

2007-2008
OPERATING BUDGET
Base Budget
Reconciliation



UNIVERSITY of LOUISVILLE[®]

GUIDELINES AND INSTRUCTIONS
BASE BUDGET RECONCILIATION
2007-08 OPERATING BUDGET

TABLE OF CONTENTS

INTRODUCTION

Overview.....1

INSTRUCTIONS

General.....3
Organizational Changes.....3
Budget Estimates.....4
Budget Reconciliation.....5
Budget Preparation System.....6
Salary and Wage Guidelines.....6
Current Expense Guidelines.....7
Input Pages – Budget Preparation System.....7
Personal Service Budgeting.....8
Lump Sum Position Budgeting.....11
Current Expense Budgeting.....11
Subsequent Changes to the Base Budget.....12

APPENDIX I – Schedules

Colleges, Schools, and Divisions (CSD) and Vice President (VP) Codes.....13
Budget Coordinators.....14
Policy and Budget Analysts.....15

APPENDIX II – Forms

Base Budget Estimate.....17
Base Budget Reconciliation.....18
Budget Change Order.....19

APPENDIX III – Reference Tables

Reason Code Table.....21
Challenge For Excellence Budget Codes.....22
Permissible Program / Fund Code Combinations.....22
Expense Account Codes.....23
Pay Grades and Corresponding Salary Ranges.....26
Job Codes.....27

OVERVIEW

It is time once again for units and departments to become actively involved in the detailed preparation of next year's annual budget—the Fiscal Year 2007-08 (FY08) Operating Budget. The first step is to agree on the amount of the beginning—or base budget—amounts. This “**Base Budget Reconciliation**” begins now and will conclude in three weeks on **Friday, January 26, 2007**.

The Base Budget Reconciliation is the process of reconciling the unit's 07/01/2006 general fund budget, adjusted for permanent changes to date, to the unit's budget as documented by the Office of Budget and Financial Planning (BFP). Specifically, it is obtaining and documenting agreement between three systems: unit records, University records, and the computerized Budget Preparation System (BPS). The Base Budget Reconciliation is performed at the program, CSD (College, School, Division), and University-wide levels. [A listing of CSD names and codes is at **Appendix I.**] This step is necessary for the FY08 budget so that both the units and BFP are beginning the development of next year's budget using the same general fund base.

This reconciliation will serve as the starting point for further developing, in the electronic Budget Preparation System, a detailed line item budget for the next fiscal year. When the operating budget is completed and approved by the Board of Trustees in June, it will represent a statement of the University's and its component units' financial spending plans for the upcoming year and will serve as a basis for management control and fiscal accountability.

To effect the coordination necessary during the Base Budget Reconciliation and subsequent budget development steps, each dean or vice president has identified a person within his or her office to act as liaison between the unit and the Office of Budget and Financial Planning. These individuals will be asked to coordinate the flow of information, disseminate budget work papers, and oversee reconciling the base budget. **A list of these major Unit Budget Coordinators appears in Appendix I.** Inquiries from departments relating to particular budget problems should be addressed directly to their respective Unit Budget Coordinators.

The Office of Budget and Financial Planning will channel all inquiries and formal communications to and through these Unit Budget Coordinators during the budget development cycle. Questions relating to the Budget Preparation System and other technical matters may be addressed directly to your Policy and Budget Analyst. **The Policy and Budget Analysts and their associated units are listed in Appendix I.**

The Base Budget Estimates for each program are the base—or building blocks—upon which the following year's budget is developed. However, **they should not be construed at this time as an approved allocation or a firm commitment of University general funds.** Further changes may be made to budgets during the budget development cycle as the Kentucky General Assembly, the Council on Postsecondary Education and the University's leadership team make important policy and resource decisions over the coming months.

While units are only required to submit base budget reconciliation sheets for general fund programs,

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

it is **essential that units also review and update their non-general fund budgets during this process**. Clinics, Academic Program Support, Endowments, and Athletic programs are key examples of programs that must be reviewed for structural balance. The revenues budgeted in these areas should be realistic and attainable, and the associated expenses should be budgeted within the limits of those revenue projections. The budgeted lines for both revenue and expense for each non-general fund program may be viewed by running *University Reports > Financials – Department Analysis > UBM – Budget Lines by Funding Distribution*. Additional guidelines specific to each non-general fund area will be distributed separately.

Clinic (Cxxxx) and Academic Program Support (Pxxxx) budgets—jointly referred to as “Clinic Budgets”—will again be fully incorporated into in this year’s budget development cycle and loaded on July 1st into the Peoplesoft Financial System from the Budget Preparation System. Units will begin clinic budget development at the completion of the Base Budget Reconciliation (January 26th), and the completed financial plans (proposed budgets for both revenue and expenses) submitted to the Executive Vice President for Health Affairs four weeks later on February 23rd. Unless specifically granted an exception by the Office of Budget and Financial Planning, clinic budgets will be balanced—expenses equal to the forecast revenue plus any projected year-end carryover. Necessary revisions will be coordinated during the clinic budget review and approval process over the following weeks with final clinic budgets projected to be available by the end of April.

Endowment (Exxxx) Program Budget Worksheets will be distributed to units electronically in March. Budget Coordinators will complete the worksheets and enter/adjust their endowment budgets in the Budget Preparation System. The desire is to have salary increase decisions made such that merit increases can be incorporated into the endowment program budget updates. However, decisions—or lack of decisions—at key levels (Kentucky General Assembly, Council on Postsecondary Education, University leadership) may not make this possible.

As in prior years, the University of Louisville **Athletic Association (ULAA)** will participate in the University’s budget development process. ULAA staff will ensure that the revenue and expenditures reflected in the Budget Preparation System are in agreement with the approved ULAA budget. Once the revenue and expenditure budgets are balanced and approved by the ULAA Board of Directors, the budget will be loaded into the University’s financial system via the Budget Preparation System.

INSTRUCTIONS FOR SUBMITTING THE 2007-08 BASE BUDGET RECONCILIATION

General

Each University department and budgetary unit must reconcile all of its programs' general fund base budgets to the respective program Base Budget Estimate.

Units will receive along with this Base Budget Reconciliation manual the **Base Budget Estimates** for each of their general fund programs. The Base Budget Estimates contain each program's continuing annual requirement (CAR) budget figures as of November 30, 2006. CAR changes approved after November 30th will need to be documented on each program's Base Budget Reconciliation Sheet. BFP analysts will electronically distribute Base Budget Reconciliation Sheets. Units also will continue to have access to the Budget Preparation System to enter approved CAR changes. Hopefully, units have kept the BPS up-to-date by already inputting most of those changes. **The completed Base Budget Reconciliation sheets are to be submitted electronically to the Office of Budget and Financial Planning by Friday, January 26, 2007.** At the close of business that day, the Budget Preparation System will be closed to units while the University's aggregate base budget is reconciled. This analysis will conclude the Base Budget Reconciliation.

Organizational Changes

The Base Budget Reconciliation is to ensure that units, the Office of Budget and Financial Planning and the computerized Budget Preparation System are all synchronized at the same starting point—or base budget—for development of next year's budget. The Base Budget Reconciliation is simply the process of adjusting the July 1, 2006 budget of each program for CAR changes which have been approved since July 1st. As such, planned organizational changes **should not be addressed in this reconciliation.** Changes in organizational structure will be input during the budget development process after the base budget is reconciled.

Additionally, the expenses of **Hospital programs (Hxxxx in Fund Code 1010)** are funded by specific revenue from hospital operations. Hxxxx programs must be reconciled in the aggregate to the July 1, 2006 Hospital revenue budget. No other changes should be made in Hxxxx program budget expenses until after completion of the Base Budget Reconciliation. Hxxxx program changes will then be documented by Budget Change Orders to ensure that the Hospital revenue projection is revised accordingly.

Similarly, "**program budgets**"—those specifically funded by program generated revenue—(1xxxx, 4xxxx, Cxxxx, Exxxx, Pxxxx and Sxxxx program types) should not address organizational changes or adjustments in the level of projected operating activity. Such changes will be addressed separately from the Base Budget Reconciliation as part of the FY08 program budget development process.

Finally, other than reconciling approved changes that have occurred since July 1, 2006, **no other**

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

changes affecting the bottom line of your unit's expense budget should be input at this time. If there is a question about whether to include a change in this Base Budget Reconciliation, contact your BFP Policy and Budget Analyst for clarification.

Budget Estimates

Distributed with this manual are Base Budget Estimate sheets for each unit's general fund programs. **A sample Base Budget Estimate is at Appendix II.** These estimates are projections of the general fund base support for FY08 using information available as of November 30, 2006. Exercise care in reconciling the base budget to the budget estimate. In cases where there appears to be a problem with a budget estimate, please contact your Policy and Budget Analyst for specific instructions.

The budget estimates calculated on the Base Budget Estimate sheets include the following items:

- The July 1, 2006 original budget as approved by the Board of Trustees, captioned "Base Budget 07/01/06." This information is shown in the first numeric column.
- New budget allocations during 2006-07 are shown in the second column. This information includes new money budgeted as CAR through November 30, 2006 on approved Budget Revision Requests (BRR). The column is captioned "New Funds as of 11/30/06."
- The third column, titled "Offset by Revenue or Credit," contains CAR expenditure budget adjustments through November 30, 2006 which are funded by incremental revenue or credits.
- Recorded budget transfers as of 11/30/06 that carry forward into next fiscal year (CAR) are shown in column four. "Transfers" are budget adjustments that have been made between units or CSDs within the University. A budget reduction in a unit is reflected as a negative number and the corresponding budget increase is shown in one or more other units as a positive number.
- The fifth column is entitled "One Day Variance" and shows for each program the number of dollars that were added to the budget as a result of FY08 having one more work day for classified staff (compensated on an hourly basis). This automatic calculation in the Base Budget Estimate precludes units from having to calculate this figure and include it on the Base Budget Reconciliation sheets as a variance explanation.
- The final column, "Adjusted Base Budget," is the algebraic sum of the first five columns. This is the budget figure, as of November 30th, to which the unit's budget records AND the electronic Budget Preparation System **must be reconciled.**

Excluded from the estimates are amounts budgeted for fringe benefits, which will be handled separately by BFP and allocated to programs automatically during the final stages of the operating budget preparation. The Personal Services amounts in the One Day Variance column, in fact, have fringe benefits associated with them. However, the "NA" in that column indicates that the fringe benefit amount is not readily obtainable separately from the Column One "07/01/06 Base Budget" Fringe Benefits. This lack of fringe benefit breakout will have no effect on unit reconciliations.

Any BRR approved after November 30, 2006 will not be reflected in the Base Budget Estimates. If a

CAR revision was approved after November 30th and has been entered into the Budget Preparation System, **explain the variance** on the program's **Base Budget Reconciliation Form** by entering a description and the BRR number.

Budget Reconciliation – General Funds

A completed Base Budget Reconciliation Form must be prepared for each general fund program. **A sample form is shown at Appendix II.** The form is to be used for general fund budgets only. This form will be prepared electronically in an Excel workbook and be sent to Unit Budget Coordinators by their BFP Policy and Budget Analyst. The workbook has specific directions in the first tab, which is labeled "Instructions." The program's Base Budget Reconciliation form allows unit and departmental administrators to balance each program's base budget with the budget estimate prepared by BFP and to document and justify any variances that may appear. Space is provided on the form to make comments about the itemized variances.

The Base Budget Reconciliation Form is divided into two sections.

Section I: Used to determine the total variance between the budget estimate (provided by BFP) and the unit's base budget submission. This variance is calculated by subtracting the budget estimate prepared by BFP from the general fund totals in the unit's base budget calculations. Exercise care when totaling the items for both personal services and current expenses categories. **AS A FINAL STEP BEFORE SUBMITTING YOUR RECONCILIATION, ENSURE THAT THE UNIT'S BASE BUDGET SUBMISSION AGREES WITH THE TOTAL IN THE BUDGET PREPARATION SYSTEM.** Do this by running a "Detail Departmental Expend" Report from the BPS and ensuring each program's report total agrees with the total on the corresponding program Base Budget Reconciliation form.

