

SALARY DATA FOR FULL-TIME PERSONNEL AND
SELECTED ADMINISTRATORS
Current Academic Year

INSTRUCTIONS

The ATS Salary form surveys the contract salary and benefits for certain administrative and all full-time faculty positions. The form Personnel Data for Full-Time Faculty and Selected Administrators must be completed prior to completing the Salary data; Salary records are created based on the Personnel Data form.

Please note that, as is the case for the Personnel form, it is not necessary to include all staff members. Faculty should be limited to those teaching at least half time (with an exception for those on a paid sabbatical) and administrators should be limited to senior positions. A full list of those positions is included with the instructions for the Personnel Data for Full-Time Faculty and Selected Administrators form.

As in the past, ATS will continue to maintain the confidentiality of individual salary data. The data will be stored anonymously, and only aggregate sets that contain two or more data elements will be released.

Report only whole numbers. Round all figures to the nearest dollar.

Salary Override: Check this box if the individual's salary is paid by another entity (for example, the university proper as opposed to the theological school).

Contract Salary: Enter the dollar amount of the current contract salary as of the fall reporting date. Separate thousands with a comma or space. Include those on sabbatical leave, entering what salary and other remuneration would be given on a full-year basis (i.e., what the individual would receive if not on leave). List this as salary and not as a benefit. Exclude remuneration beyond the base contract salary for services rendered for overload teaching or administrative responsibilities. ATS is surveying base salaries plus fringe benefits. Compensation for additional responsibilities is to be excluded.

Contributed Services: (This applies primarily to Roman Catholic institutions.) Enter the dollar amount of the value of contributed services. The value of such services should be determined by relating the contract salary of the individual to equivalent salaries and wages for similarly ranked personnel at the same or similar schools. If a faculty member teaches full time at a reduced contract salary, an amount comparable to the reduction should be reported as contributed services so that the total salary is equivalent to similarly ranked personnel.

Housing: Enter the dollar amount paid for housing if this figure is in addition to the contract salary. **Do not** report the amount of the total salary that is designated as "housing allowance" for U.S. tax purposes for eligible (ordained) employees. Include this amount as part of the total Contract Salary in field (H). If a house itself is provided, a fair estimate of equivalent rent should be entered. Housing should be expressed in dollar values, not as a percentage of salary contract. Housing value does NOT refer to the portion of salary that is nonreportable for tax purposes. If room and board are provided, include their value as a dollar amount.

Added Benefits: Enter the dollar amount of all added benefits except pension. Added Benefits consist of such items as an automobile furnished by the institution for personal use of the administrator, health and life insurance programs, and all other benefits that are paid by the institution. Do not include in Added Benefits compensation for services rendered for overload teaching or administrative responsibilities. Do not include remuneration for which there is no contract obligation. Do not include entertainment or travel reimbursement of officially incurred expenses.

Pension: Enter the dollar amount of the *institution's* contribution to pension programs, including social security/social insurance. Do *not* include the *individual's* contributions to social security or to pensions by salary reduction.

TOTAL H–L: The total compensation automatically computes fields H through L.

ARF PROGRAM NOTES

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

Totals: Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms' totals or totals on previous pages.

Decimals: Most fields on ATS forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the “Export” icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

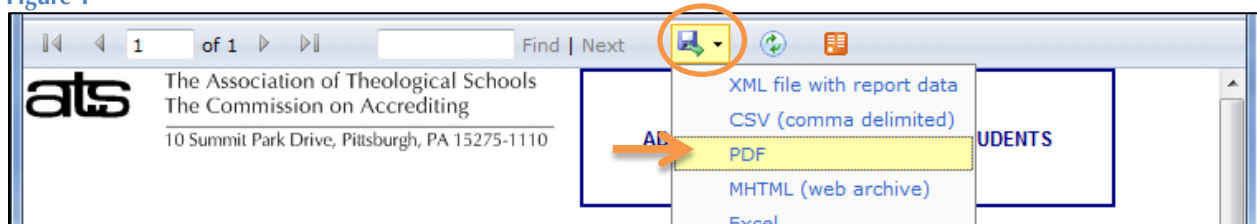


Figure 2

