



1



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FY25 Updates

- The eligibility process will stay the same for FY25.
- The equity and special process will stay the same for FY25. This includes the requirement of a 1% merit increase percentage. The merit % cannot be greater than 1%.
- The SALX team will still input the faculty promotions and UDP's into the SALX system. Those employees will be required to receive a merit increase of 1%.
- Employees with an employment date on or before April 1, 2024, will either receive a merit increase of 1% or 0% - *based on a thoughtful performance evaluation.*
- The SALX team will request a list of employees that will be receiving a 0% increase and remove those merit amounts from the system.
 - No SALX coordinators will be allowed in the SALX system to make updates during the merit increase process until the reports are ready to be printed, reviewed and signatures are obtained.
- SALX control numbers **will not be provided** as employees will only be permitted to receive a 1% or 0% merit increase.
- Questions?

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Overview

The Salary Raise Exercise (SALX) is the mechanism by which colleges, departments, and units enter salary increases for the new fiscal year for Faculty and Administrative Professionals.

SALX is housed in Human Resources

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Overview (continued)

Who is included in SALX?

Included	Not Included
Faculty	State Classified
Administrative Professional	Admin Pro (AP) Hourly
	Graduate Assistants
	Pre/Post Doctoral Fellows
	Professional Interns
	Student / Work-study Hourly

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Other Systems & Processes

Independent System: HR Oracle

- Oracle → SALX System (“SALX Snapshot”)
 - Oracle communicates with SALX system one time!

Independent Processes

- Out-of-Cycle Increase Request
- Budget Construction (system & process) – now Questica

Components in SALX Process

- Equity & Special Increase Form
- Promotion & Tenure
- Annual Performance Review

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HR Oracle System

- Oracle communicates with SALX **one time** when the SALX Snapshot is taken
 - Changes made in Oracle after the Snapshot are not updated in SALX
- SALX does not communicate with Oracle** through the end of the SALX process

The SALX Snapshot was taken on **March 18, 2024**

HR Oracle

ONE WAY
➔

SALX

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Components of SALX

Complete table summarizing Salary Raise Exercise Increase Components is found on Page 2 of the Guidelines.

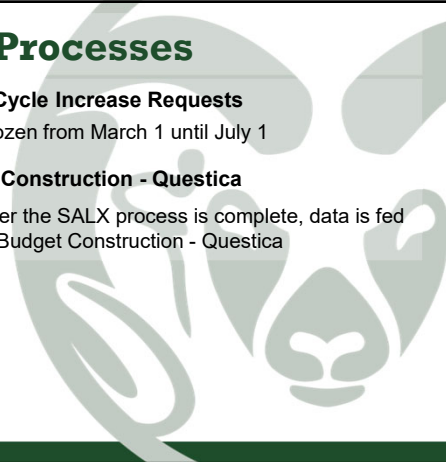
Category	Increase Based on...	Eligible Employee Group	Pre-Approval	Submission Deadline	Notification of Approval	Funding Source	Field Name in SALX
Merit Increase	Performance evaluation	All	No			<small>EG subfund only</small> Set % of central funding	Merit Amt
Equity Increase	Equity Study data or Equity letters	All	Yes	April 12	April 30	<small>No central funding.</small> Unit's internal resources / reallocation	Disc/Indiv Equity
Special Increase	Justification based on individual's circumstances	All	Yes	April 12	April 30	<small>No central funding.</small> Unit's internal resources / reallocation	Special Increase
Promotion Tenure Track	Promotion & Tenure process	Faculty			Early May, President approves	Central Funding	Promotion
Promotion Contract, Continuing, Adjunct	CCAF promotion process	Faculty			Early May, President approves	Central Funding for state appropriated funds	Promotion

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Other Processes

- **Out-of-Cycle Increase Requests**
 - Frozen from March 1 until July 1
- **Budget Construction - Questica**
 - After the SALX process is complete, data is fed to Budget Construction - Questica

