

## Instructions for Administrator's Compensation Survey

In accordance with ACA 6-63-316, the institutions of higher education are required to report all administrators who earn a salary of \$100,000 or more. For these purposes, "administrator" means an employee included as executive, administrative, or managerial on the IPEDS/EEO-6 reports.

A detailed definition of executive, administrative, and managerial can be found on the [IPEDS website](#).

**Include positions whose primary role is administration and not primarily instruction.**

**For the purposes of this survey, coaches should be included.**

**EMPLOYEES SHOULD BE LISTED BY SALARY BEGINNING WITH THE HIGHEST PAID ON THE FIRST SHEET ON THE TEMPLATE.**

Include the source of funding for all line #'s where dollar amounts are entered. **IF "PRIVATE FUNDS" ARE ENTERED, A SOURCE OF PRIVATE FUNDS MUST ALSO BE PROVIDED. USE THE MEMO FIELD FOR ANY ADDITIONAL NOTES.**

Line #:

1. Fiscal Year Reporting (**MUST BE ENTERED AS 2023**)
2. Institution Fice Code - **ONLY CODES LISTED IN THE LINKED DOCUMENT WILL BE ACCEPTED**  
([Institutional Fice Codes & Abbreviations](#))
3. Institution Abbreviation - **ONLY ABBREVIATIONS LISTED IN THE LINKED DOCUMENT WILL BE ACCEPTED**  
([Institutional Fice Codes & Abbreviations](#))
4. Employee College ID (generated by local institution) - **MUST BE UNIQUE FOR EACH EMPLOYEE**
5. Employee First Name
6. Employee Last Name
7. Employee title as it appears in the 2023 fiscal year appropriation act
8. Enter the amount of base salary budgeted up to the line-item maximum
9. Enter the amount of base salary budgeted in excess of the line-item maximum up to 25% above the maximum paid from public funds
10. <UAMS only> Enter the amount of base salary paid by the Professional Income Allowance authorized by ACT 294, Section 28
11. Enter any amount of base salary paid from private funds or foundations
12. Total base salary will be calculated automatically

**This section is used to report benefits that all full-time employees receive:**

13. Enter Retirement Match

14. Enter Health Insurance
15. Enter Life Insurance
16. Enter Social Security Match
17. Enter Unemployment Insurance
18. Enter Long-Term Disability Insurance

**This section is used to report special benefits that are not received by all employees:**

19. Enter the amount that was taxable to the president for personal use of the vehicle or the allowance.
20. Use the insured value of home divided by 25 years and multiply that value by the percent of the total square footage that is represented by the non-public areas of the home, **or** give the housing allowance provided.
21. Enter amount of deferred compensation which has actually been paid during the fiscal year.
22. Amount of annual bonus paid or is expected to be paid in the current fiscal year that is not based on meeting certain goals.
23. Amount of bonuses paid or is expected to be paid in the current fiscal year because goals or objectives were met.
24. Amount of Career Service Recognition paid to employee.
25. Enter any amount for life insurance above the standard amount available to all employees.
26. Enter amount paid for memberships to any clubs or organizations.
27. Enter any other compensation paid for moving allowance.
28. Enter any other compensation paid as a stipend.
29. Enter any other compensation paid for an athletic tournament appearance.
30. Enter any other compensation paid as an incentive bonus.
31. Enter any other compensation paid for a teaching overload.
32. Enter any other compensation paid as taxable athletic tickets.
33. Enter any other compensation paid as taxable sponsored apparel.
34. Enter any other compensation paid for television/radio shows.
35. Enter any other compensation paid as an electronics allowance.
36. Enter any other compensation paid as an entertainment expense.
37. Enter any other compensation paid as taxable health benefits.
38. Enter any other compensation, may include dependent tuition benefits in excess of employee policy, annual budget for expense account paid by the institution, etc. Do not include cell phone costs.
39. Enter any other compensation, may include dependent tuition benefits in excess of employee policy, annual budget for expense account paid by the institution, etc. Do not include cell phone costs.
40. Enter any other compensation, may include dependent tuition benefits in excess of employee policy, annual budget for expense account paid by the institution, etc. Do not include cell phone costs.
41. Total compensation will be calculated automatically.
42. Deferred Compensation accumulated but not paid.

**DO NOT ALTER THE FORMAT OF THE TEMPLATE OR DELETE ANY FORMULAS. IF ADDITIONAL SHEETS ARE NEEDED, PLEASE MAKE A COPY OF AN EXISTING SHEET BY RIGHT-CLICKING THE SHEET, SELECTING “MOVE OR COPY”, AND CREATE A COPY.**

**THE DEADLINE TO SUBMIT THIS FORM IS JUNE 30<sup>th</sup>. Please email your completed surveys to Sarah Rogers at [Sarah.Cox@adhe.edu](mailto:Sarah.Cox@adhe.edu)**