

Appendix C

Public Act 96-266 Instructions for Data Submission

Public Act 96-266, effective January 1, 2010, requires that the board of trustees of each public university and community college report to the Illinois Board of Higher Education (IBHE) the base salary and benefits of the president and all administrators, faculty members, and instructors employed by the college or university.

Reporting Period: The report must be submitted to the Illinois Board of Higher Education by July 1 using data from the concluding fiscal year (e.g., report by July 1, 2011, for the period of July 1, 2010, through June 30, 2011). Institutions will have a two-week reporting window in which to submit data (June 16 – June 30). Please report all salary and benefit payments known to accrue through June 30.

Covered Employees: According to P.A. 96-266, salary and benefits information must be reported for the president and all administrators, faculty members, and instructors employed by the public university. Such information should be reported for any staff member who falls into a covered category at any time during the fiscal year.

For the purpose of reporting, administrators include chancellors, vice presidents, vice chancellors, senior officers, and directors classified as administrative/professional staff. Faculty members should include all professorial faculty ranks (tenured and non-tenured). Instructors include lecturers, instructors, and all other non-tenure track faculty including adjunct faculty. Graduate assistants should not be reported.

In cases where an employee falls into two or more classifications (e.g., administrator with a faculty appointment) the employee's total salary paid will be reported under the classification to which over 50 percent of the employee's time is devoted. In cases where an employee holds a civil service or administrative/professional staff position that does not require reporting under Public Act 96-266 and the employee also has an appointment as an instructor or a non-tenure track faculty member, only the portion of the individual's salary related to the instructor or non-tenure track faculty assignment will be reported.

Identification of Employees: Report all employees by first, middle (name or initial), and last name. No other employee identification information (i.e. social security numbers) is required.

Position Code: Report the numeric position code for all covered employees; refer to Appendix B for a listing of position codes. Assistant and Associate Vice Presidents and Chancellors will be classified as senior officers.

Position Title: Report individual position titles for all covered employees.

Base Salary: Base salaries for the university president and all administrators, faculty, and instructors should cover the entire fiscal year. For example, the report due July 1, 2011, should include any staff members falling within a covered category from July 1, 2010 through June 30, 2011. Enter the dollar amount of base salary for all positions combined. Salary information must be reported for all funds, including state appropriations, income funds, and non-appropriated grants and contracts. The base salary reported will be the contracted amount for each employee.

Other Compensation: Report dollar amount of compensation provided for overload courses or for work done in addition to employee's contracted base salary.

FTE (full-time equivalent): For each cover employee indicate whether the individual worked: a) full-time or b) part-time.

Bonuses: Report the total dollar amount of bonuses paid, if applicable, to each covered employee.

Annuities: Report the total cash value of employer-provided qualified and nonqualified annuities, if applicable, for each covered employee. Data should reflect any contributions paid directly to a third-party financial instrument as well as payments made to an individual to invest in an annuity on his or her own.

Retirement Enhancements: Report the total cash value of employer-provided retirement enhancements, if applicable, for each covered employee. Retirement enhancements include contributions made by the employer on behalf of the employee beyond the employer's regular contribution – e.g., report the value of contributions if a contract requires the institution to pay an individual's contribution to the State Universities Retirement System along with the employer's contribution.

Tuition Waivers: Report the total dollar value for tuition and fee waivers provided to any covered employee or his/her spouse or dependents.

Other Benefits: Report the total cash value of other benefits provided by the employer. Report only goods or services not used exclusively for employment purposes. Examples of other benefits include hardware provided to employees for use that the employee may keep upon termination of employment (cell phone, laptop computer, etc); reimbursement for service plan for cell phone if the university pays the entire plan, including personal use; a stipend for discretionary use during travel; and housing or car allowance.

Vacation Days: Enter the number of vacation days awarded during the fiscal year. Do not report the number of vacation days taken.

Sick Days: Enter the number of sick days awarded during the fiscal year. Do not report of the number of sick days taken. Any sick days awarded pursuant to the Family Medical Leave Act (FMLA) should be excluded.

PA 96-266 Data Submission Layout

Field ID	Column	Data Type	Description	Valid Entries	Notes
FICE	1	AN	Institution Fice Code.	Refer to Appendix A, Institutions FICE Codes	Mandatory
Last Name	2	AN	Enter Legal Last Name.		Mandatory
First Name	3	AN	Enter Legal First Name.		Mandatory
Middle Name	4	AN	Enter Legal Middle Name.		Mandatory
Position Code	5	N	Select Position Code.	Refer to Appendix B, Position Titles	Mandatory
Title	6	AN	The Title of main position.	No more than 75 characters	Mandatory
Base Salary	7	N	Enter dollar amount of base salary for all position combined.		Mandatory
Other Compensation	8	N	Enter dollar value of compensation for overload teaching or other work done in addition to base salary.		Mandatory
FTE (full-time equivalent)	9	N	Enter FTE for all positions.	Value of 0.5 or less reported has part time; values greater than 0.5 to 1.0 reported at full-time.	Mandatory
Bonuses	10	N	Enter dollar value.		Mandatory
Annuities	11	N	Enter dollar value of employee provided qualified and nonqualified annuities.		Mandatory
Retirement Enhancements	12	N	Enter dollar value of employee provided retirement enhancements.		Mandatory
Tuition Waivers	13	N	Enter dollar value.		Mandatory
Other Benefits	14	N	Enter dollar value of other benefits provided by employer.		Mandatory
Vacation Days	15	N	Enter number of days awarded this academic year.		Mandatory
Sick Days	16	N	Enter number of days awarded this academic year.		Mandatory

AN: Alphanumeric.

N: Numeric data include decimals.

APPENDIX A: FICE Codes

Institution

FICE

Codes:

FICE	INSTITUTION NAME
001694	Chicago State University
001674	Eastern Illinois University
009145	Governors State University
001692	Illinois State University
001693	Northeastern Illinois University
001737	Northern Illinois University
001758	Southern Illinois University Carbondale
001759	Southern Illinois University Edwardsville
301758	Southern Illinois University School of Medicine
308237	Southern Illinois University System Office
001776	University of Illinois at Chicago
001775	University of Illinois at Urbana/Champaign
009333	University of Illinois Springfield
408001	University of Illinois - Univ. Administration
001780	Western Illinois University

APPENDIX B: Position Codes

	ID	Position Title
President	1	President
	2	Chancellor
	3	Vice President
Adminsitator	4	Vice Chancellor
	5	Senior Officer
	6	Unit Director
	7	Other Administrator
Faculty	8	Professor
	9	Associate Professor
	10	Assistant Professor
Instructor	11	Instructor
	12	Lecturer
	13	No Rank