

Adjustment Reason Code Layout



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

BEGINNING

Click on the **BPS Budget Prep** icon



BUDGET PREP LOGON PAD

Click on the appropriate **Adjustment Reason Code** link (either Campus or Land Grant)

[Campus Adjustment Reason Code](#)

OR

[Land Grant Adjustment Reason Code](#)

ADJUSTMENT REASON CODE LAYOUT

Department

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

Department

Submit Save Undo Exit

ALL TAB

If a proposed salary increase for an employee is not entirely merit based, click on the **Insert** button

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Number of New Lines: **Insert**

Adjustment Reason Code Layout



TRAINING EMPLOYEE	61018	1013183700	Adjust Code	Wage Type	Adjustment Amount
PERNR	Funds Center				
50945	1013183700	E	1010	1895	
Row 1 To 6 / 6		Number of New Lines: 1		Insert	

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	7A000
Submit	Save Undo Exit

Click on the **Save** button

Department	7A000
Submit	Save Undo Exit

Click on the **Exit** button

Department	7A000
Submit	Save Undo Exit

LOG OFF

Click on the **Yes** button to log off the layout

Click on the **Close** button