Section II: Used to identify and explain any individual variance identified in section I above. When itemizing variances, include the budget line number, the position control number (PCN) if applicable, a comment explaining the variance, and the dollar amount. **The total of the Variance amount column at the lower right corner in Section II must equal the total Variance figure calculated in Section I above.** If these two numbers do not agree, the program is NOT reconciled, and a statement will appear in red font at the bottom of the form to alert you of this situation.

Each unit must electronically submit Base Budget Reconciliation Sheets for all its general fund programs by the close of business on **Friday, January 26, 2007.** Because reconciling the base budget will entail only a limited number of changes in the Budget Preparation System, every University unit must meet this due date.

BUDGET PREPARATION SYSTEM

General

Each University department or budgetary unit is required to prepare a detailed line item budget in the Budget Preparation System. The information required of each department is quite detailed and will necessitate close attention on the part of those preparing the budget. Special care in preparing the budget and entering budget information into the system will greatly reduce the chances of unnecessary error.

These instructions are for reconciling the base budget. Additional information will be forthcoming regarding other steps in the FY08 budget building process. The following information and guidelines should be used to input the line item details for this Base Budget Reconciliation.

Salary and Wage Guidelines

The base budget consists of salaries and wages for all University employees using an adjusted July 1, 2006 budget. Any changes (reclassifications, promotions, etc.) since July 1st must be reconciled to this adjusted budget figure.

It is imperative that salary amounts and funding sources be correct and that other related data elements contained in the Budget Preparation System are accurate. Carefully review all of the data elements in each budget line.

Use the following guidelines in preparing the budget submission for the various salary types:

1. Faculty Salary Line Items - For purposes of this submission, all faculty positions will be budgeted using *adjusted* July 1, 2006 salary amounts. The “adjusted July 1, 2006 salary amount” is the approved July 1, 2006 budgeted salary figure adjusted for any subsequent salary change officially approved and documented by the Board of Trustees or Human Resources. Projected FY08 salary increases, including anticipated faculty promotions, will not be entered at this time. The source(s) of funding anticipated for each faculty position as of July 1, 2007 should be shown in the Budget Position Funding Data section. For example, if the funding sources supporting a faculty position differ from that shown in the Budget Preparation System, change the Budget Position Funding Data for that budget line to show the expected source of funding for FY08. Similarly, all other data elements - except salary amount - relating to a faculty position should be shown as they will exist on July 1, 2007.
2. Staff Salary and Wage Line Items - Staff positions will also be budgeted using *adjusted* July 1, 2006 wage and salary amounts. The “adjusted July 1, 2006 salary amount” is the approved July 1, 2006 budgeted salary figure adjusted for any subsequent salary change officially approved and documented by the Board of Trustees or Human Resources. Projected FY08 wage and salary increases for next fiscal year, including anticipated promotions or position

reclassifications, will not be entered for this submission. The source(s) of funding anticipated for each staff position as of July 1, 2007 should be shown in the Budget Position Funding Data section. If funding supporting a staff position differs from that shown in the Budget Preparation System, again, make changes to reflect the actual source of funding projected for FY08. All other data elements - except salary amounts - relating to staff positions should be shown as they will exist on July 1, 2007.

3. Administrator Salary Line Items - Board-appointed "Administrator" positions are to be budgeted using the same procedures as directed above for faculty and staff positions.
4. All Other Personal Service Line Items – For this base budget reconciliation, all other personal service items will be budgeted at current FY07 levels.

Current Expense Guidelines (Supplies, Operating Expenses, Travel, and Capital Outlay)

The base budget consists of all Current Expenses using an adjusted July 1, 2006 budget. Any CAR changes since July 1st must be reconciled to this adjusted budget figure. No further re-budgeting between programs or between current expense categories (account codes) should be done until **after** the base budget is reconciled.

Input Pages – Budget Preparation System

The Budget Preparation System is an on-line system designed to reduce the time required to prepare budget information and transfer the information from units to BFP. The on-line aspect of this process provides menu driven access to pages which display information about a position or line item contained in the budget. The **Positions** page displays attributes and financial information about a position. The **Current Expenses** page displays information about a single operating expense item. These pages allow for modifications of the information, the addition of new positions or items, the deletion of a position or item, and changes in the funding source for the position or item.

Layouts of the input pages and instructions for their use are documented in the *Budget Preparation System Training Manual, Fall 2005*. It is available on the BFP Website under the category 'Budget Manuals.' All units should review this manual before attempting to update the BPS.

A unique line number identifies budget lines within a program. These numbers are automatically generated at the time the record is created and cannot be changed. The budget line number is the key for referencing a particular budget line in the Budget Preparation System.

Each time a new budget line is created or a change is made to an existing line, a Reason Code must be entered. **A table of all permissible reason codes is shown at Appendix III.**

Personal Service Budgeting

Personal service budgets include two types of budget line items: individual positions and lump sum positions. Both types of budget lines are entered on the Positions page. By far, most of the budget lines you will deal with are individual positions. University budget policy restricts the use of lump sums to a few selected cases.

The data element **Full-Time Annual Salary Rate (FTASR)** is in the “Budget Position Data” section on the Position page. The FTASR represents the annualized salary amount for a full-time equivalent (FTE) position. It is used to calculate an FTE.

- For most positions, the individual filling that position will receive a salary from that position only and the funding for that salary will come from one source. In those instances, the FTASR will be the single salary amount.
- In some cases, the funding for that salary will come from more than one source. In such cases, the FTASR will be the sum of the amounts from all funding sources for the position.
- In a few situations, an individual may be employed in more than one position and receive salaries from each position. In that event, the FTASR is the sum of salaries received from all positions and all funding sources. Search on the Positions Panel using the “EmplID” field to identify all the lines budgeted for such an individual.

The Budget Preparation System may display a warning that the “FTE Exceeds 1.0.” If you have confirmed the salary amounts for the individual for each of the funding sources in your unit, this warning may indicate that the individual fits the third category of being budgeted in more than one position in multiple units. Contact your Policy and Budget Analyst for clarification and assistance.

An enhancement to the Positions page this year is the addition of the Pay Grade for the budgeted position and the minimum and maximum Pay Rates for that grade. This feature should help in identifying persons who exceed the maximum rate for that grade and will need to have a one-time X-Pay entered later in the budget cycle when merit amounts are input.

The **Job Code** number, as assigned by University Human Resources, is also in the “Budget Position Data” section on the Position page. This code is used to derive the official position title. To change a position title, change the job code. **A listing of job codes with the associated pay grade is at Appendix III.**

The **Position Control Number** (PCN) in the “Budget Position Data” section is a unique eight-digit number assigned to a specific position at the University in conjunction with the person filling that position. The PCN is the same number used by Payroll for the individual occupying the position and should not be changed unless another person is being slotted to fill the position.

The **Contract Type** field allows designation of the basis on which the individual is paid. This field

has a drop-down box to select the appropriate category.

The **Standard Hours** figure is the number of hours a classified employee normally is scheduled to work each week—the normal workweek. The Standard Hours figure is either 37.5 or 40. Standard Hours is used in calculating the required budget dollar amount for classified staff for a given fiscal year.

There are **261 workdays** in FY08; this is one more workday than FY07. Classified staff employees with a normal workweek of 37.5 hours will be budgeted for **1,957.5** hours next year. Those with a normal workweek of 40 hours will be budgeted for **2,088** hours. **The pay impact of one more work day has already been calculated and factored into the Adjusted Base Budget** for each program's Base Budget Estimate Sheet.

The **Tenure Eligibility** and **Tenure Date** Codes are two pieces of information unique for faculty positions. If codes and dates are already entered, check them for accuracy and make any corrections.

- The first field, “**Tenure Eligible**,” is for recording tenure status. Use the field's drop-down box to select the appropriate status. Should there be a change in the tenure status of a faculty member, use the most recent status. While deans are considered administrators, show their respective faculty tenure information in the position record. The tenure status of other administrators with faculty rank should also be identified.
- The second field records the “**Tenure Date**.” For tenured faculty, indicate the date that the incumbent of the position was awarded tenure. For positions eligible for tenure, indicate the date that the incumbent of the position is expected to receive tenure. The calendar icon to the right of the field allows easy entry of the date.

The following applies to amending wages and salaries of employees using the Budget Positions page of the Budget Preparation System:

- If you do not need to make changes to the salary portion of a budget line, simply verify the budgeted amounts and other data as correct and proceed to the next budget line. Again, you need to carefully check all of the data elements in addition to salary to ensure they are up-to-date.
- If the funding data and earnings type are correct and will not change but the "original" salary amount fields are incorrect, enter a reason code and make the necessary adjustment by entering plus or minus (-) amounts in the "Base +/-" box and the “CAR +/-” box. The system will automatically update the record when it is saved (“Save” button is at lower left of the screen). When completed, be sure to check the amounts in each row, that the amounts correspond to their respective funding source, and that the total in the bottom row is what should be budgeted for the position.
- If you wish to add a new funding source, enter a reason code and click on the blue “plus” symbol in the upper right portion of the Budget Position Funding Data section; then enter the appropriate information for the data elements corresponding to the additional funding

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

for that position. The math will be done automatically when the record is saved. Check to see if you have entered the correct amounts.

- If you wish to change the funding source **only**, enter a reason code and enter the speedtype for the new funding program in the “Speedtype” box of the Budget Position Funding Data section. Tab out of the box, check that the correct new funding source is displayed, and save the record.
- Dollar signs are not used. For all budget entries, do not use dollar signs (\$) as they will be rejected by the system. Show only whole dollars; do not use cents. Round all figures to the next highest dollar per your calculation (with exception of the calculated amount for the hourly pay rate for classified employees, which may be shown with up to six decimal places).

Previously, unique speedtypes for some anticipated grants and contracts would not normally be available while the budget is being prepared. These situations—where a new grant has been or is expected to be awarded, but official confirmation has not been received—made it difficult to budget salaries and wages for persons whose funding source had not yet been confirmed. A similar situation might occur when multi-year grants change program numbers each "grant year" but the new grant number has not yet been assigned.

Procedures now exist that will allow creation of budget lines for these grants or contracts. When there is knowledge that an award will be made by a sponsor, UBM's should work closely with Office of Grants Management (OGM) or Office of Industry Contracts (OIC) representatives, as appropriate, to see that chartfields are set up in advance of the award start date and, as necessary, to establish a pre-award speedtype. The policy and procedures for creating chartfields in advance of the award start date can be found at <http://research.louisville.edu/gm/advance-chartfields-policy.htm>. The policy and procedures for pre-award spending can be found at <http://research.louisville.edu/gm/pre-award-spending-policy.htm>. The single form to initiate either of these special requests is located at <http://research.louisville.edu/facultystaff/forms.html>. These policies will enable departments to budget positions on the new chartfield/speedtype numbers and relieve much of the pressure to process budget changes and expense transfers after the beginning of the fiscal year.

Another issue that relates to grants and contracts has to do with those grants that expire sometime during the fiscal year. The current budget system does not accommodate budgeting by time periods, so it will be necessary to budget positions only as they will be funded on July 1, 2007.

Using these non-general fund budgeting procedures, departments should be able to budget positions on the correct funding program at the front end of the budget process and reduce the need to process numerous position control and payroll corrections after the beginning of the new fiscal year.

Lump Sum Position Budgeting

Lump sums may be budgeted for the following items:

- Adjunct Faculty, Part-Time Lecturers and Instructors
- Administrative X-Pays (for example, those amounts budgeted for faculty on special administrative duties such as Assistant or Associate Deans)
- Part-Time Clinical Instructors
- Student Wages
- House Staff Salaries
- Medical Residents
- Overtime Wages
- Temporary and Casual Wages
- Shift Differential Wages
- Post Doctoral Salaries

Lump sum amounts must be budgeted in the same manner as vacant positions except that a special Lump Sum Type code to identify each lump sum must be shown in the Lump Sum Type field. The available Lump Sum Budget Codes are shown in a drop-down box.

