

IUPUI BUDGET GUIDELINES FOR FY 2024-25

GENERAL INFORMATION

- Undergraduate instructional fees are increasing by 3% for Resident Undergraduate and 3% for Nonresident Undergraduate.
- 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. Each RC average base salary increase pool is approved at 3% for continuing faculty and 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.
- **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 40.38% and for non-exempt employees (object code 2500) will be 40.80%. Fringe benefits are not used in budget construction for contract and grant employees as only salaries are budgeted on grant accounts. See **Attachment C**.
- 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 fund 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 income detail will include tuition/fees, appropriations, incidental income (IncInc) and assessments. Please remember, assessments are shown as contra income in the RCB account (12xxx87).
- The budget office will load in budget construction the incidental income amounts and the state appropriation amounts.
- The general fund proforma (income only) is being distributed in a separate e-mail message.

EXPENSE

- **Compensation**

- **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.

- **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.

- **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.

- **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)

- **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.

When budgeting sabbaticals or leave of absence without pay, you should budget the full amount of the position and use salary savings for the offsetting amount.

- **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.

- **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 on the Promotion and Tenure support spreadsheet.

- **Supporting Spreadsheet is required for**

- All excludable codes
- All increases above 8% without excludable code

- **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**.

- **May-June E-Docs**

All E-Docs (academic and staff) processed after the budget is submitted with an effective date prior to 7/1/24 must address the impact on the FY 2024-25 budget. Please indicate the FY 2024-25 details in the comments or notes on the e-doc.

The impact on the FY 2024-25 budget should be categorized as one of the following:

- 1) THIS DOES NOT AFFECT THE FY 2024-25 budget. This statement is used when the transaction is for FY 2023-24 only and this person is in the FY 2024-25 budget **exactly** as you want.
- 2) DELETE FROM THE FY 2024-25 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 2024-25 budget AS FOLLOWS. Give account and position number of the FY 2024-25 location of the employee as originally submitted, and the FY 2024-25 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 2024-25 budget. Give the account number, position number, FY 2024-25 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, 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 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.

- **Commitment to Excellence**

The CTE projects no longer need to be tracked using CTExx sub accounts.

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. A file has been loaded to the folder Budget Construction, it contains two tabs with the headers pre-populated for the downloads for salary and object code reports out of Budget Construction.

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.

Additional Schedule attached.

Directed University Assessment Details

Budget Submission Expectations

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. Describe any specific situations that you would like to highlight for your school.

Supporting Schedules

1. A detailed schedule of any planned uses of fund balance during the fiscal year.
2. 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.
3. 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.
4. 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.
5. A supporting schedule with explanations for negative amounts budgeted in unallocated (7900) by account.
6. A supporting schedule with explanations for 7970 operating margin and 7971 non-recurring use of cash.
7. A supporting schedule (24-25 ALL Exception Codes) with explanations for all excludable exception codes (academic & staff) and any increases above 8% without an excludable exception code.

Budget Due Dates **Budgets are due Friday May 17th* *****

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. Please submit the following items in your RC\Budget Construction\FY 24-25 folder in One Drive folder at ☐ Fiscal Officers-Budget Office .

Below are the items requested

- Budget Narrative and Supporting Schedules
- Exception code and over 8% Spreadsheet

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 17th and June 21st please e-mail the IUPUI Budget Office at iupuibud@iupui.edu with additional contact information.

Indiana University Salary and Wage Policy for Fiscal Year 2024-25 All Fund Groups

The salary and wage policy for fiscal year 2024-25 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.

Please do not share salary and wage recommendations with employees prior to Trustee approval of the FY2025 budget.

2024-25 Policy

- Each campus and Responsibility Center (RC) average base salary increase pool is approved at **3%** for continuing faculty and staff:
 - University Administration Responsibility Centers will be centrally funded for a 3% increase.
 - The maximum salary increase pool is 3%, and the allocation of that pool is at the discretion of the campus and/or RC. However, campus and UA unit allocation procedures must be in compliance with the University salary policy and excludes non-exempt staff represented by a union.
 - The minimum salary increase is 1%, and in the event no salary increase is provided, campuses and UA Units should provide an includable reason code (noted below).
- Individual employee increases above 8% without one of the exception codes noted in this policy should be sent to the Indianapolis Budget Office (iupuibud@iupui.edu). These increases will also be reviewed by the Vice President for Human Resources and the Executive Vice President for Finance & Administration.

