

Raise Sheet Definitions Quick Reference Guide

The Raise Sheet Report is now available in the UGA Budget Management System. This document provides you with a quick reference guide of definitions for terms required to comprehend each field and interpret each value presented in the Raise Sheets.

Terms	Definitions
Job Code and Title	The official job code and title of the position
Position Full Time Equivalent	The FTE of the position
Fiscal Year 2019 Base Salary	The salary that was the starting point for the Budget Planning and Salary Setting (BPSS) <ul style="list-style-type: none">• Equals the HCM Base Compensation less the administrative supplement amount
Salary Adjustments	Includes changes related to a minimum hiring rate increase, faculty promotion, and other non-merit salary changes <ul style="list-style-type: none">• This line will not be displayed on the Raise Sheet if there is no salary adjustment for the employee.
Merit Amount	The dollar amount of the merit increase received for the position <ul style="list-style-type: none">• Base salary increases by this amount for the next fiscal year.
Fiscal Year 2020 Salary	The FY19 Salary plus any salary adjustments plus the merit increase amount <ul style="list-style-type: none">• This is the starting salary for the next fiscal year.
Administrative Supplemental Pay	The amount budgeted for supplements <ul style="list-style-type: none">• This budgets the amount for the employee.• This line will not be displayed on the Raise Sheet if there is no supplemental pay for the employee.
Total Fiscal Year 2020 Compensation	The total anticipated compensation for the next fiscal year
Merit %	This is the percent increase for merit given during BPSS.
Merit Range	The percentage range that an employee was eligible to receive for merit during the latest BPSS cycle

For more information:

- View the training materials for [Budget Planning and Salary Setting](#) course in the OneSource Training Library at training.onesource.uga.edu.
- For additional assistance, contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.