

August 16, 2017

To: Campus, College, School and Administrative Unit Administrators
Cc: HR Administrators, ISC, Medical Centers Payroll Services
Subject: FY2018 Merit Increase Process Timeline Change and
Additional Information on the Restricted Entry Period

*****ATTENTION: ACTION REQUIRED – TIME SENSITIVE*****

Based on the recommendation of HR Compensation and the ISC, the merit increase timeline's restricted entry period for professional staff has been shortened and now aligns with the restricted entry period for faculty and librarians. An updated version of the Provost's merit communication, Attachment II (timeline) is attached. The revised timeline may also be found on the OPB [website](#).

Restricted entry for faculty, librarians and professional staff runs 8/9/17 through 9/18/17.

The ISC has provided the information below to clarify what the Restricted Entry Period means in Workday.

During the restricted entry period, **no changes may be entered in Workday using the Request Compensation Change business process**. This includes all compensation changes for faculty, librarians and professional staff as follows:

For Professional Staff

All types of In-grades:

- In-grade – Change in Responsibilities
- In-grade – Competitive Offer (non-UW)
- In-grade -- Internal Equity
- In-grade – Market/Retention
- In-grade – Merit/Increased Functioning
- In-grade – Preemptive Offer (non-UW)

All types of allowance changes (add, change, or end*), including- **but not limited to** - the following:

- Temporary Pay Increase
- Administrative Supplement
- International Location Allowance
- Mobile Service Agreement

**For Faculty, Librarians, and Other Academic Staff,
Including Those Paid by UWP or CUMG Practice Plans**

All retention increases:

- Retention – A/B Adjustment
- Retention – Competitive Offer
- Retention – Preemptive Offer
- Unit Adjustment

All types of allowance changes (add, change, or end*), including- **but not limited to** - the following:

- Temporary Pay Increase
- Administrative Supplement
- International Location Allowance
- Mobile Service Agreement

*If appropriate, professional staff or academic staff allowances may be ended during the restricted period. Contact the ISC for assistance if you have an allowance that needs to be ended between 8/9/17 and 9/18/17.

Academic Human Resources and ISC will manage approved promotion and sabbatical entry into Workday via EIB. Units will review data in advance of the EIB upload. Details to be disseminated by AHR to units by August 23, 2017.

What are “in-flight” processes in Workday and how do they impact the merit process?

Workday processes that have been initiated but not completed are said to be “in-flight.” When a process is in-flight and a second process is initiated, there is a conflict. Workday gives priority to the process that was initiated first and will allow initiation of the second process to begin but will not allow it to be completed and will give an error message. For example, if an HR Partner tries to initiate another process for an employee who already has a process in-flight, Workday will allow the HR Partner to begin initiation of the second process, but will return an error message when the HR Partner tries to submit the transaction. Even if a process initiated prior to the 9/1/17 merit date has a future effective date that will fall after the restricted entry period ends on 9/18/17, merit will be blocked for that employee because of the in-flight issue. So if a department entered a TPI or an ADS with an effective start date of 9/16/17 during the restricted entry period, it would be “in-flight” until the effective date arrived and would block the 9/1/17 merit for that employee.

In prior years, changes to temporary pay increases, administrative supplements and other non-base pay items did not impact the merit process and were permitted during the restricted entry period. In Workday these actions, and other allowances, can cause in-flight conflicts that will block merit increases. For that reason changes to allowances are not permitted during the restricted entry period.

Key action items requiring your immediate attention:

1. All transactions outlined above currently pending approval in Workday must be cancelled by the department.
2. All previously approved transactions outlined above with an effective date on or after 8/10/2017 will be rescinded by the ISC.

During the week of August 21 the ISC will run and provide to departments a report of in-flight actions which need to be cancelled by departments as soon as possible. In addition, the ISC will also run and provide to departments a report of completed actions rescinded by the ISC due to potential in-flight issues. Further direction will be provided later this month as to how cancelled or rescinded pay changes may be approached after the restricted entry period ends on 9/18/17.

More details about the business processes impacted by restricted entry can be found on the attached PDF of the Merit Process Freeze Grid.

