Rate Codes on Job Data: Compensation

Use this job aid to understand what Rate Codes can be used on the Job Data: Compensation tab to set up compensation for different employee groups. Faculty and P & A employees must have a Rate Code of “BASE” established. Hourly & Exception Hourly must have a Rate Code of “HRLY” established.

Other Rate Codes are optional and depend on the compensation situation of the individual. Compensation other than the types identified in the table below must be set up on the Additional Pay page.

Academic Temp/Casual Appointments are set up to manage the compensation of certain individuals. The Additional Pay page must be used to set up compensation for those individuals in Academic Temp/Casual Appointments.

<table>
<thead>
<tr>
<th></th>
<th>Academic Salaried</th>
<th>Hourly &amp; Exception Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td>BASE</td>
<td>Students, Civil Service, Labor Represented</td>
</tr>
<tr>
<td><strong>P &amp; A</strong></td>
<td>BASE</td>
<td>ASGN</td>
</tr>
<tr>
<td><strong>Other Codes</strong></td>
<td>INCR</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>FAA</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>REGENT</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Academic Salaried: BASE
Hourly & Exception Hourly: HRLY
Students, Civil Service, Labor Represented: ASGN
Academic Temp/Casual Appointments; Student Leaders: N/A
Rate Codes on Job Data: Compensation (cont.)

RATE CODE DEFINITIONS

BASE = Annual Base Salary – The fixed compensation paid annually to an employee for performing specific job responsibilities. It does not include variable pay such as bonuses or awards.

HRLY = Hourly – Establishes the hourly rate of pay for hourly and exception hourly employees. It does not include variable pay such as bonuses or awards.

ASGN = Assignments – Used to establish an Academic Temp/Casual Appointment. An Academic Temp/Casual Appointment creates an employment record in HRMS for individuals who are not in a typical employment relationship with the University. Some examples of employees with Academic Temp/Casual Appointments are:
  - Faculty, lecturers, or teaching specialists, etc., who are paid lump sums for teaching courses
  - Student Leaders (Job Code 2009)
  - Individuals in company UNS - University of Minnesota Non-Service fellowships and scholarships.

INCR = Increment – Variable from year to year and not part of the base salary*. These payments are based on productivity for excellence or volume in teaching and research or administrative duties.

*Not considered part of the institutional base from a guaranteed recurring salary amount, but is considered part of institutional base for reporting purposes.

FAA = Faculty Administrative Augmentation – A temporary increase to a faculty member’s salary during the time when the individual occupies one of the following positions:
  - 9360 – Chair with Faculty Rank
  - 9361 – Head with Faculty Rank
  - 9362 – Director with Faculty Rank.

AAA = Academic Administrative Augmentation – A temporary increase to an employee’s salary during the time when the individual assumes administrative responsibilities. AAA can be used for employees who have an Integrated Post Secondary Education Data System (IPEDS) category of “1” (Managerial, Executive, Administrative positions in the Office of Human Resource’s Job Classification database).

To view job codes with IPEDS 1, go to humanresources.umn.edu > Working at the U > Compensation and Classification > Search for a job classification. Populate the IPEDS Category field with “1,” then click <Search>.

REGENT = Regents’ Professorship – Compensation for being named a Regents’ Professor, the highest recognition the University gives to a member of its faculty.