

# Completing Salary Increase Worksheets

Salary Increase Worksheets formerly completed by offices across campus on paper have been incorporated into a new electronic application called Budget Salary Increases.

## OVERVIEW

During the university's budget development, the Budget Office will disperse batches of employee salary information to division administrators for completion. Division administrators will divide the batches and disperse to units (colleges and departments) for completing salary increases.

Batches will be grouped by employee group:

- P&S
- Unit Faculty
- Non-Unit Faculty
- Institutional Officials

Division offices will sub-divide batches and disperse to units by *creating sub-batches*. Division offices will assign batches to the persons responsible in the colleges and departments for entering salary increases. See the reference guide *Creating Batches for Salary Increases* for directions.

Units (colleges and departments) may give sections of a batch to the staff responsible for determining salary increases by using the Batch Wizard functionality described in *Creating Batches for Salary Increases* reference guide or by exporting the batches to Excel and then creating separate Excel worksheets to provide staff in sub-units. For example, the College of Natural Sciences might divide the faculty batch into Biology, Chemistry, Math, Physics etc.

When a batch entry is complete, Division offices will *Take Back* the batch for review. After review is complete by Division offices, the Budget office will Take Back all batches originally dispersed. These batches will have all salary increase information completed.

## LOGIN TO BUDGET SALARY INCREASES

1. Login to MyUNiverse with your CatID username and password.
2. Click the Work@UNI tab, then Budget Salary Increases in the Custom UNI applications channel and enter your CatID.

## BUDGET SALARY INCREASES HOME PAGE

Salary Increases home page provides several functions:

- Ability to sub-divide a batch and then using Batch Wizard, assign a batch to the person responsible for entering salary increases
- Ability to load a batch and Export the batch to Excel
- Load a batch for data entry of salary increases

## LOAD BATCH

1. Select a **Batch** in the drop down list
2. Click **Load** and batch information will appear on the lower part of the screen

## DATA ENTRY OF SALARY INCREASES

Once a batch is loaded it is ready for data entry.

1. Enter *appropriate fields* for salary increases. Fields vary by employee group.
  - a. **Unit Faculty** – enter increase amounts in the Individual Adjustment fields (labeled Merit and Market).
  - b. **Non-Unit Faculty and Institutional Officials** – enter increase amounts in the Individual Adjustment field. Formulas will calculate the July 1 salary rate.
  - c. **P&S** – data *can be entered* in three fields on each line.
    - i. Satisfactory Performance Adjustment field – will be pre-populated with an amount agreed upon by the Cabinet and the P&S Council. *It should not be altered. However, if an employee has unsatisfactory performance, this amount may be reduced or removed from the line and will be automatically added to the amount available for distribution as Individual Adjustment.* Consult with Human Resource Services before adjusting this pre-populated amount.
    - ii. Individual Adjustment field – enter the amount of the salary increase determined for each employee. Recommended increases in this field should reflect level of employee performance relative to other departmental staff. Formulas will calculate the July 1 salary rate.
    - iii. Other Adjustment field – used on rare occasions, this is designed to allow for "Base" adjustments that may be required (for instance, if the salary matrix is adjusted and an additional increase is needed to meet a pay grade minimum). Other types of increases such as reclassification or internal/market equity adjustments should be handled separately through HRS. Contact the Budget office if you are thinking of adding an adjustment in this field.
2. Click the **Save and Recalculate** button to save data.

## BATCH HEADER DEFINITIONS

**Control Total** – dollar amount for this batch.

**Distributed** – dollar amount assigned to new batches (sub-batches).

**Allocated** – dollar amount of salary increases awarded to lines within this batch.

**Balance** – dollar amount remaining to be allocated for salary increases for this batch.