A list of **includable** reason codes is provided below. An employee receiving no increase, or less than a 1% increase due to one of the reasons listed below must be assigned the corresponding code in budget construction. The use of these codes will **NOT** exclude an increase from the salary average increase calculation:

- a. MID – Employee received off-cycle, midyear increase during the current fiscal year resulting in no 7/1 increase or a reduced increase %.
- b. NEW – Academic, Exempt staff and non-union non-exempt new hire resulting in no 7/1 increase or a reduced increase %.
- c. 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 reduced increase %.
- d. 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 same reason code and calculated amount of the exclusion):

Excludable Reason Codes Applicable to Faculty:

- a. EQU – Affirmative Action approved increases.
- b. INT – Employee salary increases mandated by the Department of Labor.
- c. 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@iupui.edu).

- d. MYR – Written agreement completed prior to May 12 that includes a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual's agreement to the Indianapolis budget office (iupuibud@iupui.edu), along with the unit narrative materials.
- e. NTN – Newly tenured faculty.
- f. PRO – Faculty receiving promotion in rank or a new Administrative Appointment.
- g. RET – Retention High Value – High Value increases to proactively reward high performing individuals in their current positions.
 - In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment and should not be used when an employee has received a competing job offer
 - The faculty position is eligible for a salary/wage increase up to an additional 8% (combining the RET percentage with the campus/RC salary policy will result in a higher percentage).
 - Requested increases should not create internal equity or compression issues.
 - Submit the increase request and supporting documentation for campus review to the email provided below by April 28.
 - Bloomington – apps@indiana.edu
 - IUPUI – cbroeker@iupui.edu
 - IUSM – nchand@iu.edu
 - Regional campuses – pyebei@iu.edu

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 Staff:

- a. EQU – Affirmative Action approved increases.
- b. 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. For exempt staff, please reach out to IUHR Compensation (hrcomp@iu.edu) for instructions on processing the supplement.
- c. HLR – Staff position duties have substantially changed **within level** and the position now has a sustained increase in responsibility during the current fiscal year. In addition:
 - To use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment.
 - 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).
 - Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues.
 - Submit the increase request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.
- d. INT – Employee salary increases mandated by the Department of Labor.
- e. 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 IUHR Compensation. Submit the request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.

- f. MYR – Written agreements completed prior to May 12 that include a salary increase requirement for the upcoming fiscal year. Please provide a copy of the individual's agreement to the Indianapolis Budget Office (iupuibud@iupui.edu).
- g. 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. Submit the request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.
- h. RNG – Employee's base pay increase to meet the minimum of the pay range for their position's classification.
- i. RET – Retention High Value – High Value increases to proactively reward high performing individuals in their current positions.
 - In order to use this code, the increase cannot have already been processed via a Mid-year Pay Adjustment and should not be used when an employee has received a competing job offer
 - The staff position is eligible for a salary/wage increase up to an additional 8% (combining the RET percentage with the campus/RC salary policy will result in a higher percentage).
 - Requested increases should not exceed the associated salary range maximum or create internal equity or compression issues.
 - Submit the increase request and supporting documentation to IUHR Compensation (hrcomp@iu.edu) by April 28.

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.

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 3% in FY2025.

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).

Sharing of salary increase pools between employee classifications is not permitted.

The lack of a maximum percentage 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 justification for individual employee increases exceeding 8% with your budget submission.

Please note the two attachments regarding eDoc processing and reason code documentation in association with this policy.

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

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.

Attachment C

**INDIANA UNIVERSITY
2024-25 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	23.90%	6.47%	10.01%	40.38%
Retirement Ineligible (Summer)	2010	23.90%	6.47%		30.37%
Overload	2170		6.47%		6.47%
Admin. Supplement	2200		6.47%		6.47%
Residents	2290		6.47%		6.47%
OTHER ACADEMIC:					
Non-student	2300 through 2310		6.47%		6.47%
Student	2331 through 2391				0.00%
PROFESSIONAL:					
Exempt	2400, 2405, 2408	23.90%	6.47%	10.01%	40.38%
Non Exemp	2480, 2488	23.90%	6.47%	10.01%	40.38%
Overload	2420, 2428		6.47%		6.47%
Terminal Pay	2450		6.47%		6.47%
NON-EXEMPT STAFF:					
PERF eligible	2500, 2504	23.90%	6.47%	10.43%	40.80%
Terminal Pay	2550		6.47%	10.43%	16.90%
HOURLY:					
Casual Hourly	3000, 3150		6.47%		6.47%
Casual Hourly Overtime	3250		6.47%		6.47%
PERF Hourly	3050		6.47%	10.43%	16.90%
Staff Premium	3100		6.47%	10.43%	16.90%
Staff Overtime - Exempt	3200		6.47%	10.43%	16.90%
Staff Overtime-Non-Exempt	3205		6.47%	10.43%	16.90%
Staff Work Hours	3210		6.47%	10.43%	16.90%
Student hourly	3300 through 3961				0.00%
Supplemental Pay	4580, 4588		6.47%		6.47%
Foreign Honorarium	4581				0.00%
Retired	4582				0.00%
Supplemental/additional student pay	4590 through 5821				0.00%

