

# Budget and Planning Office: Salary Increase Report (SIR)



# Salary Increase Report

## Meeting Agenda

- Process Introduction
- SIR Guidelines
- Important Dates & Time Schedule
- Formats/Examples
- Q & A

### Contacts

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# Salary Increase Report: Overview

- The SIR is an annual compilation of all UCCS university staff and faculty salaries.
- Review phase one: the Budget Office will compile a snapshot of the most up to date U/S and Faculty salary data into a preliminary SIR, and then send this report to each of the separate departments and colleges for review- we want to ensure this position data is up to date and accurate.

**NEW: The budget office will also review this data with the HR office during this phase.**

- Please note that all dept. continuing budget adjustments to position lines must be completed by Feb 28<sup>th</sup>.
- Review phase two: the Budget Office will send the Salary Increase Report back to the colleges/departments along with general fund compensation pools. The units will then work with deans and VC's to allocate merit increases to *all* U/S & Faculty, including those that are paid out of auxiliaries, gift funds, or sponsored projects.

Note: This report will also include faculty promotions, but does *not* include U/S promotions.

# Salary Increase Report: Overview (Cont'd)

- Once complete, this report is submitted to the VCAF and Chancellor's office for final review and approval.
- Upon final approval, the information is submitted to the HR office to process the payroll increases that will take effect July 2019.
- The Budget Office will then process base budget increases to all GF & Aux positions July 2019 (FY 2019-20). The Budget Office does not process budget adjustments to Gift or Sponsored Project speedtypes.

# Salary Increase Report Guidelines

***\*\*THESE GUIDELINES ARE FOR BUDGETING AND PLANNING PURPOSES ONLY. FINAL DECISIONS HAVE NOT BEEN MADE BY THE BOARD OF REGENTS. \*\****

These guidelines regard merit pool and salary increases for faculty, university staff, and classified staff.

We are currently planning to have a salary pool provided for faculty and university staff with a range of 0.0% to 3.0% for fiscal year 2019-20. All increases are based on merit, and an employee's performance will be the basis for determining merit adjustments. The Colorado Department of Personnel sets merit increases for classified staff.

# Salary Increase Report Guidelines- Merit Increases and General Fund Compensation Pools

- Each college or department will receive a compensation pool calculated at 0-3% of the total occupied general-fund base salary budgets. There will be separate pools for University Staff, TT Faculty, and non-TT faculty.
- *The net average of salary increases for faculty and university staff within each pool (TT, NTT & U/S) must be equal to or less than the approved rate of 0-3.0%.* In addition, excess funding in one comp pool cannot be used to fund another comp pool. Any exceptions require VC approval. Please provide written documentation to the Budget Office of approval of all exceptions.
- At this time, there is no plan for the campus to allocate any uncompensated merit increases to faculty or university Staff positions in in this year's SIR cycle.
- Any university staff or faculty hired on or after **January 1, 2019 is NOT** eligible for a merit increase. Leadership Team must approve any exception.
- NEW: Any university staff or faculty receiving a promotion on or after **February 2<sup>nd</sup>, 2019 is NOT** eligible for a merit increase. Leadership Team must approve any exception.
- Any individual faculty or university staff receiving a merit increase greater or equal to double the approved rate of 0-3.0% will require additional approval from the Provost or department VC.
- Any faculty or university staff position receiving an evaluation of below expectations or failing to meet expectations is **NOT** eligible for a merit increase. Employees who do not have a completed evaluation on file will **NOT** be eligible for an increase.

# Salary Increase Report Guidelines: Promotions

- Faculty Promotions will be included in the SIR via a collaboration between the Budget Office, College Deans, and the Provost Office. The Budget Office will add these promotions and send to departments and HR to review.
- Departments will enter merit increase amounts along with any approved market adjustments to salary. The budget office will enter the faculty promotions. These are a set rate that will be equal the previous year's promotion amount plus the approved compensation rate.
- University Staff Promotions are handled separately from the SIR, please do not include any university staff promotions on this report.



