

Important Dates

Equity and Special Increase Request Forms due to Budget Office	April 10
Equity and Special Increase Review Process completed, and units notified of outcome	April 30
Raise percent and Salary Control Numbers released	May 8
Raise increase process begins	May 9

Entering New Fiscal Year Salary Components

May 9 - May 17

- 1) Print Salary Increase Entry Form Report (HRMSR312)
- 2) Distribute Salary Increase Form Report to Deans / Department Heads or VP / Directors. They will need to complete and review each column as appropriate.
 - a. **Merit:** Performance based, most common option.
Note: This field will be prepopulated if individual was approved for an equity or special increase from the Request for Equity and Special Salary Increase Process or if a promotion was received through the official Promotion & Tenure process.
 - b. **Special Increase:** Results from the Request for Equity and Special Salary Increase Process. Additional increase beyond the merit and equity pool. Special increases are funded from internal reallocations.
 - c. **Discipline / Individual Equity:** Results from the Request for Equity and Special Salary Increase process. Justification will be included in the Comments Field.
Note: Both Equity and Special amounts are prepopulated for you. No action necessary unless amount is being reduced or removed. Contact Budget Office before making any changes.
 - d. **Promotions:** Results from the Promotion & Tenure Process. The Office of Budgets enters the promotion amount and updates the title.
 - e. **Zero Increase Flag** for employees who are not receiving an increase.
 - i. Provide appropriate code and include supporting information / detail for the Comments field.
 1. **A** = Future pay increase later than July 1 due to existing contract
 2. **B** = Performance issues
 3. **C** = No raise for reasons other than performance. (e.g. new hire, resignation, termination, change in duties / title, etc.)
 - f. **Increases (unusually high or low) must include detail in the Comments field.**
 - i. Increase \geq 10% of salary:

Example 1: Special increase of 12% for expanded duties and retention concern. Merit of 5% for exceptional performance.

Example 2: Merit increase of 11% is reflective of superior performance and justified by feedback received on quality of teach, research, and service this past year.
 - ii. Increase $<$ 0.5% of salary
- 3) Collect Salary Increase Entry Form Reports that were distributed. Make sure you have all the necessary information needed to populate the Comments field.
- 4) Input increases into SALX.
 - a. Enter dollar amount into the appropriate fields.
 - b. Enter brief explanations in the Comments field where required or applicable (**very important!**). Follow the Guidelines. Summary information is used for central review and approvals.

- 1) Print Employee Salary Increase Report (HRMSR310) for each department *and*
- 2) Print Employee Salary Increase Report (HRMSR310) for the unit as a whole
 - i. Make corrections and regenerate reports to submit for approval as needed.
- 3) Print Salary Exercise Comment Report (HRMSR313) for the unit as a whole
 - a. Make correction and regenerate reports to submit for approval as needed.
- 4) Print Salary Increase Summary Report (HRMSR314) for the unit as a whole
 - a. Confirm Salary Control Numbers are not exceeded.
 - i. If totals exceed Control Numbers, modifications will need to be made.
 1. Make changes in SALX. This may impact few or many records.
 2. Rerun reports until the total ≤ Control Number.
 - b. Confirm Equity and Special Increases agree with the numbers on the approved control sheet. If numbers have been modified, make sure the Comments on the Salary Exercise Comment Report include the appropriate detail and explanation.
- 5) Obtain approval and signatures from the Department Head / Dean or VP / Director.

Final Steps

Due May 17

SALX Coordinators are required to verify all reports are accurate and complete before submitting the reports as final. Do not have reports signed by the appropriate Dean or VP and delivered until the data is complete and accurate.

1. Collect approved and signed reports from the Department Head / Dean or VP / Director.
 - a. Employee Salary Increase Report (HRMSR310) for each department
 - b. Employee Salary Increase Report (HRMSR310) for the unit as a whole
 - c. Salary Exercise Comment Report (HRMSR313) for the unit as a whole
 - d. Salary Increase Summary Report (HRMSR314) for the unit as a whole
2. **Deliver reports by May 17** to the Office of Budgets, 328 Administration Building, for the next level review.
3. Central Offices will not be populating the comments for you. Please be thorough in your work and read the Guidelines carefully to make sure you are in compliance.
4. If issues are identified, reports will be returned to SALX Coordinators for **IMMEDIATE** correction.

Remember, there is a very short turnaround time for reports to be returned.

Set internal deadlines!

Deadlines should be earlier than the due dates to ensure deadlines aren't missed.

Process Description	Start Date	Due Date to Office of Budgets	Department / Unit's Internal Due Date
SALX Eligibility process	March 26	April 8	
Equity and Special Increase Request	March 1	April 10	
Salary Raise Exercise (SALX)	May 9	May 17	
President/Provost/Office of Budgets Review	May 17	May 30	SALX Coordinator should be available during this time to address questions