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 24-25 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 7/1/24 for 12-month appointments, and 8/1/24 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 7/1/24, 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 7/1/24, 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 7/1/24 (12 month appointment) or less than or equal to 8/1/24 (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.

Summary of IU Indianapolis Directed University Assessments FY 25

	FY 25 IU Online 1295-OEI	FY '24 Directed	CWT*	Columbus IT	FY 25 Dircted 1295-DIR	Total
9 SCHOOL OF HEALTH AND HUMAN SCIENCES	\$ 164,347	\$ 127,330	\$ 79,736		\$ 207,066	\$ 371,413
12 NURSING	\$ 91,779	\$ 266,282	\$ 20,228		\$ 286,510	\$ 378,289
13 PUBLIC HEALTH	\$ 194,923	\$ 152,484	\$ 1,646		\$ 154,130	\$ 349,053
14 DENTISTRY	\$ 3,497	\$ 818,732	\$ 2,065		\$ 820,797	\$ 824,294
18 LIBERAL ARTS	\$ 235,764	\$ 158,514	\$ 61,785		\$ 220,299	\$ 456,063
19 PHILANTHROPY	\$ 129,605	\$ 163,451	\$ 82,195		\$ 245,646	\$ 375,251
20 SCIENCE	\$ 127,890	\$ 73,765	\$ -		\$ 73,765	\$ 201,655
24 BUSINESS	\$ 27,546	\$ 188,310	\$ 12,345		\$ 200,655	\$ 228,201
26 EDUCATION	\$ 15,019	\$ 2,798	\$ 1,539		\$ 4,337	\$ 19,356
30 HERRON SCHOOL OF ART AND DESIGN	\$ 10,454	\$ 2,492	\$ 7,951		\$ 10,443	\$ 20,897
32 LAW	\$ 22,923	\$ 12,977	\$ 4,148		\$ 17,125	\$ 40,048
36 PUBLIC & ENVIRONMENTAL AFFAIRS	\$ 17,792	\$ 122,184	\$ 8,381		\$ 130,565	\$ 148,357
38 SOCIAL WORK	\$ 82,854	\$ 3,121	\$ -		\$ 3,121	\$ 85,975
45 INFORMATICS	\$ 595,269	\$ 41,850	\$ 14,880		\$ 56,730	\$ 651,999
46 IUPUI COLUMBUS	\$ 39,936	\$ 16,905	\$ 27,255	\$ 452,614	\$ 496,774	\$ 536,710
52 FORT WAYNE NURSING	\$ 9,199	\$ -	\$ -		\$ -	\$ 9,199
80 FORT WAYNE ADMINISTRATION		\$ 190,878	\$ 7,495		\$ 198,373	\$ 198,373
Subtotal	\$ 1,768,797					
58 ACADEMIC SUPPORT		\$ 92,055	\$ 29,513		\$ 121,568	\$ 121,568
60 UNDERGRAD EDUCATION		\$ 5,484	\$ 31,123		\$ 36,607	\$ 36,607
68 LIBRARY		\$ 1,976	\$ 646		\$ 2,622	\$ 2,622
73 STUDENT LIFE		\$ 513,418			\$ 513,418	\$ 513,418
74 EXECUTIVE MANAGEMENT	\$ 1,900,000	\$ 239,445	\$ 30,738		\$ 270,183	\$ 2,170,183
78 FIN & ADMIN		\$ 864,610	\$ 19,016		\$ 883,626	\$ 883,626
79 EXTERNAL AFFAIRS		\$ 16,544	\$ 267		\$ 16,811	\$ 16,811
82 CAMPUS FACILITY SERVICES		\$ 111,644			\$ 111,644	\$ 111,644
Subtotal	\$ 3,668,797	\$ 4,187,249	\$ 444,075	\$ 452,614	\$ 5,083,938	\$ 8,752,735

* CWT - Creative Web Team - University Marketing and Communications Expenses based on portion of FY 2023 Expenses

[CWT Expense Details](#) O365-IUPUI Budget Office - Fiscal Officers-Budget Office\General Information-Budget Office\Budget