

Merit and Faculty Unit Adjustment Process Guide

(For increases effective September 1, 2018)

Table of Contents

Introduction	1
Eligibility	1
Timeline	2
Preparation and Workday Data Clean Up	3
Clean Up Procedure	3
Considerations	3
General Information related to the ‘Merit Data Audit Report R0536’	3
Restricted Entry Period	4
May 29 - July 31 - Restricted Entry Period	4
Aug 1 - Sept 14 – Restricted Entry Period	4
Matrix of Restricted Actions	5
Merit/Unit Adjustment Spreadsheet Submission Process	5
Merit Reason Codes – Definitions and Use	7
Load and Validation of Data	8
Corrections and Changes	8
BGT Salary Module for Permanently Budgeted Positions	9
Merit Considerations for Annual or Shorter-Term Faculty	9
Who to Contact with Questions	9
Job Profiles Not Included in the Merit or Faculty Unit Adjustment Process	10

Introduction

This process guide is intended to assist units in the preparation and submission of Sept 1-effective merit and faculty unit adjustment recommendations as described in the May 3, 2018 memoranda from Provost Baldasty.

Eligibility

Please review the provost’s memoranda for details on eligibility for [merit](#) and [9/1 faculty unit adjustments](#). Please review the list of [job profiles not included](#) in this year’s merit process. Note the unit adjustment process applies only to faculty job profiles.

Timeline

Date	Activity
May 18	Units receive Merit and Faculty Unit Adjustment Process Guide
May 29 - July 31	Units run designated Workday audit reports, review data for discrepancies, and take corrective action in Workday to ensure clean data for merit report
May 29 - July 31	Restricted Entry Period for select Workday transactions based on effective date (see matrix)
July 4 - Sept 17	BGT closed except for salary module data entry; F1 and F2 entries can be entered for future revisions requests to be finalized after BGT opens for FY19 transactions.
July 31	DEADLINE for initiation and department-level approvals of select Workday transactions effective-dated prior to 9/01 (see matrix)
Aug 1 - Sept 14	Restricted Entry Period for select Workday transactions (see matrix)
Aug 10	Units receive official “protected” file for data entry from OPB
Aug 10 - 24	Units enter merit and unit adjustment recommendations into official file from OPB
Aug 14	Units and campuses receive the Budget Merit Allocation Report from OPB
Aug 24	DEADLINE for units to submit final merit/unit adjustment recommendations (completed file)
Aug 24 - Sept 4	Upon receipt of revision numbers via email from OPB, units input merit increases for permanently budgeted positions into the BGT Salary Module by 5 pm on Sept 4. This is required step separate from completing the official “protected” file
Aug 24 - Sept 6	Academic Personnel and HR Compensation review submitted merit/faculty unit adjustment recommendations; unit admins and HR managers must be available to answer any questions
Sept 4	DEADLINE for units to input merit increases into BGT
Sept 5 - 7	OPB reviews BGT increases entered in the BGT Salary module
Sept 7	Academic Personnel and HR Compensation complete institutional review and notify units of approvals; units must notify employees of increases, but only after receiving approvals
Sept 12	ISC loads new salary rates into Workday
Sept 13	New 9/1 salary rates are visible to employees in Workday; OPB posts salary module merit increases to budgeted positions
Sept 13 - 14	Units run the Merit Adjustment Validation report to review new full-time rates, and work with the ISC to request corrections and changes
Sept 19	Communication to campus that all data have been loaded and verified
Sept 20	Payroll runs for PPE 9/15/18 for 9/25/18 pay date
Sept 25	Approved merit and faculty unit adjustments begin appearing on pay slips

Preparation and Workday Data Clean Up

It is imperative that units review data that will be used in this process and correct it as needed before Aug 1. This will ensure that accurate information is pulled into the final “protected” merit spreadsheets distributed to units by Aug 10.

Clean Up Procedure

1. Run the ‘Merit Data Audit Report R0536’ in Workday
2. Review and confirm the following for all merit-eligible employees:
 - a. All eligible employees are present in the report and in the correct supervisory org
 - b. Employees have accurate full-time monthly base pay and practice plan pay, if applicable; **NOTE:** pay information presented in R0536 is as of Aug 31, 2018; it is not based on the current date.
 - c. Compensation Actual End Dates on employees’ core salary plans extend beyond Aug 31; if not, employee will show up without compensation in the merit spreadsheet and the approved adjustment may not load properly into Workday
 - d. Compensation Actual End Dates equal End Employment Dates on the position
 - e. All terminations and retirements effective before Sept 1 are processed in Workday; employees terminated prior to Sept 1 are not eligible for merit
3. If you find data errors through the report, work to correct them in Workday as soon as possible; **deadline for data clean-up is July 31.**
4. Once all errors have been resolved, run R0536 again to verify the corrections. Repeat as necessary until report is accurate and data is clean.

