

DEFINITIONS

ABA – Annual Base Amount – the amount someone would be paid, based on their current compensation if they worked 12 months and were 1.0 **FTE**.

Account - Specific description of expenditure with numeric tracking , for example:

| | | | |
|-------|-------|-------------------------------|------------|
| 17600 | 17600 | LIBRARY BOOKS | LIB BOOKS |
| 17601 | 17601 | LIBRARY - SPECIAL COLLECTIONS | SPEC COLL |
| 17700 | 17710 | ACCUMULATED DEPRECIATION | ACCUM DEPR |
| 19998 | 19998 | BUDGET CHECKING SUSPENSE | BCM SUSPN |
| 19999 | 19999 | JOURNAL EDIT SUSPENSE | EDIT SUSPN |

Activity (non-research funds)- designated monies that a department has access to and a department can have several activities.

CIS –Campus Information System (CIS). Students, faculty, and staff can sign in once to access resources from Student Services (grades, schedules, registration, DARS) to Payroll, Human Resources, Financial Systems.

Chartfield – the numeric identification for a department in terms of allocating and tracking funding, payments, and other business processes. It consists of a Business Unit (BU), **Organization ID**, **Activity** or **Project**, and **Fund**.

Comp Rate – The amount that an employee is compensated.

D-JOBS - Employees are paid from monies that are either called **Activities** or **Projects**. An employee can be paid entirely from one **Activities** or **Project** or from many. In order to designate the **Distribution** (what **Activities** or **Project** pays what percent of an employee's salary) you must go to **D-JOBS** and complete the appropriate information for the employee. You must login to CIS and choose the Department Job Summary (D-JOBS) link.

Delivery Code – Also the Location Code. This is a numeric designation for a building. This is used for campus deliveries and orders.

Distribution – an employee can have several sources of monies (**Activities** or **Projects**) that cover his/her salary. For example, a professor may be paid from two different departments, an NIH grant, and gift from a donor. The distribution would identify what percentage of the salary is paid from which monies (**Activities** or **Projects**).

Employee ID – a numeric assigned identification that always starts with two leading zeros and designates each employee.

ePAF – the electronic process for personnel action forms.

F&A – Facilities and Administration costs that are figured into research expenditures

Fiscal Year – The 12 month period that budgets and payroll are based on. It is July 1st to June 30th of any given year.

FTE – Full Time Equivalent

Fund – these are the designated source of the funding for **Activities** and **Projects** – whether a gift, state appropriations, payment for services performed, etc.

FYSC – Fiscal Year Salary Change is an end of **Fiscal Year** process that each department must complete verifying each employee's salary, **FTE**, employment status, and **Distribution**.

KRONOS – the application for tracking employees pay periods and time worked.

Location Code – Also Delivery Code. This is the numeric designation for a building. This is used for campus deliveries and orders.

Org ID – the identifying number for a specific department.

PeopleSoft - a Human resource management systems (HRMS) and Student Administration software.

Project (research funds) - designated monies that a department has access to and a department can have several projects.

uNID – it is the **Employee ID** that starts with a u and one zero instead of the two leading zeros.

Example: **Employee ID** - 00111111 becomes uNID - u0111111