

## 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

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Institution

FICE

Codes:

<b>FICE</b>	<b>INSTITUTION NAME</b>
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

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

## 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, 2013, for the period of July 1, 2012, through June 30, 2013). 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 who have managerial responsibility for departments. Associate/assistant vice presidents should be reported in the vice presidents category. Association/assistant chancellors should be reported in the vice chancellors category. 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.

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.

Position Title: Reporting individual position titles is optional, but may provide useful context to persons searching salary and benefit records.

Base Salary: Base salaries paid to the university president and all administrators, faculty, and instructors should cover the entire fiscal year. For example, the report due July 1, 2013, should include any staff members falling within a covered category from July 1,

2012 through June 30, 2013. Enter dollar amount of base salary for all positions combined. Salary information must be reported for all funds paid by the university including state appropriations, income funds, and non-appropriated grants and contracts. The base salary reported will be the contracted amount for each employee.

If an individual receives a promotion, the employee's contracted salary paid will be reported under the classification to which the individual is employed at the end of the fiscal year.

Overload 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): Enter FTE over the course of fiscal year for all positions combined. FTE should be calculated as the total number of hours work through the concluding fiscal year divided by the number of hours in a full-time schedule through the concluding fiscal year. Consider the total number of hours worked during the fiscal year as equivalent to 1 FTE even if the period is less than 12 months if an employee is working pursuant to a contract regarded as full-time. An employee working in excess of a full-time contract would be counted as more than 1 FTE. The FTE should be determined by how many hours the employee worked in relation to the number of hours in the normal full-time contract.

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.