Additional Merit Spreadsheet Instructions

“Protected” merit spreadsheets that were sent to you reflect base salary as of 8/9/2017. If a department has to cancel or rescind a pay change or has a pay change planned that would make the employee ineligible for or otherwise preclude them from the 9/1/17 merit, they should note this on the merit spreadsheet entry for that employee. For example, such an entry might say “Not merit eligible – in-grade planned” Or “Not merit eligible – retention increase planned.” Such entries should also include the planned pre-9/1/17 effective date of the action. The ISC will run a report in late September to ensure departments have followed through on their commitments in the merit entry notes for in-grades or other changes retroactive into the period from 6/27/17 to 8/30/17.

Transactions already approved with an effective date after 9/1/2017 will use the current pre-merit base pay. Workday will not automatically do a retro adjustment based on a merit increase. Even if the ISC loads the new merit increase, because the effective date of the other action is after the 9/1/2017 merit effective date, the first transaction – with the pre-merit rate -- will trump the merit increase because it has a later effective date, potentially resulting in an incorrect pay rate.

FTE changes and cost center allocation changes are permitted during the restricted entry period and will not block the 9/1/17 merit increases.

Q & A

Q1: If an allowance in Workday has an end date in August as a result of a previously approved process, will that cause in-flight issues?

A1: No. For example, if an employee has an already-approved TPI or ADS in place with an actual end date of August 15, that end date will not cause an in-flight issue. However, if that same employee had an already-approved TPI with an end date of October 31 and the department initiated a change during the restricted period to end the TPI or ADS early, initiating that end date change will cause an in-flight conflict which will block the merit increase for that employee.

Q2: If an employee's allowance (TPI, ADS, etc.) needs to be ended during the restricted entry period but it is not, this will result in an overpayment. What can a department in this situation do to avoid an overpayment?

A2: If you have an allowance that needs to end during the restricted entry period, contact the ISC to assist you.

Q3: Are there any professional staff positions which are not subject to the restricted entry period?

A3: Employees in professional staff temporary positions in job codes 11650, 11655, 19650 and 11850 are not eligible for merit through the merit process and are also not subject to the restricted entry period. All other professional staff positions – even those precluded from merit or not eligible for merit - are subject to the restricted entry period.

Q4: Are classified staff, academic student employees (ASEs) and hourly workers subject to the restricted entry period?

A4: No. Classified staff, academic student employees (ASEs) and hourly workers are not subject to the restricted entry period.

Q5: If an employee received a promotion, in-grade or some other pay change that disqualified them from merit eligibility, why is restricted entry necessary for them? Since there will be no merit increase for these employees and so no risk of in-flight issues that would block the merit, it seems like they should not be included in the restricted entry period.

A5: Without having the ISC individually checking to confirm each employee's merit eligibility, there would be no way to determine that a compensation change would not block a merit increase. Therefore the general professional staff population is subject to the restricted entry period.

Q6: Can new employees with start dates from 8/9/17 to 9/18/17 or later be entered in Workday during the restricted entry period?

A6: Yes. New employees with no active appointments in Workday may be entered in Workday during the restricted entry period so new employees can be paid.

Q7: If a current UW professional staff employee accepts a new professional staff position with a start date prior to the merit date of 9/1/17, can the hire proceed? And can it include a pay increase?

A7: Yes to both questions. And this applies regardless of where at the UW the new position is.

Q8: Can departments initiate termination actions in Workday during the restricted entry time to reflect separations?

A8: Yes. And the effective date of the termination may be a date in the restricted entry period or a later date.

Q9: Are there any visual aids to help understand the Merit Timeline?

A9: Yes, a Visio flow prepared by the ISC that breaks out the merit timeline by different roles will be posted to the OPB [website](#) by Friday, August 18, 2017.

Who to Contact with Questions

Please include "FY2018 Merit Process Question" in the subject line of e-mails.

- 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 merit process for academic personnel, please email Margaret 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 policy as established by Planning & Budgeting, please email Judy Gustafson Golisch at judygus@uw.edu.