Current Expense Budgeting

The Current Expense budget page is an abbreviated form of the Positions page. The information provided includes all current expense amounts which were originally budgeted as of July 1, 2006. Any CAR adjustments made since July 1st, if not already entered, will need to be input to the BPS.

Check all items on the screen for accuracy. Also, remember the following when making changes to current expenses:

- If you do not wish to make changes to a specific budget line, verify the budgeted amounts as correct and proceed to the next budget line. Many current expense items will require little or no change to that already shown on the screen.
- If you wish to adjust the budget amount only, either up or down, enter a reason code and show the amount of increase or decrease in the “Base +/-” box and also in the “CAR +/-” box. The system will total the items automatically when the record is saved.
- Use the individual Account Code appropriate for the type of expense. A complete listing of Account Codes is available on the Vice President for Finance website under “Financial Administration, Financial Systems, General Ledger, PS Accounts” and also in University Reports as LI-01. **An abbreviated listing of typical expense account codes is printed at Appendix III.**

SUBSEQUENT CHANGES TO THE BASE BUDGET

After the Base Budget Reconciliation is completed, units will be notified that the Budget Preparation System will be accessible to units throughout the budget preparation process. Occasionally, however, the BPS will be temporarily closed to the units while certain central processing and

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

reconciling takes place.

For the most part, routine changes you wish to make to the proposed FY08 Operating Budget after the initial (electronic) submission of your Base Budget Reconciliation can be done through the Budget Preparation System, simply by identifying specific line numbers to be changed, deleted or added. This will be a decentralized process which requires that unit business administrators keep their budgets in balance. That is, for general funds **the total of any increases in certain budget lines must be offset by a similar total of decreases in other budget lines.** The Office of Budget and Financial Planning monitors unit budget balances on a daily basis during the budget development cycle and will contact Unit Budget Coordinators to correct out-of-balance situations.

There may be times when the bottom line budget of units will need to change. This may result from budget enhancements from central administration funds to selected programs, budget reductions to schools or programs, or transfers of budgets between major units. So these changes can be recorded properly and processed in a consistent manner, the Budget Change Order (BCO) form will be used as in past years. To enact such a change, the unit should complete a BCO and submit it electronically to the appropriate BFP Policy and Budget Analyst. The form is available on the BFP website at <http://www.louisville.edu/vpf/budget/onlinebco.xls>, and **a sample Budget Change Order is shown in Appendix II.** The form has been revised to automatically fill in chartfield data when the program number is entered at the top left.

Since most budgets are loaded to the Peoplesoft General Ledger directly from the Budget Preparation System, you are strongly encouraged to budget all sources of funds (general and non-general) as realistically possible. Given that the approved University's operating budget is used for both state and federal reporting, an accurate, comprehensive budget for the University is essential.

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

Colleges, Schools and Divisions (CSD) and Vice President (VP) Codes			
CSD			VP/Exec. Level
02	A&S	College of Arts & Sciences	28
05	KNT	Kent School of Social Work	32
07	SC	Service Centers	-
08	COB	College of Business	30
11	DTL	School of Dentistry	41
14	ED	College of Education & Human Development	31
17	GRD	Graduate School	36
18	RES	Research Administration	21
20	LAW	School of Law	33
22	PH	School of Public Health & Information Sciences	45
23	MED	School of Medicine	42
26	MUS	School of Music	34
29	NUR	School of Nursing	43
32	UGS	Undergraduate Studies	205
35	SPD	J.B. Speed School of Engineering	29
-	-	Executive VP for Health Affairs	40
44	ASP	Academic Support Programs	-
47	OAP	Other Academic Programs	-
50	LIB	University Libraries	27
53	PP	Physical Plant	233
56		Institutional Support	-
56A	IS1	President	10
56B	IS2	Provost	20
56C	IS3	Vice President - Business Affairs	23
56D	IS4	Vice President – Information Technology	25
56E	IS5	Vice President - University Advancement	24
56F	IS6	Vice President - External Affairs	26
56G	IS7	Vice President – Finance	12
57	RVS	University Reserves	-
-	-	VP Student Affairs	22
59	SA	Student Activities	-
60	SGA	Student Government Association	-
61	SES	Student Enrollment Services	206
65	AID	Student Financial Aid	-
68	ATH	Intercollegiate Athletics	11
71	AUX	Auxiliary Enterprises	-
72	HSG	University Housing	-
77	HOS	Hospital	-
80	MC	Metropolitan College	204
84	GIE	General Institutional Expense	-
97	TR	Mandatory Transfers	-

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

SCHEDULE OF BUDGET COORDINATORS	
Vice President Area / College, School, or Division	Unit Budget Coordinator
College of Arts and Sciences	Ms. Jeanie McCabe
College of Business	Mr. Sean McNamara
School of Dentistry	Mr. Louis Bauer
College of Education and Human Development	Mr. Don Carson
Kent School of Social Work	Ms. Elana Nance
Brandeis School of Law	Mr. Don Olson
University Libraries	Mr. Numeriano Rodenas
School of Medicine	Mr. Terry Gossom
Metropolitan College	Ms. Lynda Richardson
School of Music	Mr. Paul Detwiler
School of Nursing	Ms. Emylene Rodenas
School of Public Health and Information Sciences	Ms. Peggy Beachy
J.B. Speed School of Engineering	Ms. Connie Braden
Graduate Programs	Ms. Carol Davis
Undergraduate Studies	Ms. Liz Herbert
Delphi Center for Teaching and Learning	Ms. LeAnn Taylor
Intercollegiate Athletics	Ms. Alicia Clark
President	Mr. Aria Razavi
Senior Executive Vice President and University Provost	Ms. Bridget Burke
Executive Vice President for Health Affairs	Mr. Terry Gossom
Executive Vice President for Research	Mr. Craig Schroeder
Vice President for Business Administration	Ms. Melissa Long Shuter
Vice President for Information Technology	Mr. James Parr
Vice President for University Advancement	Ms. Caroline Smallwood
Vice President for External Affairs	Ms. Susan Rhodes
Vice President for Finance	Ms. Cecilie Ashanta
Vice President for Student Affairs	Ms. Cheryl Utz
Student Enrollment Services	Ms. Lisa London

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

SCHEDULE OF POLICY AND BUDGET ANALYSTS		
Analyst	Responsible Units	Other Responsibilities
Terry McMahan	Executive Vice President for Health Affairs: <ul style="list-style-type: none"> ▶ School of Dentistry (DTL) ▶ School of Medicine (MED) ▶ School of Nursing (NUR) ▶ School of Public Health & Information Sciences (PH) ▶ UofL Hospital (HOS) 	Clinics (Cxxxx) Academic Program Support (Pxxxx) University Reserves (RVS) University Revenue (REV)
Eunice Barbour	Kent School of Social Work (KNT) Brandeis School of Law (LAW) School of Music (MUS) Senior Executive Vice President and University Provost: (IS2) <ul style="list-style-type: none"> ▶ Delphi Center/Distance Education ▶ Metropolitan College (MC) ▶ Student Enrollment Services (SES) ▶ University Counsel Undergraduate Studies (UGS)	Student Financial Aid (AID) Plant Fund Other Academic Programs (OAP)
Steve Lovas	College of Business and Public Administration (COB) College of Education and Human Development (ED) Graduate School (GRD) University Libraries (LIB) J.B. Speed School of Engineering (SPD)	Service Centers (SC) General Institution Expense (GIE) Endowments (Exxxx)
Jeff Spoelker	Vice President for Athletics (ATH) Vice President for University Advancement (IS5) Vice President for Business Affairs (IS3) University President (IS1) Executive Vice President for Research (RES)	Academic Support Programs (ASP) Auxiliary Enterprises (AUX) UofL Foundation, Inc. (ULF) UofL Research Foundation (ULRF)
Martyna Warren	College of Arts and Sciences (A&S) Vice President for External Affairs (IS6) Vice President for Finance (IS7) Vice President for Information Technology (IS4) Associate Provost for Student Life and Development <ul style="list-style-type: none"> ▶ Student Government (SGA) ▶ Student Activities (SA) ▶ University Housing (HSG) 	Debt Service (TR) Budget Preparation System Reports

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Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

BASE BUDGET ESTIMATE - Sample Form

UNIVERSITY OF LOUISVILLE
Base Budget Estimate
 2007-08 Operating Budget

College, School or Division: XXX
 Fund Code: 1000
 Department: xxxxxxxxxx
 Program: xxxxx

Budgeted Category	Base Budget 07/01/06	New Funds as of 11/30/06	Offset by Revenue or Credit	Transfers	One Day Variance	Adjusted Base Budget
I. Personal Services	0	0	0	0	0	0
II. Fringe Benefits	0	0	0	0	N/A	0
III. Current Expense:						
Supplies & Expense	0	0	0	0	0	0
Travel Expense	0	0	0	0	0	0
Telecommunications	0	0	0	0	0	0
Capital Equipment	0	0	0	0	0	0
Dept. Credits / Other	0	0	0	0	0	0
Subtotal Current Exp.	0	0	0	0	0	0
IV. Total Budget Estimate	0	0	0	0	0	0
V. Balancing Adjustments:						
Fringe Benefits	0	0	0	0	N/A	0
VI. Net Budget Estimate	0	0	0	0	0	0

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REASON CODE TABLE	
REASON CODE	DESCRIPTION
00	Initial Budget Load
01	Salary Adjust/Across the Board
02	Salary Adjust/Merit Increase
03	Salary Adjust-Reclass/Promo
04	Salary Adjust/Market Increase
09	Salary Adjust/Other
10	Adj Pgm Bud/Offset by New Rev
11	Adj Pgm Bud/Offset by Dep Cred
12	Adj Pgm Bud/Endowment Funds
19	Adj Pgm Bud/Other
20	Enhancement / New Position
21	Enhancement/Increase to Posn
22	Enhancement/Current Expense
23	Enhancement/Capital Outlay
29	Enhancement/Other
30	Adj Bud/Change in Funding Srce
31	Adj Bud/Rebud btw Exist Accts
32	Adj Bud/Telephone Services
33	Adj Bud/Computer Allocation
34	Adj Bud/Fixed Costs
35	Adj Bud/Fringe Benefits
36	Adj Bud/Internal Reallocation
37	Adj Bud/University R&R Plan
38	Adj Bud/Unit Reorganization
39	Adj Bud/Ch Grant,Contract Stat
40	Adj Bud/Fill Vacant Position
41	Adj Bud/Ch Filld to Vacnt Posn
42	Adj Bud/Eliminate Position
43	Adj Bud/Budget Reduction
44	Adj Bud/Base Reconciliation
45	Adj Bud/BRR Approved
46	Adj Bud/BTR Approved
47	Adj Bud/Ch Grant,Contract Fund
59	Adj Bud/Other
60	Attribute Modification
62	Account Percent Change
71	Attrib Modification/Subcde Chg
90	Eliminate Position from System

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

CHALLENGE FOR EXCELLENCE BUDGET CODES	
CODE	DESCRIPTION
00	Not Applicable
01	Gifts
02	Research Parity
03	Research Challenge Trust
04	Internal Reallocation
05	Plant Fund
06	Bucks for Brains
07	Research Initiatives (ONLY Faculty positions funded specifically by VP Research)
08	Other Strategic Initiatives

PERMISSIBLE PROGRAM / FUND CODE COMBINATIONS	
Below are the permissible combinations of program codes and fund codes. Other combinations should not be used without written consent of the Controller's Office and Budget and Financial Planning.	
PROGRAM	CODE
00000	1015, 1040, 1110
1xxxx	1000, 1010
3xxxx	1000
4xxxx	1000
50xxx	1000
52xxx	1000
54xxx	1000
55000	1000
Axxxx	12xx
Cxxxx	1120
Dxxxx	1100
Exxxx	13xx, 1265
Fxxxx	11xx
Gxxxx	1300
Hxxxx	1010
Jxxxx	1041
Lxxxx	1035
Pxxxx	1120
R1xxx	1100
R3xxx	1100
R5xxx	1100
Sxxxx	1000
Uxxxx	1300
Vxxxx	1500
Xxxxx	Any Range Possible
Yxxxx	1065
Zxxxx	Any Range Possible