Considerations

- Units that share funding for a position should discuss anticipated merit and unit adjustment increases with all impacted units. All increases will be distributed proportionally to the costing allocation.
- **Deadline for data clean-up is July 31.** Failure to run the ‘Merit Data Audit Report R0536’ and clean data accordingly could result in serious errors with the load into Workday that require significant time and effort for unit staff to rectify.
- If personnel with courtesy appointments have a compensation plan, they are eligible for merit and will appear on the final “protected” file.
- The ISC will be working with units to rescind or cancel restricted transactions.
 - Transactions that have already been approved with an effective date of Sept 1 or later will need to be rescinded in preparation for the merit process
 - Effective Sept 15, units will be permitted to re-enter rescinded transactions with start dates consistent with the original request. Units are responsible for ensuring that all re-entered transactions take approved merit and unit adjustments into account accordingly.

General Information related to the ‘Merit Data Audit Report R0536’

- The report will display position and compensation information projected for Aug 31, 2018 and is not based on the current date.
- The report extracts data based on supervisory organization.
- The report only includes merit eligible job profiles.
- If a worker has positions (unique position numbers) in different supervisory organizations, only the position belonging to your supervisory organization will be displayed in your report.
- ‘End Employment Date’ will be displayed if it exists in Workday.

- Compensation information is displayed in full-time monthly rates.
- 'General Salary Plan Actual End Date' and 'Practice Plan Actual End Date' will be displayed if they exist in Workday.
- 'Date of Last Base Pay Change' is the date of the most recent transaction in Workday that may have changed UW base pay. We hope this will assist those units who need to make date-driven decisions around preclusion from merit for certain populations (primarily professional staff employees).

Restricted Entry Period

Units are prohibited from submitting certain types of Workday transactions during the following **TWO** periods:

May 29 - July 31 - Restricted Entry Period

The following Workday transactions are prohibited during this period:

- All Request Compensation Change transactions with an effective date of Sept 1 or later
- All Change Job transactions with an effective date of Sept 1 or later that involve a change to compensation: Promotions, Lateral Moves, Transfers, and Demotions
- All Change Job - Data Change transactions with an effective date of Sept 1 or later that involve a change to FTE and/or End Employment Date

Aug 1 - Sept 14 – Restricted Entry Period

The following Workday transactions are prohibited during this period:

- **Request Compensation Change transactions**
 - Base Pay Changes, regardless of effective date
 - Allowance Changes affecting Practice Plans, regardless of effective date
 - Non-Practice Plan Allowance Changes (e.g., ADS, TPI) with an effective date of Sept 1 or later
 - Additional Salary Plan Changes (e.g., TSI) with an effective date of Sept 1 or later
- **Change Job transactions**
 - All Promotions, Lateral Moves, Transfers, and Demotions, regardless of effective date
 - All FTE Changes if effective date is Sept 1 or later
 - All Extend End Date/Reappointment Changes, if effective date is Sept 1 or later
 - Any other Change Job - Data Change (e.g., Location Change, Work Shift Change) that includes a change to either FTE or End Employment Date if effective date is Sept 1 or later

Matrix of Restricted Actions

The matrix applies to merit-eligible academic personnel and professional staff; there are no restrictions to [other profiles](#).

Business Process	Business Process Transaction Types	May 29 - July 31	Aug 1 - Sept 14
Request Compensation Change	Base Pay Change – Prostaff & Academic Personnel	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Base Pay Change – Ingrade Adjustments/Retention		
	Allowance Change - Practice Plan	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Allowance Change - Non-Practice Plan (e.g., ADS, TPI)	Restricted if Effective Date 9/01/2018 or later	Restricted if Effective Date 9/01/2018 or later
	Additional Salary Plan (e.g., TSI)		
Change Job (Change Job transactions initiated through UW Hires will not be prohibited)	Promotion	Restricted if Effective Date 9/01/2018 or later	Restricted for all Effective Dates
	Lateral		
	Transfer		
	Demotion		
Change Job Data Change	FTE Change	Restricted if Effective Date 9/01/2018 or later	Restricted if Effective Date 9/01/2018 or later
	Extend End Date/Reappointment		
	Location Change	Restricted if Effective Date 9/01/2018 or later AND FTE or End Employment Date is changed	Restricted if Effective Date 9/01/2018 or later AND FTE or End Employment Date is changed
	Work Shift Change		
Costing	Costing Allocation	Not restricted	Not restricted
Other Compensation Processes	One Time Payment	Not restricted	Not restricted
	Period Activity Pay		
Question about an exception? Contact the ISC with the subject line "FY2019 Merit Process Question"			

