

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

August 18, 2014

Anne Millerbernd
Staff Reporter
The Minnesota Daily

Re: FOIA #14-539

Dear Ms. Millerbernd:

I write to respond to your Freedom of Information request of August 11, 2014, and received in my office on that date, in which you requested:

“...access to and copies of all University of Illinois employees’ salary data for FY 2006 and FY 2013. I’m requesting the data to be organized by first and last name, job code, job code description, position type, position type description, campus type, college type and hiring date. I am requesting the salary data to include regular, overtime and all other earnings.”

University salary data is available for 2006 and 2013. As was discussed with Melanie Kuehn in my office in an August 13 phone call, these records are not comparable. The URL to a secure website from which these records may be downloaded will be provided to you separately.

These are public documents which would, if printed, number 4,524 pages.

Beginning with the 2012-2013 academic year, the University made its Academic employee (Grey Book) data along with payroll information for classified staff available in an Excel spreadsheet. The University plans on updating this spreadsheet in subsequent academic years after the Grey Book is adopted by the Board of Trustees at their September meeting. Prior to this, reports were run using a variety of snapshot dates, calculations, and report columns.

The provided 2006 report was run after the close of the fiscal year, which runs from July 1 to June 30. This report contains both classified and academic staff. Unlike the 2013 report, it does not include staff at the Illinois State Survey offices.

This report includes the employee name, hire date, campus, college, job title, and salary. Not available are the job code, job code description, position type, or position type description. Please note that salary data may not be comparable to regular, overtime or other earnings.

The provided 2013 reports were produced following the meeting of the Board of Trustees at which the Academic Administrative Appointments book, or “Grey Book”, is approved. This data reflects the academic year, which runs from August 15, 2012, to August 14, 2013. In these reports, staff who are included in the Grey Book are reported separately from non-Grey Book staff.

Office for University Relations

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Grey book data includes the college name and code, department and organization name, employee name, job title, tenure, FTE status, and salary. Not available are the gross earnings, hire date, job code, job code description, position type or position type description. Please note that salary data is not comparable to earnings.

The Grey Book is available in PDF format at <http://www.uillinois.edu/trustees/grey-book.cfm>, and an Excel version of the Grey Book is being provided to you at the secure website referenced above. Details and information regarding the employee data contained therein are included with that record.

Similar records for non-Grey Book employees have been created in Excel format. These employees include civil service staff as well as academic professional staff and faculty who did not appear in the Grey Book. Reasons for exclusion from the Grey Book are varied but may include being classified as civil service, alternate source of position funding, or non-standard appointment calendars.

The non-Grey Book report defines the campus by the COA, or Chart of Accounts, which maps to a campus. Chart 1 is the Urbana-Champaign campus, chart 2 is the Chicago campus, chart 4 is the Springfield campus, and chart 9 is University Administration. The reports also include the college name, department code and name, organization name, employee name, job title, FTE, salary, and hourly rate. These reports do not include job code, job code description, position type, position type description, or hiring date. Please note that salary data is not comparable to earnings.

These non-Grey Book reports are snapshots of data taken in September, 2012. Details on the types of data included in the non-Grey Book report follow in bold. We ask that this bolded section be included as an explanatory note should this data be republished.

This report excludes:

- **Employees or jobs with the following classifications: extra help, graduate assistant, pre-doctoral fellow, academic/grad hourly, summer appointment, medical resident, student, retiree, or unpaid.**
- **Jobs classified as cell phone stipend, deferred pay, lump sum, one time pay, sabbatical supplement, temporary assignments, or vacation payout.**

The records are separated by chart of account, which means that some employees may appear on more than one campus.

Civil Service Non-Exempt annualized wages are included; however, employees are paid on an hourly basis for actual hours worked. Annualized wages are calculated based on the specifics of individual contracts.

Actual amounts paid and annual amount earned may be affected by real events throughout the year. Examples of real events may include mid-year promotions, lateral transfers, unpaid leaves, or position changes.

These data are as comparable to the so-called Grey Book as is possible given the difference in policies and practices between employee types. The 2013-2014 Grey Book, reflecting academic year information, is available online at <http://www.uillinois.edu/trustees/grey-book.cfm>

As the Excel file type allows for editing of the included data, we ask that prior to opening the files you accept responsibility for accurate dissemination of this information and agree that no manipulation of the file that results in falsification of the information will occur.

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at 217-782-1396, by email to publicaccess@atg.state.il.us, or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy
Executive Director
and Chief Records Officer