Typically Used Expense Account Codes

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

<u>Account Code</u>	<u>Description</u>
	SALARIES
511100	Administrator
511200	Faculty
511300	Prof and Admin
511400	Classified
511410	Shift
511420	Overtime
511500	Student
511510	Grad Student
511520	Fellowships
511530	Post Doctoral Wages
511540	Research Associates
511600	Temp
511700	House Staff
	SCHOLARSHIPS & FELLOWSHIPS
520025	Tuition Discount
520050	Scholarships
520075	Fellowships
520450	Tuition Remission
520600	Stipends
	TRAVEL
535100	In-State
535200	Out-Of-State
535300	International Travel
535400	Student Travel
535680	Employee Recruitment
535685	Student Recruitment
	SUPPLIES
541100	Laboratory
541110	Chemicals
541120	Radioisotopes
541130	Compressed Gas (cylinders)
541140	Demurrage
541150	Animals
541151	Animal Feed
541200	Office Supplies
541240	Grant Approved Supplies
541250	Non-Library Books & Binding
541300	Instructional & Training
541400	Software Supplies
541505	Stockroom
Account Code	Description

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

541506	Janitorial
541507	Meeting
541508	Recreational
541509	Maintenance Supplies
541510	Dental-Lab Supplies
541520	Printing Supplies
541530	Postal Supplies
541540	Medical-Lab Supplies
541541	Disposable Supplies
541545	Pharmacy/Drugs
541550	Uniforms
541600	Gasoline
541610	Ice
541620	Procurement Card
541650	Special Purpose
	EQUIPMENT-UNCAPITALIZED (<\$5,000)
544201	Computer
544202	Software
544203	Equipment
544206	Furniture
544209	Special Purpose Equipment
544217	Patents
544218	Vehicles
	PERSONAL SERVICES CONTRACTS
545111	PSC-Legal
545112	PSC-Interior Design
545113	PSC-Architectural & Engineer
545114	PSC-Medical
545115	PSC-Audit Fees
545116	PSC-Artist
545117	PSC-Consultant
545118	PSC-Other Contractual
	SERVICES-INTERNAL
545304	IT Application Support
545305	IT Printing Services
545306	IT Audio Visual Support
545310	IT Voice Network Monthly
545315	IT Long Distance Services
545316	Cellphone Charges
545318	IT Distance Education Support
545320	IT CopyIT
545321	IT Document Imaging Services
545325	Imaging
Account Code	Description

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

545330	IT Data Network Monthly
545332	IT UofL Net Remote
545335	Library-Internal Services
545338	IT Software Resale
545340	Animal Care
545345	Tier I Support
545350	Physical Plant Services
545357	IT Voice Mail Services
545360	Lab/Research
545370	Academic Counseling
	FEES
552100	Registration
552150	Student Registration
552200	Dues & Memberships
552300	Subscriptions
552350	Grant Dues, Memberships, Subscriptions
552400	Licensing & Permits
552410	Environmental Fees
552500	Submission
552600	Processing
552700	Late
552750	Commissions
	FACILITIES&ADMIN (F&A)
577100	F&A Expense
577800	Cost Sharing-Direct
	NON-OPERATING EXPENSE
590200	Interest
590300	Investment Expense
590400	Bond Issuance Cost
590500	Trustee Fee
590600	Annuitant Payments

PAY GRADES AND CORRESPONDING PAY RANGES

Non-Exempt, Classified Staff			
Hourly Rates, Effective July 1, 2006			
Grade	Minimum	Midpoint	Maximum
NA	\$8.46	\$10.75	\$13.05
NB	\$9.96	\$12.68	\$15.40
NC	\$11.54	\$14.97	\$18.41
ND	\$13.62	\$17.67	\$21.72
NE	\$15.76	\$20.86	\$25.97
NF	\$18.59	\$24.61	\$30.63
NG	\$21.94	\$29.04	\$36.14
NH	\$25.40	\$34.27	\$43.15
NI	\$29.97	\$40.43	\$50.90

Exempt, Professional & Administrative Staff			
Annual Salaries, Effective July 1, 2006*			
Grade	Minimum	Midpoint	Maximum
EB	\$23,660	\$27,848	\$32,036
EC	\$23,996	\$31,146	\$38,296
ED	\$28,316	\$36,754	\$45,191
EE	\$32,772	\$43,379	\$53,987
EF	\$38,670	\$51,187	\$63,704
EG	\$45,630	\$60,400	\$75,171
EH	\$52,829	\$71,289	\$89,749
EI	\$62,336	\$84,119	\$105,901

* Salary grade EA was eliminated as of July 1, 2006

JOB CODES

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

LEGEND for Pay Grades	
(For grades not on Pay Grade Charts)	
ADM	Administrator
FAC	Faculty
NGD	Affiliate Group Position
OTH	Other
RET	Retired
STD	Student
TMP	Temporary
Grades beginning with E indicate Exempt positions	
Grades beginning with N indicate Non-Exempt positions	

Job Code	Description	Pay Grade
000254	Acad Advisor	EC
890254	Acad Advisor/FLSA	NC
000617	Acad Consult	EF
000618	Acad Consult Sr	EG
000259	Acad Coord	EC
000485	Acad Coord Sr	ED
000260	Acad Counselor	ED
000489	Acad Counselor Sr	EE
890260	Acad Counselor/FLSA	ND
001736	Acad Dev Spclst	ED
001074	Accompanist Temp	TMP
000262	Accountant I	ED
000264	Accountant II	EE
000265	Accountant III	EF
000263	Accountant Temp	TMP
000874	Accounts Payable Spclst	NB
000830	Acctg Clerk	NA
000882	Acctg Clerk Sr	NB
001525	Acctg Mgr	EF
001540	Acctg Sys Analyst	EF
001744	Accts Payable Supv	NC
001502	Acting Assoc VPHR Temp	TMP
000229	Adjunct Assoc Professor	FAC
000233	Adjunct Asst Professor	FAC
000237	Adjunct Instructor	FAC
000225	Adjunct Professor	FAC
001670	Admin Svcs Mgr	EF
000269	Adminv Assoc	ED
000266	Adminv Assoc Temp	TMP
890269	Adminv Assoc/FLSA	ND
000834	Adminv Asst	ND
Job Code	Description	Pay Grade