# Salary Increase Report Guidelines: Auxiliary Units

U/S or Faculty paid out of auxiliary (Fund 20-29) speedtypes are included on the SIR, but will not receive a compensation pool from the campus. Auxiliary departments will fund merit increases and should include a salary pool to fund merit increases in their annual budget requests.



# Salary Increase Report Guidelines: Gift & Sponsored Project Funds

- Please allocate merit increases to all eligible faculty or U/S that are funded out of gift (fund 34) or grant (fund 30-32) speedtypes the same way you would allocate them to GF or Aux. employees. This info will be included in the final approved SIR sent to HR to process the salary increases to all eligible employee ID's.
- The Budget Office does not enter budget adjustments for salary increases towards Gift or Sponsored Project ST's. For assistance with grant budgets, please contact the Controller's Office or Project manager.
- For special grant contracts that authorize "off-cycle" salary increases that occur in a different month than July, please do not include these increases on the SIR.

# Salary Increase Report Guidelines: Classified Staff

- Any classified staff that switch to a university staff position **WITHOUT** a salary increase **ARE** eligible for a merit increase. Any exceptions require approval by the Campus Leadership Team.
- Any classified staff moving to a university staff position that receives a promotion on or after **February 2, 2019 are NOT** eligible for a merit increase. The department VC must approve any exceptions.

## Salary Increase Report & Budget Journal Entry Deadlines FY 2018-19

Monday Feb 4 2019	SIR Meeting with Financial Group 2:00-3:00 PM (UC 124) *pending room confirmation 1/8/18
Monday Feb 25 2019	1st draft SIR Worksheets sent to campus departments and HR Office for review (additions/deletions/edits)
<b>Thursday Feb 28 2019</b>	<b>Deadline to submit <i>Continuing</i> BJE's that adjust any STAFF or FACULTY SALARIES (February Close)</b>
Monday Mar 11 2019	Round one: Campus departments/HR Office to return updated SIR Worksheets to Budget & Planning Office.
Monday Mar 18 2019	Budget Office to send departments and HR Office updated SIR Worksheets to departments for departments for 2nd review
Monday Apr 1 2019	HR Office and departments to return updated SIR Worksheets to Budget & Planning Office for Review (round two)
<b>Friday March 29 2019</b>	<b>Deadline to submit <i>*all*</i> Continuing BJE's to Budget Office for Approval (March close)</b>
Monday Apr 22 2019	2nd draft SIR Workseets and <i>compensation pools</i> sent to departmens for review & merit allocation
<b>Friday May 24, 2019</b>	<b>Deadline for all campus departments to return final SIR Worksheets to Budget &amp; Planning Office with Merit Increase allocations</b>
Tuesday May 28, 2019	SIR WORKSHEETS SENT TO VCAF & CHANCELLOR FOR REVIEW
Tuesday Jun 4, 2019	FINAL APPROVED SIR WORKSHEETS SENT TO HR OFFICE FOR PROCESSING
Monday Jun 17, 2019	Letter Templates & Final SIR's returned to departments for processing of faculty & staff increase letters

