Process: The Adjustment Reason Code layout is used to assign reasons for salary changes during the budget development process for all regular employee salary proposals. The adjustment code layout defaults to an M for all salary changes. The available adjustment salary codes are as follows:

- P – Promotion
- S – Scale
- M – Merit
- K – Market
- E – Equity
- L – Leaving University (Use this code **ONLY** when an employee will be separating from the university (effective July 1) in the new fiscal year or after the salary proposal process is closed (usually late April, May, or June)
- O – Other
- D – Distribution Change

Role: Authorized Personnel	**Frequency:** When Needed

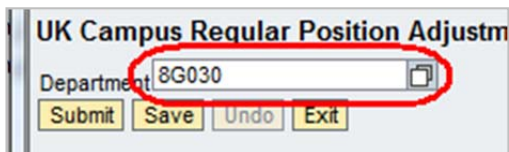| Adjustment Reason Code Layout	
Click on the **BPS Budget Prep** icon	BPS Budget Prep
Click on the appropriate **Position Budget** link (either Campus or Land Grant)	Campus Adjustment Reason Code OR Land Grant Adjustment Reason Code
Department UK Campus Regular Position Adjustm Department 8G030 Submit Save Undo Exit	Enter the appropriate 5 digit UK Department number
Click on the **Submit** button	Department 8T110 Submit Save Undo Exit
If a proposed salary increase for an employee is not entirely merit based, click on the **Insert** button	723.96 Number of New Lines: 1 Add
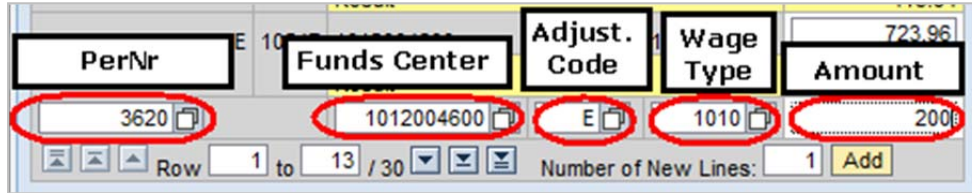
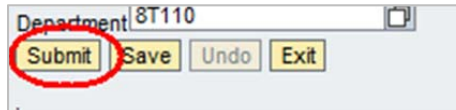|	PerNr	Funds Center	Adjust. Code	Wage Type	Amount
	3620	1012004600	E	1010	2000

Row 1 to 13 / 30   Number of New Lines: 1   Add

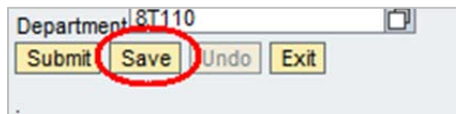|	
Enter the appropriate **Personnel Assignment Number (PERNR)**, **Funds Center**, **Adjustment Code Key**, **Wage Type,** and **Adjustment Amount**	
Click on the **Submit** button to adjust the initial merit amount	Department 8T110 — Submit Save Undo Exit
Click on the **Save** button	Department 8T110 — Submit Save Undo Exit
Click on the **Exit** button	Department 8T110 — Submit Save Undo Exit