

**September 1, 2017 (FY2018) Salary Increase Instructions**

July 26, 2017

TO: Campus, College, School and Administrative Unit Administrators

FROM: Office of Planning & Budgeting (OPB)

Based on an [earlier memorandum](#) from Provost Baldasty, the UW is proceeding with fiscal year 2018 salary increases for academic personnel and professional staff. Salary increases for classified staff and Academic Student Employees were processed, effective July 1, 2017.

The attachments referenced in this memorandum provide detailed preliminary instructions, guidelines and important dates for the implementation of all salary increases. Please review these materials in detail and know that additional resources will be available to assist you.

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.

As you are well aware, our new HR/P system, Workday, went live on June 27, 2017. Workday is new to all of us and this year's merit increase process is different than what has been done in previous years. Unfortunately, the merit increase process will require two-steps until we have a new budget/financial system. The two steps are broadly outlined below and in detail within each of the attachments to this correspondence.

**The first step will be using salary compensation data from Workday.** The Workday Report, "*Proposed Merit Increase Report for FY2018 R0535*", will be downloadable as an excel file. Note that there are options for the report to run the data for faculty, librarians or professional staff. The Executive Office of the President and Provost will be able to run an additional option – President/Provost list. Units will enter the proposed percentage of merit increase into the spreadsheet and calculations for the new proposed Full-Time salary rate and annualized amounts will populate automatically.

Part-time faculty who have not yet been reappointed/rehired for the 2017-18 academic year will need to be manually added to the spreadsheet before submitting it for review.

Finally, units will submit their spreadsheets for review to the Assistant Vice Provost for Academic Personnel, the Executive Director, HR Compensation and the Office of Planning & Budgeting. Once the merit increases have been reviewed and approved, the Integrated Service Center (ISC) will load the approved new full-time salary rates into Workday.

**The second step will be to update permanent budgeted positions using the BGT Salary Increase Module.** Only budget lines will be in the module; there will be no actual salary lines present (less lines of data in the module from previous years!). Though this process requires an extra step and more work on your part, it is imperative to maintain budgeted lines outside of Workday to sustain our ability to fund GOF and DOF budgeted lines correctly.

The salary module contains permanent budgeted salary lines from BGT as of 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 18, 2017.

There will be a revision number attached to each 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 final category, OPB will post increases to the employee's records on the President/Provost revision number, using 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. All administrators on our list will be sent an e-mail notifying you of the dates once we set these training sessions.

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** Scheduling R0535 to Run, these are directions on how to schedule the "Proposed Merit Increase Report for FY2018 R0535" to be run from Workday
- Attachment IV** A list of unit contacts for joint appointment merit decisions (to be sent in the next week).
- Attachment V** ***To be sent via email by August 11, 2017.*** The annual general merit allocations for your unit for permanent budgeted lines for faculty, professional staff and librarians funded from GOF/DOF, including provisos, using permanently budgeted positions as of August 2017.

If you have any questions concerning any of the attachments, please contact Judy Gustafson Golisch at [judygus@uw.edu](mailto:judygus@uw.edu) or by phone, at 616-7441. If you have any questions about the policies for funding these decisions, please contact Sarah Norris Hall at [sahall@uw.edu](mailto:sahall@uw.edu) or by phone, at 543-4804.

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: <http://opb.washington.edu/content/compensation>

Enclosures

cc: Cheryl Cameron  
Sarah Norris Hall  
Mindy Kornberg  
Becka Johnson Poppe  
Margaret "Peg" Stuart  
Randy West