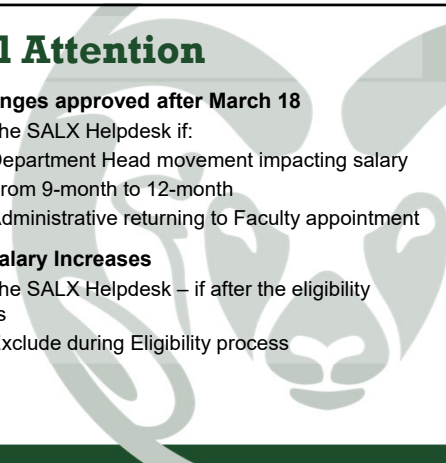


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Special Attention

- **Oracle changes approved after March 18**
 - Notify the SALX Helpdesk if:
 - Department Head movement impacting salary
 - From 9-month to 12-month
 - Administrative returning to Faculty appointment
- **Mid-year Salary Increases**
 - Notify the SALX Helpdesk – if after the eligibility process
 - Exclude during Eligibility process

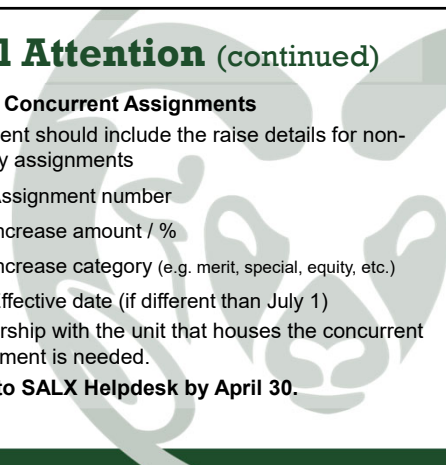


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Special Attention (continued)

- **Multiple or Concurrent Assignments**
 - Comment should include the raise details for non-primary assignments
 1. Assignment number
 2. Increase amount / %
 3. Increase category (e.g. merit, special, equity, etc.)
 4. Effective date (if different than July 1)
 - Partnership with the unit that houses the concurrent assignment is needed.
 - **Send to SALX Helpdesk by April 30.**



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Special Attention (continued)

SALX Employee Data

Salary Eligibility and Increase Exercise ENAME

Pid: 999999999 Exclude: Salary Authority Dept: 9999 Admin Unit: AI

Comments: Inara Sera has a concurrent assignment (10000-4) as an instructor with Political Science. Per Political Sciences, Inara will receive a merit increase of 4.0% and a special increase of \$2,000.

Example concurrent assignment is complete and includes:

- ✓ Assignment number
- ✓ Increase amount / %
- ✓ Increase category (e.g. merit, special, equity, etc.)
- ✓ Effective date is July 1, so no date is required

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Road Map

The road so far...

- Preliminary Salary Authority Department cleanup in January
- Out-of-Cycle Increase Requests due February 1 (March 1 Effective Date)
- State Classified to Admin Pro Conversion due February 7 (April 1 Effective Date)
- New Hires fully approved by March 15
- Equity and Special Increase request process began March 1

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Road Map: Timeline

Date	Participants	Activity / Requirements
March 1 - July 1	Provost & VP	Freeze Off-Cycle Salary Increase requests
March 1 - April 5	Colleges, Department Heads, Directors, VP	Equity and Special Increase requests process
March 20	SALX Coordinators	SALX Training Session for Coordinators
March 20 - April 5	SALX Coordinators	SALX Eligibility process
April 5	Colleges & VP areas	Deadline: Finalize Eligibility list, signed reports to the Office of Budgets by close of business
April 12	Colleges & VP areas	Deadline: Submit Request for Equity and Special Salary Increase Form
April 12	Colleges & VP areas	Deadline: Submit position descriptions to Human Resources Classification and Compensation (HRCCA) to be reviewed in TMS

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Road Map: Timeline

Date	Participants	Activity / Requirements
April 29	Central Administration	Finalize assumptions and release final Salary Raise Exercise Guidelines (if needed)
April 29	Provost	Notify Non-Tenured Faculty of reappointments.
April 29	Provost & VP	Notify Special and Equity Increases that have been approved or denied
April 30	SALX Coordinators	Deadline: Submit which employees on your eligibility reports will be receiving a 0% increase and why to the SALX Helpdesk salx_budget_office_helpdesk@colostate.edu .
May 1	President	Approves Promotion & Tenure Recommendations
May 2-3	Board of Governors	Approve FY25 Operating Budget and Salary Increase Recommendations.
May 3	Office of Budgets	SALX Reports will be ready to be reviewed, signed and submitted to Office of Budgets by May 10 th .