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000835	Adminv Asst Temp	TMP
001636	Adminv Dir Office of VPHA	EI
001292	Adminv Dir Psychl Svcs Ctr	EG
001452	Adminv Mgr CEC	EG
000425	Adminv Ofcr	OTH
001371	Adminv Ofcr ICT	EH
000837	Adminv Secretary	NB
000838	Adminv Secretary Temp	TMP
001651	Adminv Spclst	NE
000533	Adminv Spclst Std Svcs	EF
000900	Adminv Svcs Analyst	NC
000638	Adminv Sys Analyst	EF
001408	Adms Adminv Sys Coord	ED
000271	Adms Counselor	ED
000761	Adms Counselor Sr	EE
001398	Adms Processing Coord	EE
000356	Adms Processing Coord MC	NGD
001137	Animal Caretaker Temp	TMP
001426	Animal Surgery Techn	ED
999700	Annuity Purchase	TMP
000486	Architect Sr	EG
000281	Architectural Designer II	ED
000301	Area Coord	ED
001329	Asbestos Abatement Spclst	NE
000958	Asbestos Abatement Techn	ND
000042	Assoc Ath Dir	NGD
001229	Assoc Bursar	EG
001455	Assoc Contract Spclst	EE
000182	Assoc Dean	ADM
001392	Assoc Dean Adms & Std Affs	EH
001218	Assoc Dean Emerita	RET
001210	Assoc Dean Emeritus	RET
000176	Assoc Dir	ADM
001566	Assoc Dir	EG
001534	Assoc Dir Diversity Initiativ	EG
001399	Assoc Dir Adms	EG
001569	Assoc Dir AHEC	EG
001535	Assoc Dir Alumni Rel	EG
001606	Assoc Dir Annual Gvg	EF
000404	Assoc Dir Ctr GIS	EG
001551	Assoc Dir Dev Rsrch	EF
000099	Assoc Dir External Prgms	EG
001589	Assoc Dir Fin Aid Ops	EH
001718	Assoc Dir Grants Mgmt	EG
001477	Assoc Dir Honors Prgm	EG
000770	Assoc Dir HSC Spec Prgms	EG
000520	Assoc Dir Intl Ctr	EG
001740	Assoc Dir Nrsg	EI
000290	Assoc Dir Prgm Residence Admin	EG
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001528	Assoc Dir Registration & Recs	EG
000291	Assoc Dir Residence Admin	EG
000139	Assoc Dir Std Fin Aid	EH
000140	Assoc Dir Std Life	EG
000604	Assoc Dir Techl Assistance	EH
000298	Assoc Dir Univ Writing Ctr	EF
001716	Assoc Dir, Rsrch&Dev Brown Can	EH
000227	Assoc Professor	FAC
001215	Assoc Professor Emerita	RET
001207	Assoc Professor Emeritus	RET
001204	Assoc Professor Retired	RET
000210	Assoc Professor Term	FAC
000020	Assoc Registrar	EG
000204	Assoc Univ Counsel	ADM
000165	Assoc Univ Provost	ADM
000190	Assoc VP	ADM
000163	Asst Dean for Admin	EH
000172	Asst Ath Dir Compl	NGD
000607	Asst Ath Dir Cust Rel	NGD
000041	Asst Ath Dir Internal Affs	NGD
000174	Asst Ath Dir Media/Sports Info	NGD
000012	Asst Ath Dir Mktg & Promos	NGD
000196	Asst Ath Dir Tickets & Ops	NGD
000028	Asst Ath Dir Varsity Sports	NGD
000328	Asst Ath Trainer	NGD
001261	Asst Budget Analyst	ED
001725	Asst Cash Mgr	EF
001470	Asst Chancellor HSC	ADM
000788	Asst Coach	NGD
001456	Asst Contract Spclst	EE
000132	Asst Controller	EI
000825	Asst Coord Football Ops	NGD
000749	Asst Coord REACH Learn Rsrcls	EE
000917	Asst Curator Visual Rsrcls	NC
000183	Asst Dean	ADM
000024	Asst Dean Acad Aavg	EH
000038	Asst Dean Admn/Education	EI
001436	Asst Dean Aavg & Coop	EH
001587	Asst Dean CBPA	EH
000029	Asst Dean Educ Std Svcs	EH
000448	Asst Dean for Admin A&S	EH
000755	Asst Dean for Career Svcs	EG
001644	Asst Dean for Fin Kent Sch	EH
001633	Asst Dean for Finance A&S	EH
001405	Asst Dean for Law Adms	EG
001500	Asst Dean Std Sppt Svcs	EG
000023	Asst Dean Undergrad Studies	EH
001713	Asst Dir	EF
000373	Asst Dir A&S Acad Aavg Ctr	EF
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000256	Asst Dir A&S Honors Prgm	EE
001720	Asst Dir Acad Services	EF
001585	Asst Dir Admin SPHIS	EF
000127	Asst Dir Adms	EF
000002	Asst Dir Adms for Diversity	EF
000001	Asst Dir Adms New Std Prgm	EF
001590	Asst Dir Adms Sys	EG
001709	Asst Dir Business Dev	EF
001733	Asst Dir Career Dev	EF
001642	Asst Dir CEHD Advg	EF
000821	Asst Dir Child Psyc Liais Svcs	EF
001248	Asst Dir Cncl Prac Sci Prgm	EE
000450	Asst Dir Comm	EF
001345	Asst Dir Cslng Ctr	EF
001658	Asst Dir Cust Svcs	EG
001369	Asst Dir Dahlem Supercomputer	EG
001471	Asst Dir Dist & Contining Educ	EG
001281	Asst Dir Donor Rel	EF
001641	Asst Dir Environment Ops Mgr	EH
000275	Asst Dir External Prgms	EE
000296	Asst Dir Facfts SAC	EF
001435	Asst Dir Fitness Ctr HSC	EE
001732	Asst Dir for Advisor Dev	EG
001380	Asst Dir for AHEC	EF
001711	Asst Dir for Comnty Dev	EF
001482	Asst Dir Grants Mgmt	EG
001333	Asst Dir HSPP	EG
001440	Asst Dir IBHPL	EG
001638	Asst Dir Industry Contracts	EG
000311	Asst Dir Intramural Sports	EE
000313	Asst Dir Intramural Sports II	EF
001743	Asst Dir IT Svcs	EH
001519	Asst Dir KBRIN	EF
001722	Asst Dir KPPC	EG
001393	Asst Dir KY Cancer Prgm	EH
000294	Asst Dir Lic & Merch	NGD
000361	Asst Dir Med Sch Adms	EF
000517	Asst Dir Med Sch Fin Affs	EG
001630	Asst Dir Mjr Gifts	EG
000453	Asst Dir Mktg Publs	EF
001504	Asst Dir Muhammed Ali Inst	EG
001513	Asst Dir Non Credit Prgms	EG
001497	Asst Dir of Adms for Transfer	EF
001728	Asst Dir of Tech	EG
000097	Asst Dir Ofc of Instl Rsrch	EH
001488	Asst Dir Office Tech Dev	EH
000736	Asst Dir Parking Admin	EE
000115	Asst Dir Physical Plant Maint	EH
000793	Asst Dir Plng & Instl Rsrch	ADM
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000197	Asst Dir Plnng Design & Const	EI
000295	Asst Dir Prgms SAC	EF
001346	Asst Dir Processing	EG
000018	Asst Dir Purchasing	EG
001347	Asst Dir Scholarships	EG
001580	Asst Dir Spon Prgms	EG
001600	Asst Dir Sppt Svcs	EF
001505	Asst Dir Std Disab Rsrc Ctr	EF
000021	Asst Dir Std Fin Aid	EG
001516	Asst Dir Std Life	EF
000538	Asst Dir Std Life RSO	EF
001588	Asst Dir Std Rec Sys	EG
001719	Asst Dir Stdzd Patient Prgm	EF
000713	Asst Dir Undergrad Studies	EG
000396	Asst Dir Univ Career Ctr	EF
001457	Asst Dir Women's Ctr	EE
891457	Asst Dir Women's Ctr/FLSA	NE
000824	Asst Equip Mgr	NGD
000645	Asst Mgr Payroll	EG
000689	Asst Mgr Postal Services	ED
000231	Asst Professor	FAC
001216	Asst Professor Emerita	RET
001208	Asst Professor Emeritus	RET
001205	Asst Professor Retired	RET
000211	Asst Professor Term	FAC
001331	Asst Radiation Safety Ofcr	EG
000332	Asst Registrar	EF
000016	Asst Supt Ath Fields & Grounds	NGD
000309	Asst Supt Custodial Svcs	ED
001491	Asst Tech Mgr	EG
000310	Asst to Dean	EF
001637	Asst to Dean	EG
000109	Asst to Dean A&S Coop Prgm	EH
000377	Asst to Dir Equine Admin	EF
000191	Asst to Pres	ADM
000326	Asst to Pres	EF
000158	Asst to Provost Adminv Sppt	EF
000159	Asst to Provost CFP	EH
001524	Asst to Provost Finance	EG
001737	Asst to the Chair	EH
001690	Asst to the Dean Univ Librarie	EE
001659	Asst to Vice Provost for Dvrst	EF
000170	Asst to VP Dev & Alumni	EG
001634	Asst to VP Finance Spec Proj	EG
000307	Asst to VP for Admin	EH
000324	Asst to VP for Rsrch	EF
000320	Asst to VP Info Tech	EF
001605	Asst to VP/Dir Std Affs Tech	EH
000563	Asst to VPHA/Dean SoM	EG
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001635	Asst to VPUA Fin Ops	EH
000133	Asst Treasurer	EG
000205	Asst Univ Counsel	ADM
001623	Asst Univ Provost	ADM
000564	Asst Vice Dean Acad Affs Med	EF
000188	Asst VP	ADM
001374	Ath Adminv Assoc	NGD
000747	Ath Compl Coord	NGD
001678	Ath Contract Hourly	NGD
001549	Ath Contract Salaried	NGD
000329	Ath Trainer	NGD
000412	Ath Trainer Sr	NGD
000840	Audio Visual Asst Temp	TMP
000929	Audio Visual Techn	NB
000487	Audiologist	EE
000742	Auditor I	ED
000743	Auditor II	EE
000741	Auditor Med Compl	EF
000701	Auditor Sr	EG
000708	Auditor Sr Med Compl	EF
000093	Benefits Adminr	EH
001529	Benefits Spclst	ND
001521	Benefits Sys Spclst	EF
001474	Billing Coord	ND
000963	Bindery Operator II	NC
001097	Bindery Operator Sr	ND
001298	Biographical Processing Supr	EE
001335	Biological Safety Ofcr	EH
001696	Biological Safety Speclst	EF
001483	Biology Rsrch Techt	EE
001387	BioMed Custodian	NA
000488	BioMed Eng	EE
001421	BioMed Eng Sr	EF
000930	BioMed Photographer	ND
001684	Biostatistician I	EF
001685	Biostatistician II	EG
001686	Biostatistician III	EH
999400	Blackboard Access	OTH
001340	Broadcast Comm Spclst	EE
000932	Broadcast Eng	ND
001227	Building Sys Eng	EF
000045	Bursar	EI
001231	Bursar Accounts Receivable Mgr	EE
001232	Bursar Acctg Mgr	EE
001230	Bursar Std Fin Mgr	EE
001485	Business Ops Mgr	EE
000336	Buyer	EC
000873	Buyer Asst	NC
000338	Buyer Sr	EE
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001124	Cabinetmaker	NC
001098	Camera Operator Sr	ND
001466	Campus Card Office Mgr	EF
000686	Cancer Control Spclst	EE
000722	Career Counselor	ED
001087	Carpenter	NC
001089	Carpenter Foreman Maint	ND
001126	Carpet & Tile Lead	NC
001138	Carpet and Tile Installer	NB
000899	Cashier II	NA
891197	Casual/Temp Worker /FLSA	TMP
001197	Casual/Temporary Worker Temp	TMP
001652	Certified Public Accountant	EG
000218	Chairperson	FAC
000220	Chairperson & Assoc Professor	FAC
000221	Chairperson & Asst Professor	FAC
000219	Chairperson & Professor	FAC
000760	Chemical Regulatory Spclst	EF
001428	Chief Fin Ofcr-MC	NGD
000846	Clerical Asst Temp	TMP
000884	Clerical Spclst	NA
000886	Clerk Sr	NA
000890	Clerk Typist Temp	TMP
000536	Clinic Coord Neonatal FollowUp	EG
001618	Clinic Mgr	EF
001057	Clinic Supr II	NC
001058	Clinic Supr III	ND
000228	Cincl Assoc Professor	FAC
000232	Cincl Asst Professor	FAC
000344	Cincl Coord Ob/Gyn	EE
001444	Cincl Coord Speech/Language	EH
001361	Cincl Data Mgr	EG
000236	Cincl Instructor	FAC
001349	Cincl Mgr ICT	EG
000400	Cincl Physicist	EI
000224	Cincl Professor	FAC
001213	Cincl Professor Emeritus	RET
000611	Cincl Rsrch Coord	EE
001624	Cincl Rsrch Coord Sr	EE
890611	Cincl Rsrch Coord/FLSA	NE
001359	Cincl Rsrch Nurse	EG
891359	Cincl Rsrch Nurse/FLSA	NG
001363	Cincl Rsrch Spclst	EC
000503	Cincl Techt	ED
000387	Cincl Trials Coord	EC
000633	Cmnty Rel Assoc - Temp	OTH
000632	Cmnty Rel Assoc IA	FAC
001262	Comm & Mktg Spclst	EE
000679	Comm Analyst I	ED
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000680	Communications Analyst II	EE
000681	Communications Analyst III	EF
000682	Communications Analyst Sr	EG
001037	Comp Aided Design Techn	ND
000469	Comp Comm Spclst	EE
000308	Comp Hdwr/Facfts Techn Spclst	EF
001062	Comp Ops Advisor	NB
000704	Comp Ops Spclst	ED
000996	Comp Publg Spclst	ND
001468	Comp Sppt Analyst	ED
000644	Compen/Employ Rep	EE
001594	Compl Audit Mgr	EG
001390	Compl Auditor	EF
001406	Compl Educ Analyst	EE
001536	Const & Renovation Foreman	ND
000579	Const Coord Sr	EG
000790	Consult	OTH
001454	Contract Spclst	EF
001046	Control Techn	NC
000129	Controller	ADM
001075	Cooperative Intern Temp	TMP
891075	Cooperative Intern Temp/FLSA	TMP
001646	Coord SPHIS MPH Prgm	EE
001582	Coord Acad Affs	EF
000397	Coord Adms	EF
000272	Coord Affirm Act & Employ Rel	EF
000977	Coord Air Quality Lab	ND
000357	Coord Ath Acad Svcs	NGD
000319	Coord Ath Promos & Mktg	NGD
000292	Coord Ath Sppt Groups	NGD
001575	Coord Autism Intervention Prgm	EF
000492	Coord Autism Prgm	ED
001603	Coord BioEngrng Tech Svcs	NE
000414	Coord Body Bequeathal Prgm	ED
001402	Coord Breast/Cerv Cancer Scrng	EF
000630	Coord Cheerleaders IA	NGD
001370	Coord Comp Ops VPFA	EH
000549	Coord Comp Publg	EE
001475	Coord Compensation	EG
000738	Coord Copyright Clearance Svcs	ED
000352	Coord Educl Svcs	ED
001461	Coord Electronic Shop Svcs	NE
001487	Coord Emerg Prep Safety Compl	ADM
001038	Coord Engrng Techl Svcs	NF
000714	Coord Eval Asmt Rsrch InfoTech	EE
000306	Coord Eye Bank Svcs	EF
001269	Coord Faculty & Std Advocacy	EE
000561	Coord Faculty Com Office SoM	EE
000640	Coord Fin Opers/PDC	EE
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000649	Coord Finanancial Opers/CUER	EE
001656	Coord Financial Aid	EF
000304	Coord Football Admin	NGD
000569	Coord Health Scis Std Council	EE
000602	Coord Health Svcs Office	EE
000330	Coord Home Health Prgm	EG
000553	Coord Intramural Sports	ED
000591	Coord IT Adm	EF
000588	Coord KEIS Eval	EE
000289	Coord KTIP	EE
000590	Coord KY Autism Trng	EF
890590	Coord KY Autism Trng/FLSA	NF
001242	Coord Learning Disabled Svcs	ED
000765	Coord Learning Improvement Ctr	EF
000568	Coord Med Compl Educ	EG
001249	Coord Med Curriculum & Dev	EF
000348	Coord Microsur Tchg Lab	EE
001289	Coord New Std Prgms	EF
000302	Coord Ops Std Activity Ctr	ED
000394	Coord Org Procur Dev Spclst	EE
000546	Coord Payroll Svcs	EF
000910	Coord Physics Laboratories	ED
001576	Coord Physics Tech Svcs	NE
000654	Coord Pub Svc Prgm	EF
001288	Coord Recruitment & Job Rfrl	EE
000540	Coord Risk Mgmt	EE
000548	Coord SAC Cmnty Ctr	ED
001354	Coord Spec Projs Std Activ	EE
000391	Coord Spon Prgm Bill/Collect	EC
000445	Coord Staff Dev & Wellness	EG
000528	Coord Std Lead Prgms	ED
001311	Coord Std Prgm Dev-MC	NGD
001592	Coord Stdzd Patient Prgm	ED
000359	Coord Surgical Oncology Lab	EF
000438	Coord Surgical Rsrch Lab	EF
000705	Coord Svc Learning Prgm	EE
000739	Coord Svcs Blind/Vis Impaired	ED
000740	Coord Svcs Deaf/Hard Hearing	EE
000305	Coord Svcs Std Activity Ctr	EE
000408	Coord Tchg Labs	EE
001343	Coord Undergrad Advg	EF
000706	Coordinator Testing	EF
000535	Costume Designer	EB
001493	Costume Shop Coord	EC
001705	Counselor	EE
001494	Counselor Asst	ND
000261	Counselor MC	NGD
000364	Curator Visual Rsrchs	EE
001583	Curriculum Consult	EG
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001142	Custodial Supr	NB
000651	Custodial Svcs Mgr	ED
001143	Custodian	NA
001146	Custodian II Temp	TMP
001144	Custodian Temp	TMP
000676	Cytogenetic Techt	EE
000339	Cytogenetic Techt Chief	EF
000678	Cytogenetic Techt Sr	EF
000243	Dance Instructor Temp	TMP
000903	Data Coord Temp	TMP
001239	Data Entry Spclst III	NA
000853	Data Entry Spclst Lead	NB
000851	Data Entry Spclst Temp	TMP
000854	Data Entry Supr	NC
001627	Data Mgr	EH
000856	Data Techn Sr	NB
001312	Database Adminr	EH
000288	Database Analyst	EG
000181	Dean	ADM
001209	Dean Emeritus	RET
001050	Dental Clinic Assc Intermediat	NC
001049	Dental Clinic Assoc	NB
001052	Dental Clinic Assoc Sr	NC
000543	Dental Clinic Ops Mgr	EH
000415	Dental Clinic Supr	EE
000944	Dental Equip & Maint Techn	NC
001236	Dental Equip Techn Sr	NC
000961	Dental Hygienist	NE
000527	Dental Instr Coord	EE
000367	Dentist Pediatrics	EG
001296	Department Info Tech Analyst	EE
001731	Deputy Dir	EI
001306	Deputy Dir SUN	EE
001714	Deputy Privacy Ofcr	EI
001586	Desktop Svcs Techn	EE
000369	Dev Assoc	ED
000370	Dev Assoc Sr	EE
000371	Dev Coord	EF
000372	Dev Coord Temp	TMP
000725	Dialysis Educ Coord	EF
000911	Dialysis Equip Techn	NC
000912	Dialysis Equip Techn Chief	ND
000267	Dialysis Nrsg Unit Asst Supr	EG
000723	Dialysis Nrsg Unit Supr	EH
001024	Dialysis Reprocessor	NB
001022	Dialysis Techn	NB
000914	Dialysis Techn Chief	ND
000178	Dir	ADM
000472	Dir Retention	EH
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001640	Dir Acad Dev Spclst	EG
000007	Dir Acad Info Tech	EG
001246	Dir Acad Prgm Spd Sch	EG
000092	Dir Access Ctr	EF
001574	Dir ACI-EOL Prgm	EG
001584	Dir Admin SPHIS	EH
000737	Dir Adms Spd Sch	EG
001620	Dir Advg & Std Svcs Spd Sch	EG
001567	Dir Alumni Ops	EH
000113	Dir Annual Gvg	EH
991012	Dir Bill-Dependent	RET
991017	Dir Bill-Disabled Retirees	RET
991011	Dir Bill-Spouse	RET
000169	Dir Cardinal Ath Fund	NGD
001691	Dir Career Svcs	EI
000061	Dir Central Billing & Info Sys	EF
001277	Dir Child Wlfr Rsrch/Dev Proj	EF
001480	Dir Cmnty College Pathway	EG
001336	Dir Cmnty Rel	EH
001265	Dir Comm	ADM
000390	Dir Comm & Mktg	EG
001424	Dir Comm & Mktg	EI
001510	Dir Comm Dev & Alumni	EH
000130	Dir Cont Med Educ	EI
001479	Dir Cont Social Work Educ	EG
001555	Dir Contract Admin & Risk Mgmt	EI
000160	Dir Corp & Foundation Rel	EH
000069	Dir Counseling Services	EI
001683	Dir Custom Microarray Lab	EG
001368	Dir Dahlem Supercomputer Lab	EG
000070	Dir Dental Std Svcs	EH
000554	Dir Dental Unit	EI
000111	Dir Dev	EH
000189	Dir Dev Rsrch	EG
001550	Dir Donor Rel & Dev Rsrch	EG
000565	Dir Food Processing Prgm	EH
001358	Dir Gheens Sci Ctr & Plantrm	EH
001478	Dir Grad Adms	EG
000566	Dir Grad Med Educ	EG
001553	Dir Grad Std Svcs	EF
001625	Dir Grant Sppt & Spon Prgms	EH
001222	Dir HSC Acad Prgms	EI
001302	Dir HSC Faculty Affs	EH
001548	Dir HSC Outreach Prgms	EH
000171	Dir HSC Spec Prgms	EI
000102	Dir HSC Tech Svcs	EH
001564	Dir Human Studies Prgm	EI
001688	Dir IESL Prgm	EG
000155	Dir Info Tech Comm Svcs	EI
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000146	Dir Info Tech Consulting Svcs	EI
000154	Dir Info Tech Data Svc Ctrs	EI
000153	Dir Info Tech Imaging Svcs	EI
000008	Dir Info Tech Info Sys	EI
000054	Dir Info Tech Instructl Sppt	EH
000149	Dir Info Tech Ops Ctr	EI
000152	Dir Info Tech Printing Svcs	EG
000143	Dir Info Tech Projs Admin	EI
000151	Dir Info Tech Publ Svcs	EH
000150	Dir Info Tech Rsrc Ctrs	EH
000142	Dir Info Tech Rsrch & Dev	EI
001431	Dir Instructl Dev	EI
001668	Dir Intramural Rec Sport -Std	EI
000147	Dir IT Svcs	EI
000112	Dir KIESD Rsrch & Dev	EG
000515	Dir KY Cancer Prgm	EI
001593	Dir Labor Mgmt Ctr	EI
000071	Dir Law Sch Std Svcs	EF
001445	Dir Learning Rsrchs	EG
000322	Dir Marching Band	EF
001673	Dir Master's Prgm CBPA	EI
001563	Dir MC	NGD
000075	Dir Med Lab Pediatrics	EF
890075	Dir Med Lab Pediatrics/FLSA	NF
000381	Dir Med Sch Adms	EG
000351	Dir Med Sch Fin Aid	EG
000600	Dir Med Sch Std Affs	EG
000044	Dir Mentoring Prgm	EF
000161	Dir Mjr Gifts	EI
001310	Dir Mktg Publs	EG
001537	Dir Multctrl Acad Enrich Prgm	EG
000088	Dir Multctrl Ctr	EG
000077	Dir Natl Crime Prvntn Inst	EH