Merit/Unit Adjustment Spreadsheet Submission Process

By Aug 10, OPB will send units official files of Workday data on which to enter their merit and faculty unit adjustment recommendations. As applicable, units will receive separate files for (1) faculty, (2) librarians and merit-eligible academic staff, and (3) professional staff.

To complete the spreadsheets, the unit need to:

1. Enter the recommended merit percentage

- a. Faculty must be **either** 0% or 2%; no other values are permitted
- b. Librarians and other academic staff may be any value from 0% to 5%
- c. Professional Staff may be any value from 0% to 5%
- d. Standard rounding will automatically be applied to salary except in cases where rounding forces the merit percentage below the required minimum; in such cases, salary will be rounded up to the nearest dollar
- e. The average merit awarded within the organization shall not exceed 2%

2. **Select the applicable Merit Reason Code** from the drop-down menu in the merit reason code column; see [Merit Reason Code Table](#) for definitions and usage guidance. If requested, units must provide documentation to support their reason code selection.
3. **On faculty spreadsheet, enter recommended unit adjustment percentage and, as applicable, follow 3.a***
 - a. For faculty with partial tenure (including A/B salary plans), the non-tenure backed salary component will receive an increase equal to the increase to the tenure backed component (e.g., 1% to A = 1% to B). To fund the adjustment to the non-tenure backed component, units may use centrally allocated funds or may use other sources. *** For these faculty, enter the following:**
 - i. In the “Non-Tenure Component-Other Source Increase” column, enter the total annual salary dollar increase coming from sources *other* than the central allocation
 - ii. In the “Comments” column, indicate split percentage between the tenure and non-tenure backed salary components (e.g., 90/10) and cut/paste in the following: “Unit confirms faculty member’s current and future (2 yr) ability to fund the non-tenure salary component.”
 - b. Unit adjustment considerations
 - i. Faculty designated “non-meritorious” are not eligible for a unit adjustment
 - ii. Faculty with partial tenure who cannot fund their non-tenure backed salary component are not eligible for a unit adjustment
 - iii. Those receiving a unit adjustment must receive a minimum of 1%
 - iv. No across-the-board unit adjustments;
 - v. It is expected there will be a range of adjustments above 1%
 - vi. Based on the consultation with elected faculty councils and executive leadership, deans of departmentalized schools/colleges may make differential allocations of unit adjustment funds to departments
 - vii. No more than 50% of eligible faculty in an appointing unit may receive the same percentage
 - viii. Standard rounding will automatically be applied to salary except in cases where rounding forces the faculty unit adjustment percentage below the required minimum; in such cases, salary will be rounded up to the nearest dollar.
 - ix. The merit/unit adjustment spreadsheet is not intended to be a planning worksheet for unit adjustment. Such planning will need to occur outside of the document.
4. **Submit completed spreadsheets by Aug 24** to Judy Gustafson Golisch judygus@uw.edu

Merit Reason Codes – Definitions and Use

Merit Reason Codes	Academic Personnel	Professional Staff
Meritorious	Employee was reviewed for merit and found meritorious	Employee was reviewed for merit and found meritorious
Non-meritorious	<ol style="list-style-type: none"> Employee was reviewed for merit and found non-meritorious due to a performance issue, OR Employee failed to submit required materials for review 	Employee was reviewed for merit and found non-meritorious due to a performance issue
Precluded – Retention/In-Grade Adjustment	Employee received a salary increase equal to or greater than 9.5% as a result of a retention offer (7.5% retention minimum + 2% merit minimum)	Employee received a salary increase as a result of an in-grade adjustment on or after March 1, 2018
Precluded – New UW Hire	Employee is within first year of appointment AND was given notice at the time of appointment of preclusion from merit	Employee was hired/rehired by the UW on or after March 1, 2018
Precluded – Reappointment/ Job Change	Employee was found to be meritorious but: <ol style="list-style-type: none"> Changed jobs or sup orgs, new salary reflects an increase equal to or greater than the minimum merit percentage, increase is effective prior to Sept 1, 2018, and employee was notified of preclusion OR Was reappointed or renewed and has received a salary increase equal to or greater than required minimum merit, increase is effective prior to Sept 1, 2018, and employee was notified of preclusion 	Employee has: <ol style="list-style-type: none"> Changed job or sup org since March 1, 2018, AND Received salary adjustment since March 1, 2018
Ineligible – Retire/Resign/ Nonrenew	Employee has a retirement or resignation date effective prior to 9/1 OR has been notified of nonrenewal and will be/has been terminated prior to 9/1	Employee has a retirement or resignation date effective prior to 9/1 or will be terminated prior to 9/1
Ineligible – Staff Performance Evaluation not Completed	N/A	A performance review has not been completed in the previous 12 months

