

# Annual Salary Increase Process

### June 22, 2018





Overview of Hyperion Planning

Tentative Salary Increase Timeline

Salary Increase Process



#### Kenneth P. Dietrich School of Arts and Sciences





# Hyperion Overview

- Oracle Hyperion Planning is an enterprise solution for budgeting and forecasting
- Relies on a multidimensional structure to evaluate multiple scenarios
- Web-based interface allows for greater flexibility
- Calculates a running total of the dollar amount of allocation used
- Requests for special consideration will be entered directly into Hyperion
- Baseline reports will be available



### Licenses

- The Dietrich School currently has 24 licenses available
  - Individuals have been identified for each department as designated license holders for the salary increase process
- These individuals will be responsible for entering the salary increase recommendations into Hyperion
- Training for license holders will be available on July 23rd



# Security

- Security is in place to ensure that users only have access to rosters within their purview
- Security is provisioned out based on field, not all users will be able to see all fields
- Individual access to Hyperion will change throughout different phases of the increase process
- During a period where individuals do not have modify rights, they will still have access to view their recommended increases



## **Salary Increase – Main Form**

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### Salary Increase – Base Increase

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# Salary Increase – Special Requests

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### Salary Increase – Add-ons

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### Salary Increase – Miscellaneous

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# Tentative Salary Increase Timeline

July 9 <sup>th</sup> – PDF Preview Rosters Released to Departmen ts	Hýp Trai	23rd – erion ining	July 27th – August 1st – Department s submit salary increase recommend ations	August 13 <sup>th</sup> – Salary increases recommen dations are forwarded to Provost's Office	i i i i i i i i i i i i i i i i i i i	Provost Office notifies Dietrich School Dean's Office of pproved salaries	September 28 <sup>th</sup> – September payroll is paid. Salary includes FY19 annual salary and retroactive pay between July 1 <sup>st</sup> and August 31 <sup>st</sup>	
	July 13th – Changes to preview roster due to Kelly Lloyd	July 27th – Expected Directions from University Leadership	August 2 7 <sup>th</sup> Dea schedu convers with Departm regard Salau Increase Spec Reque	2nd – ans iled ation in ents ing y y and ial	August 15 <sup>th</sup> – Departmental Payroll Coordinators forward manual ERs to Cathleen Williams (Staff) and Zack Strickler (Faculty)	No later than September 21st - Departmen ts provide written notification to faculty and staff of their FY19 salaries		



#### Kenneth P. Dietrich School of Arts and Sciences





# **Salary Increase Preview Roster**

- Review list of faculty and staff to determine salary base
- FY19 Preview Roster (PDF) will contain faculty and staff who are eligible for an increase
- Excluded from the roster:
  - Named professors, chairs, etc. (determined by Dean)
  - Part-time faculty appointed on a term-by-term basis
  - Faculty and staff who have announced their intention to leave before September 1<sup>st</sup>
  - Postdoctoral appointments
  - Visiting faculty being appointed to a regular, non-visiting position
  - New faculty appointments (effective May 1<sup>st</sup> or later)



# Salary Increase Preview Roster (Cont'd)

- Departments should review preview roster to verify the following:
  - All salaries are listed correctly
  - "Non-University Funds" and "University Funds" are designated correctly
    - Only individuals funded entirely by soft money should be designated "Non-University Funds"
  - All staff who work less than 100% effort or 12 months reflect their actual salaries
  - All predetermined salaries are reflected correctly
  - All faculty promotions are reflected correctly
  - All leaves are reflected correctly
  - Notes are accurate
- Once reviewed, notify Kelly Lloyd of any changes, or to confirm accuracy of roster



# **Increase Pool**

- Salary increase pool is determined after Pennsylvania state budget is approved
- In past years, the salary increase pool consisted of the following:
  - Maintenance Increase
    - For all faculty and staff who are performing at a minimum of satisfactory performance over the prior year
  - Merit, Market, and Equity
    - A portion of the pool is dedicated to addressing merit, market, and equity at the school level
- Funding of allocations for the salary increase pool are separate for faculty and staff
- Any holdback(s) will not be determined until budget is approved



# **Submitting Recommendations**

- Rosters will be loaded into Hyperion
- Predetermined and promotional increases will be pre-loaded
- Departments will have access to distribute the salary increase allocation to faculty and staff
  - Departments are expected to differentiate between increase percentages to reflect merit
- Departments should submit recommendations with a zero balance
- Requests for special consideration will be entered directly into Hyperion
  - Requesting special consideration will not impact regular salary increase process



# **Special Requests**

- When available, funds may be reserved by the Dean's Office to address special cases
  - Merit
  - Retention
  - Limited market and equity adjustments
  - Promotional Increases
  - Others
- Consideration for special requests are entered directly into Hyperion



# Approvals

- Departments will be notified once salary increases are approved by Provost's Office (~ August 24<sup>th</sup>)
- Departments will have access to view finalized salary increases in Hyperion
- Departments must provide written notification of new salaries to faculty and staff
  - Do not release any salary information until receiving authorization from the Dean's Office
  - Guidelines for language to be used in notification letters will be provided



# **Performance Issues**

- Faculty performing below satisfactory standards should receive a raise less than the maintenance increase percentage
  - Should also receive a written statement regarding area(s) that were less than satisfactory
  - An explanation should be sent to Dean Blee by a separate memo
- For Staff members whose performance is less than satisfactory, contact Michele Montag to discuss salary increase



## Reconsideration

Individuals can request reconsideration of their salary increases in accordance with

Section IV of University Policy 07-09-01

- This request must be made within 14 days of receiving notice of new salary
- Please refer to the Dietrich School Salary Reconsideration Policy for more information
  - <u>https://www.as.pitt.edu/faculty/policies-and-procedures/salary-reconsideration-process</u>



# **Contact Information**

- Faculty Salaries
  - Dean Kathy Blee
    - X4-6090
- Staff Salaries
  - Michele Montag
    - X4-6062
- Roster Corrections
  - Kelly Lloyd
    - X4-0461

- Faculty Employee Record Processing
  - Zack Strickler
    - X4-6005
- Staff Employee Record Processing
  - Cathleen Williams
    - X4-0461
- Issues with Hyperion
  - John Knox
    - X4-1017



#### Kenneth P. Dietrich School of Arts and Sciences