001425	Dir Nrsg Acute Svcs	EH
000080	Dir Nrsg Pediatrics	EI
000078	Dir Nutr	EF
001730	Dir of Bioinformatics Ops	EI
001739	Dir of Regulatory Affairs	EH
001565	Dir Office of Grants Mgmt	EH
001653	Dir Ops Patient Simulation	EG
000131	Dir Paralegal Std Prgm	EF
000095	Dir Plng Inst Rsrch Data Admin	EI
000017	Dir Purchasing	EI
001527	Dir Registration & Records	EH
000079	Dir Residence Admin	EI
001433	Dir Rsrch Integrity Prgm	EH
001438	Dir Rsrch Prgm Cancer Ctr	EG
001706	Dir Rsrch Prgrms	EG
000087	Dir SAC	EG
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001517	Dir Spec Projs	EH
000360	Dir Spon Prgms	EH
001621	Dir Sppt Svcs Spd Sch	EG
000764	Dir Std Disability Rsrc Ctr	EG
001591	Dir Std Svcs Sch of Nrsg	EG
001364	Dir Stdzd Patient Prgm	EH
000378	Dir Telecomm Rsrch Ctr	EI
001708	Dir Treasury Mgmt	EI
001695	Dir ULTRA -UofL Transfer Prgm	EH
001657	Dir Undergrad Advg Prac	EH
001250	Dir Undergrad Studies & REACH	EG
001664	Dir Unit Std Srvc	EF
000157	Dir Upward Bound	EF
000398	Dir Vogt Engrng Ctr	EI
000089	Dir Women's Ctr	EH
991013	Direct Bill-Medical Leaves	RET
991014	Direct Bill-Personal Leaves	RET
991015	Direct Bill-Special Agreements	RET
001274	Division Info Tech Analyst	EF
000616	Documentation Coord	EE
001158	Driver Temp	TMP
001545	Driver Univ Shuttle	NB
000955	Duplicator Techn	NA
000979	Echocardiographic Techn	NC
001344	Editor Health Scis Comm	EE
001263	Editor UofL Magazine	EE
000861	Editorial Asst Temp	TMP
000402	Educ Spclst	ED
001093	Electrical Foreman	NE
001095	Electrical Ops Foreman	NE
001094	Electrical Sys Spclst	NE
001090	Electrician	ND
001531	Electrician Apprentice	NA
001181	Electrician Helper	NB
000403	Electron Microscopist	EC
000490	Electron Microscopist Sr	EE
000690	Electronic Docu Coord	EE
000420	Electronic Eng Sr	EF
000416	Electronic Instr Spclst	ED
000915	Electronic Publg Spclst	NC
000924	Electronic Publg Spclst Sr	ND
001560	Electronics Rsrch Eng	EF
000953	Electronics Techn I	NB
000954	Electronics Techn II	ND
001035	Electronics Techn III	NC
001102	Elevator Maint Spclst I	NC
001101	Elevator Maint Spclst II	ND
001314	Endowed Chair	FAC
001562	Endowed Chair Assoc Professor	FAC
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000222	Endowed Chair Professor	FAC
001045	Energy Control Techn	NC
001223	Eng	OTH
891223	Eng/FLSA	OTH
001054	Engrng Techn	ND
001472	Enrollment Mgmt Assoc III	EE
001544	Enrollment Mgmt Rsrch Analyst	EF
001532	Enrollment Sys Spclst	EF
001172	Equip Clerk	NA
000510	Estimator	ED
001437	Exec Asst CFC	EH
001423	Exec Asst IID	EE
000200	Exec Asst to Pres	ADM
000009	Exec Asst to Provost	EH
000184	Exec Dir	ADM
001650	Exec Dir	EI
000066	Exec Dir Adms	EI
001669	Exec Dir of Campus Life	EI
001712	Exec Dir of REACH	EI
000067	Exec Dir Std Affs Plng & Asmt	EI
001420	Exec Dir USI	EH
000208	Exec in Residence	OTH
000497	Exec Producer	EF
000863	Exec Secretary	NC
001626	Exec VP for Health Affairs	ADM
000557	Eye Bank Techt	NC
001175	Facts Coord	NB
001176	Facts Coord Sr	ND
001432	Faculty Instructl Tech Coord	ND
001441	Federal Work Study Std	STD
001721	Fellow	OTH
001612	Fellow Hand	OTH
001613	Fellow Rsrch	OTH
001192	Field Ops Supr	ND
001727	Field Trainer	ED
001401	Field Trng Coord	EF
001235	Field Trng Coord DDC	EF
001234	Field Trng Coord Elem Schs	EF
000881	Fin Acctg Clerk	NB
000406	Fin Aid Advisor	ED
000552	Fin Aid Advisor Sr	EE
001660	Fin Coord	EE
000094	Fin Dir Spec Prgms	EG
001362	Fin Mgr ICT	EG
001679	Fin Plng Analyst	EE
000639	Fin Sys Analyst	EH
001328	Fin Sys Supr	EG
001648	Fin Website Coord	NC
001147	Fire Equip Spclst	NC
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001681	Fitness Trng Coord	EC
001273	Foreman Controls Department	NE
001125	Foreman Mechanical Svcs	NE
001107	Foreman Renovation Svcs	NE
001123	Foreman S&C Water Plant	NE
000410	Forensic Autopsy Asst	NC
000601	Forensic Autopsy Coord	ED
001496	Gallery Dir	EF
001148	Gardener	NB
001081	General Maint Asst Foreman	NC
001115	General Maint Mechanic	NB
001117	General Maint Mechanic Helper	NA
000599	Genetics Counselor	EF
001579	Gift Admin Coord	EF
001419	GIS Tech Consult	EF
000483	GIS Techt	EE
001202	Grad Fellow	STD
001199	Grad Rsrch Asst	STD
001414	Grad Std Adv & Mktg Mgr - Temp	TMP
001201	Grad Svc Asst	STD
001200	Grad Tchg Asst	STD
001403	Grant Facilitator	EC
001514	Grants & Contracts Asst	ND
000257	Grants Mgmt Spclst	EF
000411	Graphic Designer I	EC
000806	Graphic Designer II	ED
000807	Graphic Designer III	EE
001287	Graphic Designer IV	EF
001041	Graphic Photo Techn	ND
001556	Gratis Faculty	OTH
001103	Grounds Equip Mechanic	NB
001149	Groundskeeper	NB
001151	Groundskeeper Foreman	ND
001152	Groundskeeper Lead	NB
000052	Haz Materials Mgr	EG
001003	Haz Materials Techn	ND
001330	Haz Materials Techn Sr	NE
000789	Head Coach	NGD
001342	Health Comm Spclst	ED
000687	Health Ed Spec Sr	EF
000347	Health Educ Spclst	ED
001530	Health Info Proj Coord	EE
001508	Health Info Proj Mgr	EF
000413	Health Physicist	EG
001666	Health Physicist Techt	EE
000615	Histotech Forensic Spclst	EB
000614	Histotech Spclst	ED
001247	House Staff	OTH
001647	HR Helpdesk Specialist	ND
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001599	HR Receptionist	NC
000827	HR Svc Ctr Asst	NC
001645	HR Sys Analyst	EH
000646	HR Sys Spclst	EF
001300	Hrsmt & Sexual Hrsmt Educ Ofcr	EH
001083	HVAC Foreman	NE
001084	HVAC Mechanic	ND
001082	HVAC Mechanic Apprentice	NB
000050	Industrial Hygiene Mgr	EH
000684	Industrial Hygiene Spclst	EF
001506	Info & Records Coord	EC
000732	Info & Records Mgr	EF
000734	Info & Records Supr	ED
000729	Info Mgmt Spclst	ED
000862	Info Processor	NB
000901	Info Processor Spclst	NC
000878	Info Processor Temp	TMP
001481	Info Sys Analyst	EF
001507	Info Sys Analyst Bursar	EG
001259	Info Sys Analyst Radiology	EF
001258	Info Sys Analyst Std Svcs	EF
001397	Info Sys Proj Mgr	EI
000276	Info Sys Speciaist IV	EE
000368	Info Tech Ops Ctr Supr	EF
000702	Instl Compl Audit Mgr	EH
001334	Instl Review Bd Coord	EE
000822	Instl Rsrch Analyst I	EE
001572	Instl Rsrch Analyst II	EF
001366	Instl Rsrch Spclst	EF
000660	Instructl Tech Consult	EE
000661	Instructl Tech Consult Sr	EF
000235	Instructor	FAC
000212	Instructor Term	FAC
000970	Instrument Technician Sr	NC
000594	Insurance & Billing Mgr	EF
001391	In-Svc Educator	EE
000808	Interior Designer	EB
000809	Interior Designer Sr	EE
001266	Internal Comm Spclst	ED
001076	Interviewer Temp	TMP
000674	Intl Prog Advisor	EE
000556	Intl Std Advisor	EE
000418	Intl Std Coord	EF
000355	Inventory Control Coord	EC
001168	Investigator	NE
001011	Lab Animal Techn	NA
001005	Lab Animal Techn Sr	NB
001006	Lab Animal Techt	NC
000967	Lab Asst	NA
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000969	Lab Asst Sr	NB
000968	Lab Asst Temp	TMP
001276	Lab Mgr	ED
001639	Lab Mgr Neurological Surgery	EF
001372	Lab Mgr Rsrch Eng Lutz MicroRm	EG
001476	Lab Rsrch Coord	ED
001352	Lab Rsrch Mgr	EG
000971	Lab Rsrch Techn I	NA
000972	Lab Rsrch Techn II	NB
000973	Lab Rsrch Techn III	NC
000975	Lab Rsrch Techn IV	ND
000409	Lab Stockroom Mgr	ED
001154	Labor Foreman	NC
000417	Labor Mgmt Spclst	ED
001155	Laborer	NA
001156	Laborer Temp	TMP
001064	LAN Sys Advisor	ND
001065	LAN Sys Advisor/Patrol Ofcr	ND
001492	Laser Dev Eng	EG
001400	Lead Dev Spclst	EC
000239	Lecturer	FAC
001742	Lecturer / Contract	FAC
000537	Legal Asst	EE
000658	Library Assoc	EE
001256	Library Asst	NC
000865	Library Asst IV	ND
000669	Library Info Spec	EE
001257	Library Spclst	ND
001255	Library Techn	NB
001169	Lieutenant	NE
001543	Lieutenant Techl Ops	NE
000314	Life Skills Coord	NGD
001735	Loan Repayment Spclst	ED
001100	Locksmith	NC
001631	LPN	NC
001129	Machinist Temp	TMP
001122	Maint Foreman	ND
000419	Major	EF
001160	Material Distribution Clerk	NB
000522	Material Inventory Ops Mgr	EE
001469	Math Decision Sci Prgm	EF
000986	Max Prosthetic Techn	NE
001717	Mechanical Sys Techn	NF
001157	Med Aide	NA
000990	Med Asst II	NA
001275	Med Asst III	NB
000988	Med Asst Lead	NC
000427	Med Editor	EE
000849	Med Office Asst	NB
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000991	Med Techn	NB
000429	Med Techt	EC
000493	Med Techt Sr	EE
000576	Media Consult Sr	EE
001741	Mgr IT Comm	EH
000375	Mgr Acad Liaison	EG
000277	Mgr Account Ops	EG
001724	Mgr Alumni Affs & Annual Givin	EF
001570	Mgr Clncl Rsrch Ctr	EG
001416	Mgr Comp Ops USI	EG
000031	Mgr Comp Projs	EG
000756	Mgr Conference Svcs	EF
001136	Mgr Credit Svcs	EE
001609	Mgr Crystallography Facility	EF
000137	Mgr Cytogenetic Lab	EH
001663	Mgr Disaster Recovery	EG
001272	Mgr Donor Rel Rsrch Media Mktg	EG
001607	Mgr Employ Svcs	EH
000046	Mgr Eye Bank	EF
001697	Mgr Facts	EG
000279	Mgr Foundation Acctg	EG
001578	Mgr General Acctg & Rptg	EG
001622	Mgr Genetics Unit	EG
001704	Mgr Grants & Contracts Acctg	EG
000019	Mgr Hazard Waste Worker Trng	EF
000100	Mgr HSC Grad Affs	EF
000325	Mgr Intl Dev Prgm	EF
001286	Mgr KICS Prgm	EF
001654	Mgr Lab Risk Asmt & Prvntn	EH
001723	Mgr Med Ofc	EG
000293	Mgr Mgmt Info Sys	EG
000374	Mgr Microcomputer Lab	EF
000637	Mgr Microcomputer Svcs	EG
000389	Mgr Mktg Svcs	EF
001662	Mgr Multi Disciplinary Clinic	EH
001655	Mgr of the Flow Cytometry Lab	EG
001665	Mgr Organizational Effectivene	EH
000103	Mgr Payroll	EH
001332	Mgr Peds Developmental Svcs	EH
000575	Mgr Phys Plant Staff Dev	EE
001351	Mgr Position Control	EG
000125	Mgr Postal Svcs	EE
000726	Mgr Prgms & Credit Svcs	EE
001698	Mgr Purchasing	EF
000051	Mgr Radiation Safety	EH
000728	Mgr Rapid Prototyping Ctr Ops	EH
000138	Mgr Renal Disease Lab	EF
001297	Mgr Rsrch Nrsg	EH
000530	Mgr Spec Procedures Lab	EG
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000278	Mgr Spon Prgms Endow & Gifts	EH
000135	Mgr Sppt Prgms	ADM
001595	Mgr Std Svcs SPHIS	EF
000136	Mgr Techl Svcs Spd	EF
001512	Microfabrication Scientist	ED
000758	Mktg Assoc	NGD
000759	Mktg Assoc Term	NGD
001078	Model Temp	TMP
001159	Motor Vehicle Operator	NB
001726	Multi Clinic Coord	EG
000934	Multimedia Techn I	NB
000935	Multimedia Techn II	NC
000947	Nephrology Nurse I	ND
000948	Nephrology Nurse II	NE
000949	Nephrology Nurse III	NF
001357	Nephrology Nurse Practitioner	EH
000494	Nephrology Nurse Spclst	EF
890494	Nephrology Nurse Spclst/FLSA	NF
001409	Network Analyst Sr	EH
000919	Network Svcs Techn I	NC
000920	Network Svcs Techn II	ND
000921	Network Svcs Techn III	NE
000482	Neurosciences Imaging Techt	EE
999999	New Position for Budget System	OTH
000422	NMR Facfts Mgr	EG
999800	NRA Non-Wages	OTH
000090	Nrsg Dir Nephrology	EH
001028	Nurse Anesthetist	NH
000144	Nurse Anesthetist Chief	EH
000444	Nurse Coord	EE
000442	Nurse Coord Sr	EF
001700	Nurse Coord Sr Temp	TMP
000433	Nurse Practitioner	EH
000434	Nurse Practitioner Term	TMP
890433	Nurse Practitioner/FLSA	NH
000430	Nurse Spclst	EE
000495	Nurse Spclst Sr	EF
000439	Nutritionist	ED
000496	Nutritionist Sr	EE
001680	Nutritionist-Temp	TMP
000667	Occupational Therapist	EF
000670	Occupational Therapist Senior	EG
000871	Online Records Cataloger II	NC
001427	OPB Appl Sys Analyst	EH
001030	Ophthalmic Clinic Supr	NC
001032	Ophthalmic Techn	ND
001252	Ops Ctr Spclst I	EC
001253	Ops Ctr Spclst II	ED
001059	Orthodontic Lab Techn	ND
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001484	Orthodontic Patient Coord	NC
001373	Overtime Lump Sum (B25)	TMP
001104	Painter	NB
001106	Painter Foreman	ND
001105	Painter Temp	TMP
001193	Parking Attendant	NA
001191	Parking Svc Ofcr	NB
000926	Patient Care Coord	NC
001541	Patient Simulation Techn	NB
001460	Patient Simulator Spclst	ED
001165	Patrol Ofcr	NC
001162	Patrol Ofcr Sr	ND
000443	Pediatrician	EI
001552	Pediatrics Adminv Mgr	EG
001629	Personnel Analyst Sr	EG
001692	Pharmacy Benefit Coord	EH
001055	Photographic Techn	NB
000668	Physical Security Coord	EF
000436	Physician Asst	EH
000703	Physician Placement Recruiter	EE
000692	Physician Placemt Coord	EG
001667	Physics Asst	EG
001017	Piano Techn	NE
000447	Placement Advisor	ED
001449	Planetarium Astronomy & Scienc	EE
001108	Plant Operator	ND
001163	Plant Operator Asst	NC
000521	Planrm Prgm Coord	EE
001450	Planrm Reservationist & G	ED
001503	Planrm Techl Coord	EG
000716	Plnng Analyst II	EF
000707	Plnng Analyst III	EG
001109	Plumber	ND
001309	Plumber Apprentice	NB
001111	Plumber Foreman	NE
000334	Pol & Budget Analyst I	EE
000333	Pol & Budget Analyst II	EF
000335	Pol & Budget Analyst III	EG
000768	Pollution Prvntn Coord	EF
000766	Pollution Prvntn Eng	EF
000767	Pollution Prvntn Spclst	EF
000769	Pollution Prvntn Trng Coord	EF
001467	Polysomnography Techt	EF
891467	Polysomnography Techt FLSA	NF
000820	Post Doctoral Fellow	OTH
001610	Post Doctoral Rsrch Assoc	OTH
001188	Postal Clerk	NA
001189	Postal Clerk Sr	NB
000179	Pres	ADM
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001198	Pres Emeritus	RET
001112	Press Operator	NC
001099	Press Operator Senior	ND
000894	Prgm Asst	NB
000875	Prgm Asst Sr	NC
000905	Prgm Asst Temp	TMP
000698	Prgm Coord	ED
000712	Prgm Coord CCC	EE
001558	Prgm Coord CEE	EE
000547	Prgm Coord Coop Edu Dev	EE
001389	Prgm Coord Ctr Violence Urban	EF
001632	Prgm Coord Psychoed Svcs WCEC	EF
001649	Prgm Coord SPHIS	EE
000699	Prgm Coord Sr	EE
001577	Prgm Coord Sr KICS	EE
001675	Prgm Coord Sr MC	NGD
890699	Prgm Coord Sr/FLSA	NE
000791	Prgm Coord Temp	TMP
001304	Prgm Coord WINGS	EE
001734	Prgm Dir	EH
001672	Prgm Dir -Cont & Prof Educ	EG
000895	Prgm Marketer UCCPE	NC
000623	Prgmr Analyst I	ED
000625	Prgmr Analyst II	EE
000626	Prgmr Analyst III	EF
000627	Prgmr Analyst IV	EG
000624	Prgmr Analyst Temp	TMP
001134	Printing Svcs Asst	NA
001581	Privacy Ofcr	ADM
001264	Prod Coord	ED
000585	Prod Coord Printing	EE
001356	Producer/Designer	EE
000449	Producer/Dir	EE
000223	Professor	FAC
001214	Professor Emerita	RET
001206	Professor Emeritus	RET
001203	Professor Retired	RET
000209	Professor Term	FAC
000683	Prog Coord Haz Mater Training	EE
000697	Program Coord Ophth Training	EE
000700	Program Manager	EG
000797	Proj Assoc	OTH
001080	Proj Asst Temp	TMP
000315	Proj Coord	EC
890315	Proj Coord/FLSA	NC
001404	Proj Dir PQE	EI
001413	Proj Mgr HIS	EH
001661	Proj Mgr Rsrch	EH
000927	Proj Nurse	NC
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000457	Proj Nurse Sr	EE
000459	Psychological Counselor	EF
001643	Psychological Therapist	EF
000499	Psychologist	EG
001000	Psychometrician	NB
001499	Psychometrician	NC
000341	Psychometrician Chief	EE
000464	Pub Info Ofcr III	EE
000898	Pub Safety Telecom Supr	ED
000859	Pub Safety Telecomm	NC
001451	Purchasing Sys Analyst	EF
000672	Quality Assurance Unit Mgr	EG
001305	Quality Data Coord	EE
001376	Radiology Physician Asst	EI
001010	Radiology Techn III	ND
001008	Radiology Techn Temp	TMP
001283	Rapid Prototype Eng	ED
000826	Receptionist	NA
001674	Recruitment Coord MC	NGD
001303	Registered Nurse	NF
000904	Registration Asst Temp	TMP
001233	Repayment Spclst	EC
000982	Respiratory Therapy Techn	NE
991010	Retiree	RET
001119	Roofer	NC
001120	Roofer Helper	NA
001568	Rsrc Tchg Professor	FAC
001020	Rsrch Asst	ND
001538	Rsrch Adminv Coord	EF
001602	Rsrch Adminv Sys Analyst	EG
000458	Rsrch Analyst	EC
000501	Rsrch Analyst Sr	ED
890501	Rsrch Analyst Sr/FLSA	ND
001699	Rsrch Analyst Temp	TMP
890458	Rsrch Analyst/FLSA	NC
000811	Rsrch Assoc	ED
001360	Rsrch Assoc ICT	EG
000810	Rsrch Assoc Sr	EE
890810	Rsrch Assoc Sr/FLSA	NE
890811	Rsrch Assoc/FLSA	ND
000974	Rsrch Asst Temp	TMP
000498	Rsrch Coord	EF
890498	Rsrch Coord/FLSA	NF
001341	Rsrch Editor	EE
000523	Rsrch Eng	EF
001559	Rsrch Eng BioEnging	EE
001486	Rsrch Eng Scientist	EG
000665	Rsrch Facilitator	EE
001260	Rsrch Fellow	OTH
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001462	Rsrch Grants Coord	EE
001511	Rsrch Immunologist	EE
001573	Rsrch Info Coord	EF
001501	Rsrch Integrity Spclst	EF
000175	Rsrch Mgr	EF
000592	Rsrch Mgr Clinic Nutr	EF
001465	Rsrch Mgr Sr Cancer Ctr	EF
001520	Rsrch Nurse	EF
001539	Rsrch Nurse Mgr	EF
001557	Rsrch Proj Eng CEE	EE
000544	Rsrch Proposal Ofcr I	EE
000573	Rsrch Proposal Ofcr II	EF
000477	Rsrch Publ Editor	EC
000754	Rsrch Rsrc Facfts Mgr	EG
000776	Rsrch Scientific Techt	OTH
000812	Rsrch Scientist	EF
890812	Rsrch Scientist/FLSA	NF
001571	Rsrch Techl Writer	EF
001473	Rsrch Techn Biogeochemistry	EE
000479	Rsrch Techt I	EB
890479	Rsrch Techt I/FLSA	NB
000481	Rsrch Techt II	ED
001701	Rsrch Techt II Temp	TMP
890481	Rsrch Techt II/FLSA	ND
000502	Rsrch Techt Sr	EE
890502	Rsrch Techt Sr/FLSA	NE
001671	SACS Coord	ADM
001018	Scenery Techn	NB
001458	Scientific Instr Spclst	EE
000879	Secretary I	NA
000888	Secretary II	NB
000880	Secretary Temp	TMP
001166	Security Ofcr	NA
001013	Security Ofcr Temp	TMP
001442	Sleep Techn	EC
000343	Social Worker Chief	EF
000507	Social Worker I	EC
890507	Social Worker I/FLSA	NC
000509	Social Worker II	ED
890509	Social Worker II/FLSA	ND
001459	Social Worker III	EE
001453	Space Utilization Coord	EF
000187	Spec Asst	ADM
000134	Spec Asst to VPBA for Info	ADM
001254	Spec Asst Mktg Rsrch Advtg	ADM
001282	Spec Proj Electronic Doc Coord	EE
000512	Speech Pathologist	EF
000505	Speech Pathologist Sr	EG
999500	Sponsored Account	OTH
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

