this range, please budget the position as VACANT.

- If a position is changing from a 12 month to a 10 month, a Maintain Position eDoc must be initiated. Use the effective date of 7/1/21, if the intent is to prohibit the employee from receiving pay for the month of July.

- If an AC1 employee is currently on leave with an expected return date on or prior to 7/1/21, and the employee is definitely returning, you will need to initiate a Return to Duties eDoc. This eDoc must be approved prior to the budget load to enable the individual's APA to load. Staff employee records load regardless of their HRMS leave status (there is no need to return a Staff employee from leave unless he or she has returned).

- An eDoc processed prior to the budget load with an effective date less than or equal to 7/1/21 (12 month appointment) or less than or equal to 8/1/21 (10 month appointment) will be overwritten with the budget load. Therefore, the budget load information becomes the current job information.

- Before the budget load, if you process an eDoc with an effective date in the new fiscal year you will be providing outdated salary information, due to carrying the current salary information forward with an effective date after the budget load.

Once the CSF Tracker is turned off, eDoc changes will no longer automatically update in Budget Construction and will require an interactive update using the Budget Construction application. However, eDocs may still be processed, with the only eDoc transactions being "held" being the ones for which you know that what the budget will load is wrong and you need to insert a row on top of it to cover up the budget data. A legitimate example would be one in which the budget only loads funding by percent and you want the funding to be by amount.

NOTE: When the budget is loaded, all eDocs for AC1, Staff Monthly, and Staff Biweekly employees with a route status of "saved" or "enroute" will automatically be disapproved by the eDoc system the next time they are opened.

Level	Level Name	Object Code	Object Code Name
COSV	Contractual Services	4073	SUBCONTR NOT SUBJ TO ICR (FIRST $25,000)
		4074	SUBCONTRACT SUBJ TO ICR (FIRST $25,000)
		4075	SUBCONTR AFTER THE FIRST $25,000
		4077	SUBCONTR AMT OVER $25,000 CHARGING ICR
		4515	CONTRACTUAL SERVICES-REIMBURSABLES
		4518	LEGAL FEES
		4520	CONTRACTUAL SERVICES
		4526	PRACTICE PLAN COMPENSATION REIMBURSEMENT
		4527	PRACTICE PLAN BENEFITS REIMBURSEMENT
		4541	IUHP ACADEMIC COMPENSATION REIMBURSEMENT
		4542	IUHP ACADEMIC BENEFITS REIMBURSEMENT
		4562	PROFESSIONAL FEES
		4776	SERVICE MAINT CONTRACTS
SERV	Other Services	4032	PATIENT CARE COST
		4061	SUBJECT PAYMENT
		4535	HONORARIA
		5046	LAUNDRY DRY CLNG SEWING
		5047	LABORATORY SERVICES
S&E	Supplies and General Expense	4002	ANIMAL ROOM CHARGES
		4010	CONTRACT ORDER SUPPLIES
		4022	PERMIT FEES AND LICENSES
		4026	HOSPITALITY - CONF & WORKSHOPS - FEE
		4028	STUDENT HOSPITALITY EXPENSE
		4035	LABORATORY SUPPLIES
		4080	TEACHING SUPPLIES
		4100	OFFICE SUPPLIES
		4155	SHREDDING EXPENSES
		4210	PARKING FEES
		4616	COMPUTER SOFTWARE PURCHASES
		4690	PROJECT SUPPLIES
		4762	CHEMICALS
		4905	CLEANING SUPPLIES
		4910	DURABLES - GENERAL
		4938	RESEARCH SUPPLIES
		4950	MEDICAL SUPPLIES
		4968	PHARMACEUTICALS
		5000	SUPPLIES AND EXPENSE
		5007	AUDIO VISUAL EXPENSE
		5027	FREIGHT AND HAULING
		5080	TRAINING TABLE EXPENSE
		5110	COLLECTION EXPENSE
		5200	EXPENDABLE EQUIPMENT
		5215	EXPENDABLE COMPUTER EQUIPMENT
R&M	Repairs and Maintenance	4617	SOFTWARE MAINTENANCE
		4700	REPAIRS AND MAINTENANCE
		4706	BUILDING REPAIR
		4723	EQUIPMENT REPAIR

Level	Level Name	Object Code	Object Code Name
		4790	WASTE DISPOSAL
RESA	Purchases for Resale	2100	COST OF SALES
		5300	PURCHASES FOR RESALE
		5318	LAB ANIMALS
ADV	Advertising	4025	HOSPITALITY EXPENSE
		4046	STUDENT RECRUITING
		4047	FAC/STAFF RECRUITING
		4600	RIGHTS ROYALTY PERMISSIONS
		4802	ADVERTISING
		4864	PROMOTIONAL SUP AND EXP
		4880	SPONSORSHIP EXPENSE
OEXP	Other Specific Operating Expense	4013	CONFERENCE & WORKSHOPS
		4078	STAFF TRAINING
		4866	PRIZES AND AWARDS
		5050	MEMBERSHIP FEES & DUES
PHON	Telephone & Postage	4084	TELEPHONE - SPECIAL SERVICES
		4300	POSTAGE
PRIN	Printing and Duplicating	4055	PUBLICATIONS - OUTSIDE
		4110	COPY MACHINE COSTS
		4166	PRINTING AND DUPLICATING
RENT	Rents and Non-Capital Leases	4620	EQUIPMENT RENTAL
		4680	SPACE RENTAL
TRAV	Travel	4088	TRANSPORTATION STUDENTS
		4089	TRANSPORTATION NON EMPLOYEE
UTIL	Energy and Utilities	4090	UTILITIES - GENERAL
		4093	UTILITIES - ELECTRICITY
		4095	UTILITIES - GAS - NATURAL
		4097	UTILITIES - SEWER
		4098	UTILITIES - WATER
COMP	Computing Services	4015	DATA PROCESSING SERVICE
CREX	Cost Recoveries - Expense	5039	INSURANCE
		5040	FIRE PROTECTION
DEBT	Financial/Debt Services	4403	CAPITAL LEASE INTEREST
FINA	Student Financial Aid	5881	SCHOLARSHIPS - TEXT BOOKS

