

Salary Planner – Budget Profile Codes

Units must pay attention to the Budget Profile codes for inclusion of the Salary Planner process. In addition, the Notice of Appointment (NOA) programming requires all appointments to be coded correctly in order for the NOA to generate. Leaving the budget profile blank or updating incorrectly without additional HRFE steps to end the job will cause complications for faculty, academic professional and postdoc appointments.

Budget Profile Code	Budget Profile Description	Usages	Employment Group
B	Grant	Used for permanent appointments that are on grant funding	Academic and Faculty
BO	Open Range – Grant	Used for permanent Civil Service appointments that are on grant funding	Civil Service
M	Multi	Not to be used at the unit/college level.	Used on cell stipends only
N	Non-Recurring	Not to be used at the unit/college level.	
NO	Open Range: Non-Recurring	Not to be used at the unit/college level.	
R	Recurring	Standard code for inclusion of Salary Planner.	Academic and Faculty
RO	Open Range – Recurring	Standard code for Civil Service employees for inclusion of Salary Planner.	Civil Service
V	Visiting	<ul style="list-style-type: none"> Appointments with ‘visiting’ modifier <u>and</u> being appointed on academic year cycle. Postdoc Research Associates who are appointed on academic year cycle. 	Academic, Faculty, and Postdoc
X	Not Budgeted	<ul style="list-style-type: none"> Employees that should not be part of the Gray Book process. Used for all appointments that will not be reappointed and for removal from the Salary Planner Process. 	Academic, Faculty, Postdoc, and Civil Service
Z	Special Reporting Employees with ‘Z’ code will appear in Gray Book however will need to be manually reappointed.	<ul style="list-style-type: none"> International employees that may have work authorizations preventing full year reappointment. Employees whose grant will expire mid-year. Visiting appointments that have not yet moved to academic year cycle. Postdoc Research Associates who are not appointed on academic year. 	Academic, Faculty, and Postdoc



NOTE: For inclusion of Salary Planner, UIC HR’s recommendation is simply to code with the standard ‘Recurring’ code whether it is the ‘R’ or ‘RO’. However we understand there might be a business need for units/colleges to track grant funded employees and have this subset coded with the corresponding Grant codes.