001173	Sports Facility Supr	NB
000745	Sports Info Ofcr	NGD
000746	Sports Info Ofcr Term	NGD
001044	Sppt Svcs Asst	ND
001738	Sr Assoc	ADM
000037	Sr Assoc Dir	ADM
000931	Sr Bd Operator WUOL	NB
001284	Sr Fellow	OTH
001412	Sr Info Sys Auditor	EH
001542	Sr Instl Rsrch Analyst	EG
001495	Sr Pol & Budget Analyst	EG
001417	Sr Prgmr USI	EG
001418	Sr Prgmr Web Coord USI	EG
001318	Sr Proj Advisor Cmnty Prtnrs	EI
000673	Sr Res Fac Clinical Nutrition	EE
001348	Sr Rsrch Asst	ED
000664	Sr Rsrch Facilitator	EE
000039	Stadium Mgr	NGD
000629	Staff Archaeologist	EE
001715	Staff Consult	EG
000516	Staff Eng	EG
000720	Staff Grievance Ofcr	OTH
001002	Staff Interpreter/Captionist	ED
000657	Statistical Consult Sr	EF
001707	Std Advocate	EG
001196	Std Asst	STD
001604	Std Dev Spclst	ED
001677	Std Gov Assn (SGA) Officer	STD
001694	Std Orientation Staff	STD
001616	Std Tutor	STD
999902	SUPPLEMENTAL	TMP
001132	Supply Clerk Sr	NA
001021	Supply Techn	NC
001411	Supr Animal Husbandry	NE
000913	Supr Dialysis Clncl Engrng	EF
000539	Supr Neuro Surgery Lab	EF
000532	Supr Tissue Typing Lab	EE
000014	Supt Ath Fields & Grounds	NGD
000116	Supt Custodial Svcs	EE
000117	Supt Electrical Maint	EG
000118	Supt Grounds	EE
000121	Supt HSC Phys Plant Svcs	EG
000120	Supt Maint & Renovation	EF
000119	Supt Mechanical Svcs	EG
001016	Surgical Techn	NB
001128	Svc Mgr Fleet Garage	NC
999450	SVPR Research Access	OTH
001745	Sys Analyst Sr	EH
000619	Sys Prgmr	ED
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
 2007-08 Operating Budget