State Appropriation Projection for FY 2021-22
Three-Component Split of General Academic Appropriation Increase

	FY2021 Adjusted Operating Distribution	FY2022 Operating Distribution	Net Funding Increase	% Increase			
IUPUI General Academic	103,326,405	111,103,662	7,777,257	7.53%			
Campus Strategic Initiatives & Reversion			6,651,057				
available for Allotment			1,126,200				6151057
						FY 2022	
					Campus Strategic Initiatives $	500,000	
Component 1 Allotment - Degree Growth			375,400		Drivers $	-	
Component 2 Allotment - Cost of Living			375,400		Back to '21 Budget	6,151,057	
Component 3 Allotment - Persistence			375,400				
			1,126,200				

		Original FY 21 Budg		Current FY 21 Adj Budg						
Responsibility Centers		FY 21 State Appropriation Budget	State Appropriation Recission	EOY State Appropriation	State Appropriation Restoration	Component 1 Degree Growth	Component 2 Cost of Living	Component 3 Persistence	% Increase over current	Proposed FY21-22 State Appropriation
Business		2,441,865	(107,397)	2,334,468	107,397	63,823	10,758	44,582	9.7%	$ 2,561,028
Columbus		5,448,255	(239,623)	5,208,632	239,623	21,196	24,003	21,848	5.9%	$ 5,515,302
Education		3,758,799	(165,318)	3,593,481	165,318	-	16,560	2,657	5.1%	$ 3,778,016
Eng & Tech		10,391,527	(457,036)	9,934,491	457,036	19,783	45,782	47,682	5.7%	$ 10,504,774
Health & Human Science		6,160,452	(270,946)	5,889,506	270,946	95,616	27,141	82,668	8.1%	$ 6,365,877
Herron		4,125,070	(181,427)	3,943,643	181,427	12,953	18,174	14,910	5.8%	$ 4,171,107
Informatics		6,285,847	(276,461)	6,009,386	276,461	12,246	27,693	25,686	5.7%	$ 6,351,472
Law		6,246,110	(274,714)	5,971,396	274,714	-	27,518	-	5.1%	$ 6,273,628
Liberal Arts		8,306,105	(365,316)	7,940,789	365,316	-	36,594	-	5.1%	$ 8,342,699
Nursing		10,684,119	(469,904)	10,214,215	469,904	-	47,071	4,871	5.1%	$ 10,736,061
Philanthropy		1,298,490	(57,110)	1,241,380	57,110	8,478	5,721	2,510	5.9%	$ 1,315,199
Public Health		2,875,531	(126,470)	2,749,061	126,470	24,728	12,669	7,676	6.2%	$ 2,920,602
Science		8,875,289	(390,349)	8,484,940	390,349	58,642	39,101	64,067	6.5%	$ 9,037,099
Social Work		4,566,976	(200,863)	4,366,113	200,863	25,906	20,121	36,167	6.5%	$ 4,649,170
SPEA		3,744,177	(164,675)	3,579,502	164,675	32,029	16,496	20,076	6.5%	$ 3,812,778
subtotal		85,208,612	(3,747,609)	81,461,003	3,747,609	375,400	375,402	375,400		$ 86,334,812
Campus strategies and Drivers										$ -
Campus Support Units Total		24,268,850	(2,403,448)	21,865,402	2,403,448			500,000		24,768,850
Total IUPUI General		109,477,462	(6,151,057)	103,326,405	6,151,057			875,400		111,103,662
Dentistry		14,860,805	(835,000)	14,025,805	835,000			220,705		15,081,510
Medicine		105,589,206	(5,932,858)	99,656,348	5,932,858			1,568,157		107,157,363
		120,450,011	(6,767,858)	113,682,153	6,767,858					122,238,873
Ft Wayne Line Item										
Medicine		517,784	(29,384)	488,400	29,384					517,784
Nursing		2,942,325	(166,977)	2,775,348	166,977					2,942,325
Dentistry		1,389,891	(78,876)	1,311,015	78,876					1,389,891
FW Admin		48,500		48,500	72,750					121,250
		4,898,500	(275,237)	4,623,263	347,987					4,971,250
GRAND TOTAL		234,825,973	(13,194,152)	221,631,821	13,266,902					238,313,785
Fee Replacement		1,861,612								
	IUSM $	9,582,614							IUSM $	7,006,738
	IUPUI $	4,473,244							IUPUI $	6,910,541
	$	14,055,858							$	13,917,279
		250,743,443								252,231,064