Load and Validation of Data

Order of changes to be loaded by the ISC:

1. 9/1 Merit Adjustment
2. 9/1 Faculty Unit Adjustment (2018-19 Cycle 1)

Beginning Sept 13 through Sept 14, units must confirm that approved merit and unit adjustments loaded as intended into Workday. To facilitate this confirmation, units should run the **Merit Adjustment Validation R0535.2** report in Workday (available Sept 13) and check it against the approved merit and unit adjustment spreadsheet(s). If the unit identifies any errors, they should follow the steps outlined in the [Corrections and Changes](#) section.

Corrections and Changes

A **Correction** is in order when approved merit and unit adjustment data did not load into Workday correctly. Unit must identify any necessary corrections during the Sept 13-14 validation period outlined in [Load and Validation of Data](#). Corrections must be received by Sept 15 to ensure processing for the September 25 pay date. Corrections will be prioritized ahead of Changes.

A **Change** is when a unit would like to revise what was already approved by Academic Personnel, including changes to faculty, librarian, or other academic staff merit percentage, merit reason code, or unit adjustment percentage. For Professional Staff, Changes are not allowed; only Corrections are permitted. Please be aware that **there is no guarantee that review, approval, and loading of Changes will be completed in time to appear on 9/25 pay slips**. As such, it is critical that units consider carefully recommendations they enter onto the official merit spreadsheets before submitting them for institutional review by Aug 24. It is the provost's expectation that there will be extremely limited need for Changes.

Submitting Corrections or Changes

To submit a **Correction** or **Change**, create a UW Connect ticket by emailing your request to the Integrated Service Center (ISC) at ischelp@uw.edu with the words "*MERIT/UNIT CORRECTION*" for corrections and "*MERIT/UNIT CHANGE*" for changes.

UW Connect ticket must **include the following information as applicable**:

- Employee Name and EID
- Position Number
- Full-time Monthly Salary Rate in effect as of August 31, 2018
- Full-time Monthly Salary Rate to be effective September 1, 2018
- Proposed merit percentage
- Proposed faculty unit adjustment percentage
- Proposed merit reason code
- **Changes (not Corrections)** for academic personnel merit/unit adjustments **must** include a detailed description of the requested change, an explanation as to why the change was not considered before the spreadsheet submission deadline, and an attestation that the dean/chancellor has approved the revision. Supporting documentation of the approval should be maintained in the department. If approved, Academic Personnel will work with the ISC to process the change.

BGT Salary Module for Permanently Budgeted Positions

Units will use the salary module in BGT to post ONLY salary merit increases (no faculty unit adjustments) to permanently budgeted positions between 12 pm (noon) on Aug 24 and 5 pm on Sept 4.

By Aug 14, all units and campuses will receive a report outlining the value of the authorized 2% merit increase for permanently budgeted faculty, librarian, eligible academic staff, and professional staff positions on General and Designated Operating Funds (GOF/DOF) as of June 30, 2018 along with detailed instructions.

Once the unit has completed and entered salary merit increases into the BGT salary module for budgeted lines notify Judy Gustafson Golisch at 616-7441 or judygus@uw.edu. Upon notification, Judy will freeze access to the module for your unit. If you do not notify Judy, access will be automatically frozen at the 5 pm deadline on Sept 4.

OPB is researching the possibility of creating a separate salary module for 9/1/18 faculty unit adjustments to permanently budgeted GOF positions. This unit adjustment salary module would be used after the merit increases have posted.

