

## 2009-10 Annual Salary Planning for Full-time Faculty and Staff Instructions for Completing the Salary Planning Spreadsheet

<b>Contact Information</b>	Guidance regarding performance appraisals and salary planning will be provided as follows:
<b>Staff Performance Appraisal</b> 1. Policy and Process 2. Performance Mgmt Training 3. Performance Improvement and Progressive Discipline	Julie Nuter, Human Resources x28086 Mary McGuiness x27183 Donna Washington x28506
<b>Staff Salary Planning Consolidation</b>	Joyce Bracker, Human Resources, x27557 Rosa Perez x27513
<b>Faculty/Staff Salary Planning</b>	Kelly Johnson, all areas rolling up to the Provost, x25067
<b>Salary Planning Unit Representatives (Unit Rep)</b>	Kelly Johnson, all areas rolling up to the Provost, x25067 Mark Titzer, all areas rolling up to the EVP, x28053 Eric Nelson, all areas rolling up to the President, x27140
<b>Budgets &amp; Operational Reporting (BOR) Input</b>	Kristin Finlay, Budgets & Operational Reporting, x25611

### Overall Purpose

The annual salary planning process for full-time faculty and staff allows vice presidents and deans to allocate their salary increase budget dollars among eligible full-time faculty and staff employees. This process runs concurrently with the staff annual performance review process.

The annual salary planning process focuses on one element of compensation – the increase to annual base salaries (for staff) and annual contract salaries (for faculty). No other forms of compensation are executed through this process.

The Salary Planning Spreadsheet is used to collect salary increase recommendations for all eligible full-time staff and faculty members. All Salaries shown in the spreadsheets include adjustments that have been processed as of 4/6/09.

These instructions focus on helping you use the salary planning spreadsheet. All eligible salary increase Employee (EE ) Classes and Acct Codes included in the spreadsheet are shown below: See section F for handling of other eligible salary increases.

#### A. Employee Classifications that may be eligible for increases

##### 1. Full-time Active Faculty

EE Class	Acct Code
Faculty - FT	501000
Faculty - Dean	501080

##### 2. Full-time Active Staff

EE Class	Acct Code
Executive	501280
Professional	501400
Clerical	501500
Public Safety Officers	501760

3. **Employees with Salary Expense Shared by More than One Department—partially or split funded employees** will be listed in the primary department indicated on the employee's HR record. Enter the % Increase on the spreadsheet and complete the "Other Funding Section" at the bottom of the Salary Planning Spreadsheet to account for the variance. Please contact Kristin Finlay x25611 with any questions.

4. **Use of known Unallocated Salary Dollars from the 09/10 Budget.** Enter the % Increase on the spreadsheet and complete the "Other Funding Section" on the bottom of the Salary Planning Spreadsheet to account for the variance. Specific department and account codes along with corresponding amounts should be cited in the Other Funding section.
  
5. **Leave of Absence Status as of April 6, 2009 for Full-time Faculty and Staff**  
Employees on an approved leave of absence whether paid or unpaid will appear on the Spreadsheet and will be highlighted in orange; these leaves include:
  - faculty research leaves
  - personal leaves
  - disability leaves
  - military leaves
  - FMLA leavesEmployees on an approved leave will appear at their full salary in their department of record prior to commencement of leave, even if they are currently on a partial salary for the purpose of the leave. Employees on a **paid or unpaid leave** should be allocated an increase in order to account for and distribute budget dollars. However, increases assigned to these employees on the Spreadsheet will not be entered into the PeopleSoft system for an increase on 7/1/09. Instead, when Staff employees return from leave a performance review should be conducted by the manager and an appropriate salary increase processed through the normal Position Request process. A portion of the salary increase budget dollars should be set aside so that funds necessary to provide the increase for these individuals who were on leave are available.
  
6. **Employees on VTIME**  
Employees on VTIME will appear on the Salary Planning Spreadsheet and will be highlighted in purple. They will appear at their full salary and should be allocated an increase accordingly. This will reserve the correct budget dollars for the employee's return to full work weeks. The increase percentage from the spreadsheet will be applied to their reduced salary until that time.
  
7. **One Year Contract Non-tenured Faculty**  
These employees **will appear on the Salary Planning Spreadsheet for planning purposes only.** Increases assigned to these employees on the Spreadsheet will not be entered into the PeopleSoft system for an increase on 7/1/09. Instead, increases for these faculty members will be input as a separate process for each faculty member if and when their contract is renewed.

