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 Graduate 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)