

Completing Salary Increase Worksheets

OVERVIEW

Salary Increase Worksheets is an electronic application called Budget Salary Increases. During the university's budget development, the Budget office will disperse batches of employee salary information to division administrators for completion. Division administrators have the ability to divide their batches and distribute to units (colleges and departments) for completing salary increases.

Batches will be grouped by employee group:

- P&S
- Unit Faculty
- Academic Admins
- Institutional Officials

Division offices can sub-divide batches and disperse to units by *creating sub-batches*. Division offices will assign batches to the person 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 creating a new batch 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 Business might divide the faculty batch into Accounting, Economics, etc.

When a batch has been completed, the batch can be submitted back to or the 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. Under Work@UNI, Custom UNI Applications, click **Budget Salary Increases**.

BUDGET SALARY INCREASES MAIN MENU

Salary Increases main menu provides several functions:

- **View Batches** - review, open and edit batches assigned to you or that you assign to others
- **Make New Batch** - create a batch for distribution
- **Add to Batch** - add budget line(s) to a batch
- **Modify Batch** - modify the control amount for a batch
- **Take Back Batch** - retrieve budget lines for a batch

LOAD BATCH

1. Select a **Batch** from 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 in *appropriate fields* for salary increases. Fields vary by employee group. Formulas calculate the new fiscal year salary.
 - a. **Unit Faculty** - enter increase amounts in the Individual Adjustment field and Other/Market, if applicable.
 - b. **Academic Administrators** and **Institutional Officials** - enter increase amounts in the Individual Adjustment field.
 - c. **P&S** =
 - i. Satisfactory Performance Adjustment (ATB) - this field will be pre-populated with an amount agreed upon by the Executive Management Team and the P&S Council. **It cannot be edited by the user.** However, if an employee has an unsatisfactory performance, Human Resource Services and the Budget Office need to be notified so this amount can be edited. The amount not used may be added to the amount available for distribution as Individual Adjustment, if authorized. Consult with Human Resource Services and Budget office.
 - ii. Individual Adjustment - enter the amount of the salary increase determined for each employee. The recommended increase in this field should reflect level of employee performance relative to other departmental staff. Formulas will calculate the July 1 salary rate.
 - iii. Other/Market - used on rare occasions. This is designed to allow for "Base" adjustments that may be required (increase needed to meet pay grade minimum, or internal/market equity adjustments). *Reclassification and promotion should be handled separately through HRS.* Contact the Budget office if you are thinking of adding an adjustment in this field.

2. Click a **Save and Recalculate** button to save data.

Note: If Excel worksheets are distributed for completion, the Excel file cannot be uploaded to the Salary Increase application. You will need to key the information from Excel directly to the application.

BATCH HEADER DEFINITIONS

Control Total – dollar amount for increases to be disbursed for this batch.

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

Balance – dollar amount remaining after allocating salary increases for this batch.