#### B. Fields on the spreadsheet that require input by managers

Managers should complete the fields highlighted in **green**. These fields are labeled **% Increase**, and the **Performance Appraisal Score** and, if appropriate, the field requiring you to identify any other "**Other Funding Section**" shown at the bottom of the spreadsheet. Managers with employees whose annual base or contract salary is being partially funded from another source, such as a grant or another department, should complete the "Other Funding Section." This section must also be completed to account for allocations that total more than the amount budgeted for annual salary allocations.

All other fields on the Spreadsheet are formula driven or hard coded. Please do not attempt to correct or change any of the other field. If any of the data in those fields is incorrect, please contact Joyce Bracker x27557. She will ensure the fields are corrected.

#### C. Processing the Increases

The total increases that are distributed should not exceed the 2009-10 Budgeted Salary Allocation for the department after accounting for amounts reported in the Other Funding Section.

#### D. Spreadsheet Totals

The spreadsheet formulas will calculate the difference between the budgeted salary allocation for the department and the total of the increase amounts allocated by the VP/Dean. The Spreadsheet will show the **variance**, if any as the **difference between allocated and distributed dollar amounts**.

In most cases, the variance should be zero.

If you have a **positive variance**, the amount of the positive variance will go into the staff or faculty salary pool (account codes 501900 & 501930, respectively). This amount will remain unallocated and will be available to the VP/Dean for future use during the FY2009-10. That is, any FY09/10 salary increase budget amount from the VP/Dean area not allocated during this process will be transferred by Operational Reporting and Budgets into the appropriate staff or faculty salary pool and can be used at a later time.

Managers should plan for additional salary dollars if they will have new hires or promotions after March 1, 2009 and should make sure they reserve dollars to distribute to these new hires or promotions. See also section F below for more details. Amounts not distributed during salary planning can be used later in the year in accordance with the University's compensation guidelines and the approval of the VP/Dean.

A **negative variance** indicates that the FY09/10 budgeted salary allocation for the department has been exceeded. A negative net variance must be fully accounted for in the **Other Funding Sources** section of the Spreadsheet. See the green box below for details.

Below is a sample Spreadsheet showing the fields that you will need to complete, not all fields are shown in this Spreadsheet.

E	F	G	H	I	J	K
Employee ID	Title	2008-09 Salary	% Increase	Increase Amount	2009-10 Salary	Performance Appraisal Score
111	Director	\$77,250	3.00%	\$2,317.50	\$79,568	2
222	Assistant Dir	\$33,215	5.50%	\$1,826.83	\$35,208	1
333	Manager	\$45,000	3.00%	\$1,350.00	\$46,350	2
444	Administrator	\$50,000	0.00%	\$0.00	----	3

Allocated:

Total Budgeted Salary Allocation

\$5,660.40

\$5,494.33

Total Salary Increase Distributed (Sum of column I)

Variance: Difference Between Allocated and Distributed

\$166.07 – If not zero or positive, any negative amount must be explained below.

*Explanation: If there is a negative variance, the difference must be fully accounted for in this section. The Deptid and account code of an alternate funding source (department, grant, or 2009/10 unallocated salary budget) as well of the amount to be charged to each funding source must be listed in this section.*

E. **Excluded Employee Classifications**— There are several employee class and account codes that are excluded from the above Salary Planning Spreadsheet process. The following question and answer section is intended to help you process potential salary increases for each of the employee classes that may be eligible for an increase but are not part of the Full Time Employee Salary Planning process .

1. **How do I process an increase for a Part-time Staff employee?**

**Part-time Staff** salary budgets that fall under the following account codes may receive an increase for FY09/10 as of 07/01/2009. Managers should conduct a performance review and submit an increase, if appropriate, via the *normal PAF* process. Operational Reporting and Budgets will transfer a 3% increase on the 2009-10 approved budget amount to this account on July 1, 2009. Managers should ensure they have reserved adequate funds to cover increases for these employee classes.

