

Payroll Coordinator's Meeting

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August 2016

Preparing for the FY 2017 salary increases effective September 1, 2016

TIMELINE

- Classified staff and academic student employees (ASE) received a salary increase effective July 1, 2016.
- July 5 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 Sunday, August 21, 2016.
- August 22-September 13 Restricted Entry Time in OPUS
- August 22-September 2 Administrators in the Dean/VP offices key in increases in the module

TIMELINE

- September 3-12 OPB, Academic Personnel and HR Compensation review the salary increase data entered by units
- Sept 13 new FT salary rates post to OPUS overnight
- September 14 OPUS re-opened for normal operations, no restricted entries
- September 14-19 Units make necessary corrections in OPUS for salary increases posted or not posted from the salary module, per direction of Dean/VP offices
- September 21-28 Units enter September 16 promotions in OPUS

**What do you need to do as a
payroll coordinator for
academic personnel, librarians
and professional staff?**

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- The salary increase module for academic personnel, librarians and professional staff will be created from OPUS as Sunday, August 21, 2016
 - Academic personnel, librarians and professional staff in OPUS on a current appointment tab with a payroll distribution **with an end date of September 1, 2016 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 13, 2016.

BY SUNDAY, AUGUST 21, 2016

- 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, 2016 or later.
 - Run EDW reports NOW to check for future payroll distributions
 - Employee_Download_by_PUC
 - Employee_Download_by_Org_Code

BY SUNDAY, AUGUST 21, 2016

- 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.
- If you have an appointment with only SUM payroll distribution, this WILL NOT be in the salary module.
- 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 22– September 13, 2016

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

DURING THE RESTRICTED ENTRY TIME IN OPUS

- 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, librarians 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

WARNING

- 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 13, 2016.

Promotions

WHAT ABOUT PROMOTIONS?

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

WHAT ABOUT PROMOTIONS?

- 9-month Faculty Promotions
 - Promotions effective September 16 will be calculated after salary merit increases have been awarded. The title changes and 9% increases must be entered in OPUS no earlier than September 21 and no later than September 28, 2016 to have their correct salary displayed in ETR.
 - Salary before merit is \$7,000, receive a merit increase of 4.0% = \$280. New FT salary is \$7,280. 9% increase for the September 16 promotion is calculated on the \$7,280 \times .09 = \$655. Promotion FT monthly salary = \$7,935

**Questions on OPUS entries
should be directed to the payroll office**

More Information

MORE INFORMATION

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

OPB WEBSITE

The screenshot shows the University of Washington OPB website. At the top, there is a navigation bar with links for UW HOME, DIRECTORIES, CALENDAR, LIBRARIES, MAPS, MY UW, UW BOTHELL, UW TACOMA, and a weather indicator for Seattle (70°F). Below this is the University of Washington logo and name. A secondary navigation bar includes Home, UW Budget (selected), Tuition & Fees, UW Data, State Operations, Briefs, OPBlog, and About OPB. A search box is located on the right of this bar.

A dropdown menu is open under 'UW Budget', listing the following items:

- Annual Budgets
- Compensation
- About the Budget
- Budget Processes
- Budget Policies
- Activity Based Budgeting
- Unit Operating Budgets/Org Codes
- BGT Database
- Fund References

On the left side of the page, there is a 'Quicklinks' section with the following items:

- Tuition & Fees
- UW Profiles
- UW Fast Facts
- Activity Based Budgeting
- FY17 UW Budget
- BillTracker
- Sitemap

The main content area features a news article titled 'FY17 Compensation Changes'. The article text is as follows:

Provost Baldasty released a compensation letter on February 5, 2016, providing initial guidance about planning for FY17.

Provost Baldasty released a letter on May 10, 2016 with additional information regarding salary adjustments for FYs 16-17.

The Assistant Vice Provost for Academic Personnel released a letter on July 21, 2016 requesting a list of faculty member salary adjustments from each unit.

Further, the following packet of information was emailed to Deans, Chancellors, VPs and Administrators on July 29, 2016:

- 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 contacts for joint appointment merit decisions
- Attachment IV – Letters to individual units to be sent via email in early August 2016

At the bottom of the article, there is a link for 'FY17 Salary Module Training Schedule'.

Questions