When making budget entries into the Additional Adjustments Page (AAP) of the CAT, please make sure to follow the guidelines listed below:

In the top section of AAP screen include all:

- **Vacant** and **Grad Assistant group positions** that must be entered by job code
  - ✓ Contact HR for a vacant position job code if you don’t have one
  - ✓ Make sure to include a brief description

In the bottom section of the AAP screen include all:

- **Budget adjustments** – includes lump sums, deduct entries, etc.
  - ✓ Make sure to select the appropriate “ADJ TYPE” and include a brief description
  - ✓ For the following types of adjustments please begin your description with:
    - “**Additional Staff**” (provide any additional comments if needed)
    - “**Additional Instruction**” (use if this entry is for ad hoc instruction)
    - “**Student Help**” (provide any additional comments if needed)
    - “**Deduct**” (required to include a brief description for all deduct entries)

- **IMPORTANT NOTE**: Required deduct entries related to merit:
  - ✓ For every department in your division(s),
    - you’ll need to enter a deduct entry equivalent to 25% of the full merit budgeted (this will adjust your budget to the effective merit increase that will be funded for 2018-19) and
    - include a description of “**FY19 pay plan phase-in**”
  - ✓ In your B98 (unit-wide) department, you’ll need to enter a deduct entry to balance your total divisional merit to your pay plan funding allocation