

**GL Account
Changes
for
Faculty and Instructional Staff**

GL's currently in use...

Tenure Track Faculty

601300 – Instruction

603000 – Administrative effort as
Chair

603100 – Other administrative effort,
e.g. DGS or DUS

Regular Rank Faculty

601500 – Instruction

**600100 – Administrative effort as
Chair, DGS, or DUS**

Non-Regular Rank Faculty

601500 – Instruction

**600100 – Administrative effort as
DGS, , DUS, Program
Director, etc**

Reason for revision

- Regular Rank Faculty expense mingled with Non-Regular Rank Faculty expense.
- No way to capture total expense associated with each instructional group.

Tenure Track Faculty

No change

601300 – Instruction

603000 – Administrative effort as
Chair

603100 – Other administrative effort,
e.g. DGS or DUS

Regular Rank Faculty

601500 – Instruction – no change

602300 – Administrative effort as
Chair, DGS, or DUS

Non-Regular Rank Faculty

602500 – Instruction

602400 – Administrative effort as
Chair, DGS, or DUS

What about 600100?

- 600100 – Administrative effort for **exempt** staff exclusively supporting instruction.

Instructional GL's

- **601300 – Tenure/tenure track faculty**
- **601500 – Regular rank faculty**
- **602500 – Non-Regular rank faculty**

Administrative GL's

- **603000 – Tenure/tenure track Chair**
- **603100 – Tenure/tenure track
DGS or DUS**
- **602300 – Regular rank Chair, DGS, or
DUS**
- **602400 – Non-regular rank administrator**

What should you do?

- **Initiate cost distributions retroactive to July 1, 2009**
 - **Regular rank faculty – change administrative effort from 600100 to 602300**
 - **Non-regular rank faculty – change instructional effort from 601500 to 602500**
 - **Non-regular rank faculty - change administrative effort from 600100 to 602400**

When should you act?

- Now!

- Before the end of the fiscal year

Check your actions

- Review individual records in iForms
 - Confirm that Cost Object and GL are correct
 - Check SAP reports to ensure that expenses transferred as expected

Questions?