Merit Considerations for Annual or Shorter-Term Faculty

It is the responsibility of individual units to award meritorious faculty a 2% increase in compliance with the [Faculty Salary Policy](#). Meritorious faculty who received compensation during academic year 2017-18 and who are reappointed at any point during the academic year 2018-19 are merit eligible and must receive the equivalent of a merit increase upon rehire. In other words, if a rehired faculty member was not included on the merit spreadsheet loaded into Workday for the 9/1-effective merit increase, a merit adjustment must be factored into the faculty member's new base salary upon rehire and the appointment letter should note the salary as inclusive of a 2% merit increase.

This applies to all faculty as identified in the [Faculty Code Section 24-31](#), **including but not limited to the following:** Clinical Assistant/Associate/full Professor, Research Associate, Teaching Associate, Affiliate Assistant/Associate/full Professor, Lecturer – Part Time, Senior Lecturer – Part Time, Acting Assistant/Associate/full Professor, and Visiting Assistant/Associate/full Professor. The ISC and Academic Personnel will be doing quarterly audits to ensure that annual and shorter-term faculty who are not included in the merit process are rehired with a minimum of a 2% merit increase.

Who to Contact with Questions

For questions not answered via the [Frequently Asked Questions page](#), please contact the appropriate resource identified below and include “FY2019 Merit Process Question” as the subject line of your email.

- **For questions on how to cancel or rescind actions in Workday**, please email the Integrated Service Center at ischelp@uw.edu or call 206-543-8000 between 8 am and 5 pm, Monday through Friday.
- **For questions on the merit process or faculty unit adjustments for academic personnel**, please email Margaret (Peg) Stuart at mjstuart@uw.edu.
- **For questions about professional staff in-grade and review processes**, please contact your assigned Compensation Consultant or email uwhrcomp@uw.edu (for campus) or medcomp@uw.edu (for medical centers).
- **For questions about general merit process as established by Provost Baldasty**, please email Judy Gustafson Golisch at judygus@uw.edu.

Job Profiles Not Included in the Merit or Faculty Unit Adjustment Process

ACADEMIC PERSONNEL		PROFESSIONAL STAFF	
Job Profile Name	Job Code	Job Profile Name	Job Code
Affiliate Curator	10429	Director of Athletics PS Contract (E S)	11120
Chief Resident	10329	Doctoral Psychology Intern	21102
Chief Resident Non-ACGME	10333	Doctoral Psychology Intern – SOM	21222
Curator	10427	International Asst To - OT Ex (E S X)	11805
Extension Lecturer-Full Time (E S AFT)	10314	International Computing - OT Ex (E S X)	11803
Extension Lecturer-Full Time Non-Bargain	10322	International Computing - OT Ex 11-14 (E S X)	11813
Extension Lecturer-Part Time (E S AFT)	10312	International Continuing Ed - OT Ex (E S X)	11800
Extension Lecturer-Part Time Non-Bargain	10321	International Continuing Ed - OTX 11-14 (E S X)	11810
Fellow	10444	International Hr - OT Ex (E S X)	11806
Fellow ACGME (E S UWHA)	10439	International Prog Operations-OTX 11-14 (E S X)	11812
Psychology Intern	10474	International Program Operations - OT Ex (E S X)	11802
Resident	10328	International Public Info - OT Ex (E S X)	11804
Resident Non-ACGME (E S)	10326	International Research - OT Ex (E S X)	11801
ROTC Assistant Professor	10128	International Research - OTX 11-14 (E S X)	11811
ROTC Associate Professor	10127	OT Covered/Salary Basis (NE S X)	19001
ROTC Professor	10126	Professional Staff - Contract (E S X)	11700
Senior Fellow	10445	Professional Staff - Contract P2 (E S X)	11763
Senior Fellow ACGME (E S UWHA)	10440	Professional Staff - Contract P3 (E S X)	11764
Senior Fellow--Trainee	10442	Project Appointment - O/T Exempt 11-14 (E S X)	11655
Senior Fellow-Trainee ACGME (E S UWHA)	10330	Project Appointment - Overtime Covered (NE S X)	19650
Unpaid Academic	21184	Project Appointment - Overtime Elig (NE S X)	19407
Visiting International Professional Scholar	10436	Project Appointment - Overtime Exempt (E S X)	11650
Visiting Scientist	10437	Temp Pay Increase-Overtime Covered - (NE S X)	19000
All Emeritus and Retired Job Profiles		All ICA Contract Employee Job Profiles	
All Hourly Job Profiles		All Print Plant Employee Job Profiles	
All Stipend Job Profiles		All Exempt Employee Job Profiles	