

Reason [Salary Administration]

Field Definition

The following table provides the definition for the Reason field on the Salary Administration screen under Salary Proposal and Proposal Components.

Field Name	Description
Reason	The reason the new or proposed salary change is being made.

List of Values

The following table provides definitions of the values for the Reason.

Value	Description
Across the Board	A specific percentage added to the base salary of a group of employees, under the approved salary plan.
Across the Board and Disc. Increase	An increase in salary due to both an across the board and discretionary increase being given on the same day, under the approved salary plan.
Across the Board and Equity	An increase in salary due to both an across-the-board increase under the approved salary plan and a salary increase resulting from an internal or external pay inequity being given on the same day.
Across the Board & In-Grade Promotion	An increase in salary due to both an across-the-board increase under the approved salary plan and a salary increase resulting from a promotion within the same pay grade being given on the same day.
Across the Board and Promotion	An increase in salary due to both an across-the-board increase under the approved salary plan and a salary increase resulting from a change of title to a higher pay grade being given on the same day.
Change in FTE	A change in salary resulting from an employee increase or decrease in scheduled work hours.
Correction	An entry made to correct an error on the salary administration screen.
Decrease: Temp Reassignment	A decrease in salary resulting from temporary reassignment. This may also be used when salary is reduced at the end of a temporary assignment.
Demotion	A decrease in salary resulting from a change of title to a lower grade.
Discretionary Increase	A salary increase for a specific employee based on performance, under the approved salary plan.
Equity	A salary increase resulting from an internal or external pay inequity.
In-Grade Promotion	An increase in salary resulting from a promotion within the same pay grade.
Increase: Temp Reassignment	A salary increase based on a temporary reassignment.
Job Reclassification	An increase or decrease in salary based on a job review resulting in a title change.
New Hire	Starting salary for a new employee.
Promotion	An increase in salary due to a change of title to a higher pay grade.
Reactivation/Extension	A salary change at the time of extension or reactivation of assignment.

Transfer Adjustment	A change in salary due to a transfer to another position.
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