# Salary Increase Report Format: Example (1 of 2)

EMP ID	JOB DEPT	POSITION NUMBER	EMPLOYEE NAME	JOB CODE/DESCRIPTION	FTE	FY 2017-18						PROPOSED FY 2018-19 SALARY	SPEEDTYPE	ELIGIBLE FOR MERIT?	COMMENTS	
						JOB ANNUAL RATE	MERIT	MERIT %	PROMOTION	OTHER	TOTAL INCREASES					TOTAL %
<i>UCCS</i>																
<b>UNIVERSITY STAFF GENERAL FUND</b>																
4XXXX	0000XXXX		LAST NAME, FIRST	2248 -- ACADEMIC SERVICES PR	0.50	100,000	2,000	2.00%			2,000	2.00%	102,000	4XXXXXXX	Yes	
4XXXX	00XXXXXX		LAST NAME, FIRST	2248 -- ACADEMIC SERVICES PR	0.50	100,000	2,000	2.00%			2,000	2.00%	102,000	4XXXXXXX	No	
4XXXX	0000XXXX		LAST NAME, FIRST	2248 -- ACADEMIC SERVICES PR	0.50	95,000	1,900	2.00%			1,900	2.00%	96,900	4XXXXXXX	Yes	
4XXXX	00XXXXXX		LAST NAME, FIRST	2266 -- BUSINESS SERVICES PRI	0.50	85,000	1,700	2.00%			1,700	2.00%	86,700	4XXXXXXX	Yes	
<b>SUBTOTAL UNIVERSITY STAFF GENERAL FUND</b>					<b>2.00</b>	<b>380,000</b>	<b>7,600</b>	<b>2.00%</b>	<b>0</b>	<b>0</b>	<b>7,600</b>	<b>2.00%</b>	<b>387,600</b>			
<b>ADMINISTRATIVE FACULTY GENERAL FUND</b>																
4XXXX	0000XXXX			1433 -- DIRECTOR-FACULTY	0.00	10,000	0	0.00%			0	0.00%	10,000	4XXXXXXX		
4XXXX	00XXXXXX			1433 -- DIRECTOR-FACULTY	0.00	10,000	0	0.00%			0	0.00%	10,000	4XXXXXXX		
4XXXX	0000XXXX			1433 -- DIRECTOR-FACULTY	0.00	10,000	0	0.00%			0	0.00%	10,000	4XXXXXXX		
<b>SUBTOTAL ADMINISTRATIVE FACULTY GENERAL FUND</b>					<b>0.00</b>	<b>30,000</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>30,000</b>			

# Salary Increase Report Format: Example (2 of 3)

		TOTAL UNIVERSITY STAFF GENERAL FUND	2.00	380,000	7,600	2.00%	0	0	7,600	2.00%	387,600
		TOTAL UNIVERSITY STAFF NON GENERAL FUND	0.00	0	0	#DIV/0!	0	0	0	#DIV/0!	0
		TOTAL FACULTY GENERAL FUND	11.50	425,000	7,900	1.86%	0	0	7,900	1.86%	432,900
		TOTAL FACULTY NON GENERAL FUND	0.25	5,000	100	2.00%	0	0	100	2.00%	5,100
		TOTAL UNIVERSITY STAFF	2.00	380,000	7,600	2.00%	0	0	7,600	2.00%	387,600
		TOTAL FACULTY	11.75	430,000	8,000	1.86%	0	0	8,000	1.86%	438,000
		TOTAL GENERAL FUND	13.50	805,000	15,500	1.93%	0	0	15,500	1.93%	820,500
		TOTAL NON GENERAL FUND	0.25	5,000	100	2.00%	0	0	100	2.00%	5,100
	ADD:										
	DELETE:										

## Salary Increase Report Example (3 of 3)

<b>General Fund Merit Pool Allocation Calculations:</b>			
	University Staff General Fund Merit Pool		13,200
	University Staff General Fund Merit Pool Allocated		13,275
	Tenure Track General Fund Merit Pool		76,975
	TT General Fund Merit Pool Allocated		82,858
	Non Tenure Track General Fund Merit Pool		19,564
	NTT General Fund Merit Pool Allocated		13,606
<b>Auxiliary Merit Pool Recommended Allocations:</b>			
	University Staff Auxiliary Merit Pool Recommended		0
	University Staff Auxiliary Merit Pool Allocated		0
	Tenure Track Auxiliary Merit Pool Recommended		0
	TT Auxiliary Merit Pool Allocated		0
	Non Tenure Track Auxiliary Merit Pool Recommended		6,561
	NTT Auxiliary Merit Pool Allocated		0

# Questions?





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