531510 Clerical Part-time  
531570 Professional Part-time

2. **How do I process an increase for Part-time Faculty employees?**

**Part-time Faculty** salary budgets that fall under the following account codes may receive an increase for FY09/10 as of 07/01/2009. Managers should conduct a performance review and submit an increase, if appropriate, via the normal process. Operational Reporting and Budgets will transfer a 3% increase on the 2009-10 approved budget amount to this account on July 1, 2009. Managers should ensure they will have adequate funds to cover increases for these employee classes.

511100 Faculty Part-time  
511140 Summer Fac Resch  
511150 Faculty Summer  
531050 Honorarium

3. **How do I process an increase for a Student employee?**

**Student Employees** salary budgets under the following account codes may receive an increase for FY09/10 as of 07/01/2009. Managers should conduct a performance review in accordance with Career Center guidelines and submit an increase, if appropriate, via the *normal SEAF* process. Operational Reporting and Budgets will transfer a 3% increase on the 2009-10 approved budget amount to this account on July 1, 2009. Managers should ensure they will have adequate funds to cover increases for these employee classes.

521650 Student Service  
531610 Grad Assistant

4. **How do I process an increase for Security and Non-Union Trades employees?**

Employee classes under the following account codes may be eligible to receive an increase for FY09/10 as of 07/01/2009. Managers should conduct a performance review and submit an increase, if appropriate, via the normal process. Operational Reporting and Budgets will transfer a 3% increase on the 2009-10 approved budget amount to this account on July 1, 2009. Managers should ensure they will have adequate funds to cover increases for these employee classes.

531770 Wages-Security PT  
531780 P/T Non-Union Trade  
501720 F/T Non-Union Trade  
531590 Cas Labor-Intrnl

5. **How do I process an increase for employees that are 100% Grant Funded?**

Grant funded employee classes will appear on the Salary Planning Spreadsheet for informational purposes only. If managers need/elect to provide 100% grant funded employees with salary increases on 7/1/09, they must contact Bob McCarthy in OSPR (x25409) to review availability of funds. Increases will only be processed from the

information provided by OSPR. Managers should also contact OSPR to arrange for position planning for New Grants with full-time positions and start-dates between 3/1/09 and 7/15/09. If a grant is ending 6/30/09, please contact OSPR as soon as possible to begin arranging transfers of existing positions to either another grant or to an appropriate operating department budget (if applicable) or to arrange for the position closure/termination.

- 6. How do I process an increase for employees in *partially* grant funded positions?**  
The employee's record will appear on only one of the department's spreadsheets even though funding is derived from more than one department. Enter the % Increase on the spreadsheet and complete the "Other Funding Section" on the bottom of the Salary Planning Spreadsheet to account for the variance.
- 7. How do I process an increase for new employees who begin employment during the Salary Planning Process?**  
New hires with a start date after March 1, 2009 will appear on the Salary Planning Spreadsheet for informational purposes, and are highlighted in blue. Typically these new hires should not receive an increase during the salary planning period. The starting salaries for these employees should be set appropriately for the FY09/10 fiscal year upon hire. They may be considered for an increase after the Introductory Period. Managers should ensure they have reserved adequate funds to cover the increases for these employees.
- 8. How do I process an increase during the salary planning period of March 1 to June 30<sup>th</sup>?**  
In the event that a salary increase is necessary for a promotion or other reasons outside of salary planning, funding must be identified and the appropriate approvals must be obtained through the normal Position Request process. The increase should not be entered on the Salary Planning Spreadsheet.
- 9. What do I do about Employees who are in their 6 Month Introductory Period?**  
Employees hired before March 1, 2009 who are within their 6 month introductory period as of 7/1/09 should not receive an increase until the end of their introductory period. As such, the manager should ensure that a portion of the salary increase budget remains unallocated so that there are available funds to provide an increase at the end of the employee's introductory period. The increase should be processed through the normal Position Request process.
- 10. How do I handle approved open/vacant positions during the Salary Planning Process?**  
Approved open positions will appear on a separate tab on the final Spreadsheet for reference purposes only. These positions are the ones that have been approved for recruiting as of 4/3/09. Managers who have a vacant position may not want to allocate their entire salary increase budget during the salary planning process in case additional salary funds are needed when the vacant position is filled.
- 11. What do I do about employees who terminate during the Salary Planning Process?**  
Employees terminated after 4/6/09 remain on the Spreadsheet. However, no increase should be distributed to a former employee. Any unused salary increase pool dollars will stay with the area but will be unallocated as described above.