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Road Map: Timeline

Date	Participants	Activity / Requirements
May 10	SALX Coordinators	Deadline: Complete Salary Raise Exercise. 1. Print final raise reports and obtain signature approval of Department Heads, Deans, VP 2. Send signed reports to the Office of Budgets – salx_budget_office_helpdesk@colostate.edu
May 13 - 15	Provost & Office of Budgets	Review all SALX submission reports.
May 15	President and Provost Offices	Review salary raise exercise results.
May 16	Provost, VP, Deans	Notification letters distributed to employees with <i>recommended</i> salary increase
May 17	Office of Budgets, Human Resources	Load salaries for new fiscal year into Oracle and coordinate manual correction of exceptions with HR staff

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Road Map: Timeline

Date	Participants	Activity / Requirements
May 20	Office of Budgets	HR Salaries Load into Budget Construction/Questica.
June 17-21	Human Resources	HRCCA will send approved position descriptions to the Signature Authority queue in the TMS to finalize the positions description approval process.
June 26	Talent Acquisition	Deadline to submit promotional announcements to TA for review in TMS.

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Employee Eligibility

Eligibility process

- Verify which employees should be considered for a salary increase
- Include vs. Exclude employees
- Complete by close of business on April 5, 2024

Reminder: Salary Authority Department

- Responsible for assigning employee raise in SALX
- Different from the HR Assignment Dept. for some (e.g. VP's, Deans, Department Heads, Directors)
- Update Oracle system and SALX system

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Equity & Special Increase

Equity & Special Increase Requests (if needed)

- March 1 through April 12
- Requires merit increase to be **1% exactly**
- Complete justification based on individual situation. Generic statements not acceptable. Be precise, only 240 character limit.
- SALX Coordinators check requests to make sure rules are followed BEFORE submitting to VP.

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Equity & Special (continued)



Screen shot of Equity and Special Increase form in the SALX System

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SALX User Documentation

- Available on Office of Budgets website
- Includes detailed information on:
 - Accessing SALX
 - View or Change Employee Data Screen
 - Modifying Employee Salary Information
 - Field Definitions
 - Reports
 - Appendix A: Using SALX Screens
 - Appendix B: Icon Descriptions / Function Keys and Usage

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HUMAN RESOURCE SERVICES

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Demonstrations

- **Accessing SALX**
 - Read Access vs. Update Access
 - Multiple users in one area
 - Coordinate responsibility by department
 - Only one person in a record at a time
- **Production Environment**
 - We are using **LIVE** data.
Be careful when testing!

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HUMAN RESOURCE SERVICES

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Reports

Step 1: Eligibility process

- Employee Eligibility Report (HRMSR311)
 - Due April 5 to Office of Budgets

Step 2: Equity and Special Increases

- Equity and Special Increase Form (HRMSR322)
 - Due April 12 to Office of Budgets

Step 3: Merit Increases

- Employee Eligibility Report (HRMSR311) submitted with notification on which employees will be receiving a 0% and why. (example – poor performance, retiring on 6/30/24)
 - Due April 30th to Office of Budgets

Step 4: FINAL SALX reports can be pulled on May 3rd. (see next slide for reports)

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HUMAN RESOURCE SERVICES

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Reports (continued)

Final Step: Review, sign & send reports to salx_budget_office_helpdesk@colostate.edu by May 10

- 1) Salary Increase Summary Report (HRMSR314)
 - Unit as a whole
- 2) Salary Increase Comment Report (HRMSR313)
 - Unit as a whole
- 3) Employee Salary Increase Reports (HRMSR310) for
 - Each department

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System Updates

- SALX Coordinators will not have access to the system during maintenance / updates
- In general, the SALX system maintenance / system updates will occur on weeknights and weekends.

Plan ahead!

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Questions?

Any questions from the presentation?

SALX Budget Office Helpdesk is available to answer other questions that come up throughout the process!

Remember to send your questions to:
salx_budget_office_helpdesk@colostate.edu

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