

# Guidance Choosing an Employee Job Record for Academic Activities Reporting (AAR)

## Overview

Below are examples that can be used to help with the decision of what is the right employee job record to choose when assigning a course:

### Example One

The employee has two record numbers (Job Record Number 0 and Job Record Number 1). One of them is the College of Medicine's AEF Funding.

You will choose the state funded line to assign the course to, not the AEF funded row.

### Example Two

The employee has two record numbers (Job Record Number 0 and Job Record Number 1).

- The job records are in two different departments, for example, Job Record Number 0, works for Pathology Department 29080000 and Job Record Number 1 works for Neuroscience Department 29020000.
- The employee is being paid to teach the Neuroscience course through their primary department with Pathology.
- The employee is not receiving any lump sum payments for the course through Neuroscience, it is not an off-book course, and the employee is expected to teach the course as part of his **Institutional Base Salary (IBS)** with Pathology.

You would then assign the course to his primary job appointment with Pathology (Job Apt 0) even though Neuroscience "owns" the course.

### Example Three

The employee has two record numbers (Job Record Number 0 and Job Record Number 1).

- The job records are in two different departments, for example, Job Record Number 0, works for Molecular Genetics Department 29060000 and Job Record Number 1 works for Ophthalmology Department 29150000.
- The employee is being paid to teach a special course in the Ophthalmology department that is outside her normal job duties of the home department Molecular Genetics.

In this case, you would choose the job record number for the department that "owns" the course.

### Example Four

The employee has two record numbers (Job Record Number 0 and Job Record Number 1).

- The job records are in two different departments, for example, Job Record Number 0, works for IFAS Microbiology Department 60100000 and Job Record Number 1 works for History Department 16280000.

- The employee is being paid by lump sum payment to teach a special course in the history department that is outside his normal job duties of the IFAS Microbiology Department, or is an off-book course with Microbiology.

In this case, you would choose the job record number for the department that “owns” the course.

### Example Five

The employee has two record numbers (Job Record Number 0 and Job Record Number 1).

- The job records are in the same department, for example, Job Record Number 0, works for Department of Business Economics 17050000 and Job Record Number 1 works for the same Department of Business Economics 17050000, but is a courtesy appointment.
- Job Record Number 0 is the employee’s normal assigned duties for the Department that is within the employee’s IBS for that department.
- Job Record Number 1 was created because the employee decided to teach outside her normal job duties for an off-book course for which she is receiving a lump sum payment.

The courses that are assigned to be taught by the employee’s Department Chair that are a part of the employee’s IBS should be assigned to Job Record Number 0, and the lump sum off-book course is outside the employee’s IBS and should be assigned to Job Record Number 1.

### Example Six

The employee has two record numbers (Job Record Number 0 and Job Record Number 1).

- This is a 9-month faculty member.
- Job Record 0 is their Fall/Spring Appointment and Job Record 1 is their Summer Appointment.

If the course is being taught during Fall/Spring then you would assign the course to Job Record 0. If the course is being taught during summer you would assign to Job Record 1.

## Definitions

### Institutional Base Salary (IBS)

The annual compensation paid by the University of Florida for an employee’s appointment, whether that individual’s time is spent on research, teaching, patient care, or other activities. By definition, an individual’s total University effort must equal 100% – never more or less – regardless of the number of hours worked or the appointment percent. For the purposes of determining Institutional Base Salary for compliance with 2 CFR 200, not all activities undertaken in an individual’s professional capacity are included in activities compensated by IBS.

## Revision History

11/20/2018: updated format

## Resources

[Academic Activity Reporting Contact List](#)

[Cost Transfers Involving Sponsored Projects Directives and Procedures](#)

[Effort Coordinator Contact List](#)

[Effort Report Flow – How Does the Effort Report Receive Information?](#)

[Effort Reporting Activity Categories](#)

[Effort Term Dates](#)

[Effort Term Deadlines](#)

[Glossary](#)

[Over the Salary Cap Sponsor List](#)

[The Top 10 Things You Should Know About Effort](#)

## **Toolkits**

[Certifying the Effort of Students and Staff](#)

[Certifying Your Effort](#)

[Entering and Submitting Effort](#)

[Requesting a Proxy Approval Role](#)

[Resolving Discrepancies in Effort Certification](#)

## **Contacts**

Cost Analysis: 392-5778