Payroll Coordinator’s Meeting

Judy Golisch

August 2015
Preparing for the FY 2016 salary increases effective September 1, 2015
Majority of classified staff and academic student employees (ASE) received a salary increase effective July 1, 2015.

- The exception are those in SEIU 1199NW, WSNA and approximately 192 FTE represented by SEIU 925 Side Letter E.

- July 3 automatic reappointment process was run for faculty.

- The salary increase module for academic personnel, librarians and professional staff will be created from OPUS as of close of business on August 19, 2015.
August 20-September 14 Restricted Entry Time in OPUS

August 21-September 2 Administrators in the Dean/VP offices key in increases in the module

September 3-11 OPB, Academic Personnel and HR Compensation review the salary increase data entered by units

September 14 new FT salary rates post to OPUS overnight

September 15 OPUS re-opened for normal operations, no restricted entries
TIMELINE

- September 15-20 Units make necessary corrections in OPUS for salary increases posted or not posted from the salary module
- September 22-29 Units enter September 16 promotions in OPUS
What do you need to do as a payroll coordinator for academic personnel, librarians and professional staff?
The salary increase module for academic personnel, librarians and professional staff will be created from OPUS as of close of business on August 19, 2015.

Academic personnel, librarians and professional staff in OPUS on a current appointment tab with a payroll distribution with an end date of September 1, 2015 or later and an earn type of REG, PLP, LWO or S/L will show up in the salary module.

Academic personnel, librarians, and professional staff without a payroll distribution with REG, PLP, LWO or S/L will not show up in the salary module and the merit increase will need to be posted in OPUS manually after September 15, 2015.
BY 3:00 PM ON AUGUST 19, 2015 (FINAL CUTOFF)

➢ Before 3:00 pm on August 19, 2015

➢ Verify all academic personnel, librarians, and professional staff that have continuing appointments in autumn quarter have a payroll distribution in OPUS with REG, PLP, LWO or S/L pay on a current appointment with a payroll distribution end date of September 1, 2015 or later.

▪ Run EDW reports NOW to check for future payroll distributions

Employee_Download_by_PUC
Employee_Download_by_Org_Code
If academic personnel have a SUM payroll distribution and their REG, PLP, LWO or S/L autumn quarter distribution is entered on this appointment. Then both the SUM and REG full-time monthly salary will be updated.

Have your department Administrator contact your Dean/VP Unit Administrator on how they want your department to handle Part-Time Lecture appointments.
“RESTRICTED” entry time in OPUS
August 20– September 14, 2015
WHAT DOES “RESTRICTED” ENTRY MEAN?

- For currently employed academic personnel, librarians and professional staff in your college/unit/department
  - Do not create new appointment tabs in OPUS
  - Do not make changes to the full-time salary rate in OPUS
  - Do not delete the payroll distributions with earn type REG, PLP, LWO or S/L
- OPUS entries for employees not referenced above can be processed as usual
What may be done in OPUS for academic personnel, librarians and professional staff during the restricted entry time?

- Enter appointments for all new hires (new professors, librarian or professional staff).
- Enter separations for employees that are leaving the University.
- End appointments for employees that are leaving your college/unit (for a new position within the UW).
- OPUS entries for employees not referenced above can be processed as usual.
If a department enters a salary rate change for current faculty, librarians or professional staff during the restricted entry time in OPUS, it will be overwritten – replaced by the salary data in the salary module upload on the evening of September 14, 2015.
Promotions
WHAT ABOUT PROMOTIONS?

- 12-month Faculty or Librarian Promotions
  - Promotions effective July 1st have already been entered in OPUS.
9-month Faculty Promotions

Promotions effective September 16 will be calculated after salary merit increases have been awarded. The title changes and 7.5% increases must be entered in OPUS no earlier than September 22 and no later than September 29, 2015 to have their correct salary displayed in ETR.

Salary before merit is $7,000, receive a merit increase of 2.5% = $175. New FT salary is $7,175. 7.5% increase for the September 16 promotion is calculated on the $7,175 * .075 = $538. Promotion FT monthly salary = $7,713
Questions on OPUS entries should be directed to the payroll office
MORE INFORMATION

- General information of the salary increase process can be found at on the OPB website http://opb.washington.edu/content/compensation
FY16 Compensation Changes

Provost Cauce released a compensation letter on February 11, 2015, providing initial guidance about planning for FY16.

Provost Balsasty released a letter on July 17, 2015, with additional information regarding salary adjustments for FYs 15-16.

Further, the following packet of information was emailed to Deans, VPs and Administrators on July 31, 2015:

- Memo: Salary Increase Instructions
- 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 administrators to contact for joint appointment merit decisions
- Attachment IV: To be sent via email in early August 2015

FY16 Salary Module Training Schedule
Questions