000620	Sys Prgmr II	EE
000621	Sys Prgmr III	EF
000622	Sys Prgmr IV	EG
001522	System Analyst	EG
000246	Teacher Temp	TMP
000634	Tech Consult I	EC
000635	Tech Consult II	ED
000636	Tech Consult III	EE
000641	Tech Consult IV	EG
000757	Tech Coord-Waste Reduction	EE
001385	Tech Dir Mass Spectrometry Lab	EF
001490	Tech Mgr	EH
000578	Tech Rsrch Svcs Coord	EE
001323	Tech Spclst	ED
001324	Tech Spclst Intermed	EE
001326	Tech Spclst Sr	EF
001367	Tech Spclst Temp	TMP
001079	Techn Temp	TMP
000892	TeleComm Operator	NA
000889	TeleComm Operator Sr	NB
000567	Television Eng Sr	EF
000848	Temporary Svcs	TMP
001339	Tour Coord	EC
001463	Transfer Credit Spclst	ED
000857	Tumor Registrar	NC
000245	Tutor	STD
001676	Undergrad Rsrch Asst	STD
000426	Unit Business Mgr	EE
000428	Unit Business Mgr Intermed	EF
000108	Unit Business Mgr Sr	EG
000107	Unit Business Mgr Temp	TMP
000603	Unit Fin Mgr	EF
000198	Univ Counsel	ADM
001170	Univ Fire Marshall	NE
001217	Univ Librarian Emerita	RET
001212	Univ Librarian Emeritus	RET
000164	Univ Provost	ADM
000145	Univ Registrar	ADM
000504	Urban Sys Rsrcher	EF
000506	Urban Sys Rsrcher Sr	EG
000909	Veterinary Assoc	NE
000392	Veterinary Rsrch Techt	EE
000185	Vice Dean	FAC
000180	Vice President	ADM
001429	Vice Provost Dvrsty & Equal Op	ADM
000933	Video Prod Spclst	NC
001355	Video Prod Spclst Sr	ND
000230	Visiting Assoc Professor	FAC
000234	Visiting Asst Professor	FAC
<u>Job Code</u>	<u>Description</u>	<u>Pay Grade</u>

Guidelines and Instructions
BASE BUDGET RECONCILIATION
2007-08 Operating Budget

000238	Visiting Instructor	FAC
000241	Visiting Lecturer	FAC
000226	Visiting Professor	FAC
000244	Visiting Scholar	OTH
001710	Visiting Scholar - Temp	OTH
001338	Visitor Info Mgr	EE
001211	VP Emeritus	RET
001353	VPF Application Sys Analyst	EI
000817	Web & Media Designer MC	NGD
001729	Web Developer	EE
001285	Website Consult	EB
000466	Website Coord	ED
001220	Widow Active	OTH
001219	Widow Retired	RET
001703	Writer in Residence	FAC
888805	XPAY	TMP