

September 1, 2016 (FY2017) Salary Increase Instructions

July 29, 2016

TO: Campus, College, School and Administrative Unit Administrators

FROM: Amy Floit
Director of Budget Operations, Office of Planning & Budgeting

Based on an earlier communication from Provost Baldasty, the UW is proceeding with a fiscal year 2017 salary increases for academic personnel and professional staff. Salary increases for classified staff and Academic Student Employees have already been processed with an effective date of July 1, 2016.

The attachments referenced in this memorandum provide detailed instructions, guidelines and important dates for the implementation of all salary increases.

The purpose of this process is to adjust current academic personnel and professional staff full-time salary levels for merit and to adjust General Operating Funds (GOF) and Designated Operating Funds (DOF) permanent budgeted positions.

This work is largely done by creating and loading a file of payroll and budget data into a salary module, which is maintained by the Office of Planning & Budgeting (OPB). The salary module is accessed through the University's budget system (BGT). The salary module contains data from our current payroll system (OPUS) as well as permanent budgeted salary lines from BGT, and are based on a specific point in time for faculty, librarians and professional staff. For this salary increase process, the module will be created using data as of August 21, 2016.

Once the salary module is created, data is available in several formats. Information can be seen directly while logged into the module, and pdf and excel reports are available online. These reports summarize all positions in each unit based on the budget number(s) paying the employee. Columns and formulas can be added to these files to assist in allocating salary merit dollars. Any changes entered into the salary module (by units) will be reflected in new spreadsheets, which are created twice daily. These can be downloaded and reviewed as desired.

There will be a revision number attached to each employee record in the file. These revisions group the data based on four employee categories: faculty, librarian, professional staff or employees whose increases are determined by the President or Provost. For the latter category, the Budget Office will post increases to the employee's records on the President/Provost revision number with data provided by the President and Provost.

In addition to the information provided below, OPB will host training sessions covering the salary module and related excel spreadsheets. Please review dates and times for these sessions online: <http://opb.washington.edu/content/compensation>.

Please review the following attachments:

- Attachment I** The UW's salary increase policies and detailed instructions for the implementation of increases.
- Attachment II** Timeline and important dates of significant activities.
- Attachment III** A list of unit contacts for joint appointment merit decisions.
- Attachment IV** ***To be sent via email in early August 2016.*** The annual general merit allocations for your unit for faculty, professional staff and librarians funded from GOF/DOF, including provisos, using permanently budgeted positions as of July 2016.

If you have any questions concerning any of the attachments, please contact Judy Gustafson Golisch at judygus@uw.edu or (616-7441).

Please feel free to contact us with suggestions or comments to help improve this process. We will try to accommodate your needs in whatever manner we can, while still meeting the process guidelines and deadlines.

This information will be posted to the OPB website at <http://opb.washington.edu/content/compensation>

Enclosures

cc: Gerald Baldasty
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