

Annual Salary Increase Process

June 22, 2018

Agenda

- Overview of Hyperion Planning
- Tentative Salary Increase Timeline
- Salary Increase Process



HYPERION PLANNING OVERVIEW

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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HomePage SALPLAN - 04 - Salary Increase Form Search: Advanc

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Form Folder

Forms

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Forms in SalPlan

04 - Salary Increase Form

04 - Salary Increase Form (Prod)

04 - Salary Increase Form Employee

New Employee Form (Prod)

Business rules for 04 - Salary Increase Form

Form Calc

04 - Salary Increase form

13204 : Geology & Environmental

Faculty

1. Main Form 2. Base Increase 3. Special Request 4. Add-Ons 5. Miscellaneous

	Budget FY18	Actual FY17	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18
	Pay Increase Type	Salary	Increase Amount	Base Increase Percentage	Salary	Total Special Request	Final Percent Increase	Final Base	
AAA, Test, Professor ■ DEPT - Geology and Environmental Sci JOB - Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Andrews-Brown, Daniele Monica ■ DEPT - Geology and Environmental Sci JOB - Lecturer	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Bain, Daniel Joseph ■ DEPT - Geology and Environmental Sci JOB - Assistant Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Capo, Rosemary Clare ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Elliott, Emily M ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Harbert, William ■ DEPT - Geology and Environmental Sci JOB - Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Jones, Charles E ■ DEPT - Geology and Environmental Sci JOB - Senior Lecturer	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Mc Quenne, Nadine ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Ramsey, Michael Sean ■ DEPT - Geology and Environmental Sci JOB - Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Shelf, Eitan ■ DEPT - Geology and Environmental Sci JOB - Assistant Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Stewart, Brian W ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Thomas, Brian Frank ■ DEPT - Geology and Environmental Sci JOB - Assistant Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5
Werne, Josef P. ■ DEPT - Geology and Environmental Sci JOB - Professor	Normal Eligibility Rule University Funds	50,000.00	1,000.00	2.00%	\$1,000.00	0.00	2.00%	\$1,000.00	5

	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Actual FY17	Budget FY18
	University Allocation	Allocation Used	Allocation Remaining	Average Percent Increase	Prior Year Salary	Current Year Salary
Fac Univ Allocation \$	14,000.00	14,000.00	-0.00	2.00%	700,000.00	714,000.00
Fac Non Univ Allocation \$			0.00			
Staff Univ Allocation \$			0.00			
Staff Non Univ Allocation \$			0.00			
Total	14,000.00	14,000.00	-0.00	2.00%	700,000.00	714,000.00

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My Task List

Preferences

Diagnostics

Salary Increase – Base Increase

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Navigation File Edit View Favorites Tools Administration Help

HomePage SALPLAN - 04 - Salary Increase Form Search: Advanc

Forms

- Form Folder
 - Forms
 - SALPLAN
- Forms in SalPlan
 - 04 - Salary Increase Form
 - 04 - Salary Increase Form (Prod)
 - 04 - Salary Increase Form Employee
 - New Employee Form (Prod)
- Business rules for 04 - Salary Increase Form
 - Form Calc
- Manage Task Lists
 - My Task List
 - Preferences
 - Diagnostics

04 - Salary Increase Form

13204 : Geology & Environmental

Faculty

1. Main Form 2. Base Increase 3. Special Request 4. Add-Ons 5. Miscellaneous

	Budget FY18	Actual FY17	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	
Pay Increase Type	Salary	Percent Increase	Fixed Amount	Promotion Percent Increase	Pre Det Amount	Base Increase Percentage	In	
AAA, Test, Professor ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Andrews-Brown, Danielle Monica ■ JOB - Lecturer DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Bain, Daniel Joseph ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Capo, Rosemary Clare ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Elliott, Emily M ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Harbert, William ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Jones, Charles E ■ JOB - Senior Lecturer DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Mc Quenne, Nadine ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Ramsey, Michael Sean ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Shelf, Eitan ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Stewart, Brian W ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
Thomas, Brian Frank ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00	0.00				
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Staff Non Univ Allocation \$			0.00			
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Salary Increase – Special Requests

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HomePage SALPLAN - 04 - Salary Increase Form Search: [] Advanc

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Form Folder

Forms

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Form

04 - Salary Increase Form

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04 - Salary Increase Form Employee

New Employee Form (Prod)

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Form Calc

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13204 : Geology & Environmental

Faculty

1. Main Form 2. Base Increase 3. Special Request 4. Add-Ons 5. Miscellaneous

All Entities

	Budget FY18	Actual FY17	Budget FY18	Budget FY18	Budget FY18	Budget FY18	
Pay Increase Type	Salary	Base Increase Percentage	Salary	Special Request Percentage	Special Request Fixed Amount	Special Reque	
AAA, Test, Professor ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Andrews-Brown, Danielle Monica ■ JOB - Lecturer DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Bain, Daniel Joseph ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Capo, Rosemary Clare ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Ellott, Emily M ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Herbert, William ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Jones, Charles E ■ JOB - Senior Lecturer DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Mc Quarrie, Nadine ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Ramsey, Michael Sean ■ JOB - Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Shelton, Brian ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Stewart, Brian W ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			
Thomas, Brian Frank ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	Normal Eligibility Rule University Funds	50,000.00	2.00%	\$1,000.00			

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Preferences

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Salary Increase – Add-ons

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Home Page **SALPLAN - 04 - Salary Increase Form** Search:

Forms

Form Folder

Forms

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Form

04 - Salary Increase Form

04 - Salary Increase Form (Prod)

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Manage Task Lists

My Task List

Preferences

Diagnostics

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13204 : Geology & Environmental

Faculty

1. Main Form 2. Base Increase 3. Special Request **4. Add-Ons** 5. Miscellaneous

	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18
	Final Base Salary	Add-on Percentage	Add-on Percentage Amount	Add-on Fixed Amount	Total Add-on
AAA, Test, Professor ■ JOB - Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Andrews-Brown, Danielle Monica ■ JOB - Lecturer DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Bain, Daniel Joseph ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Capo, Rosemary Clare ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Elliott, Emily M ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Harbert, William ■ JOB - Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Jones, Charles E ■ JOB - Senior Lecturer DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Mc Quenne, Nadine ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Ramsey, Michael Sean ■ JOB - Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Shielef, Eitan ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Stewart, Brian W ■ JOB - Associate Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Thomas, Brian Frank ■ JOB - Assistant Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Werne, Josef P. ■ JOB - Professor DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00
Whittinghill, Kyle A ■ JOB - Lecturer DEPT - Geology and Environmental Sci	\$1,000.00	0.00	0.00	0.00	0.00

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Salary Increase – Miscellaneous

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Navigation: File Edit View Favorites Tools Administration Help

HomePage SALPLAN - 04 - Salary Increase Form

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Form Folder

Forms

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Forms in SALPLAN

Form

04 - Salary Increase Form

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New Employee Form (Prod)

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My Task List

Preferences

Diagnostics

04 - Salary Increase Form

13204 : Geology & Environmental

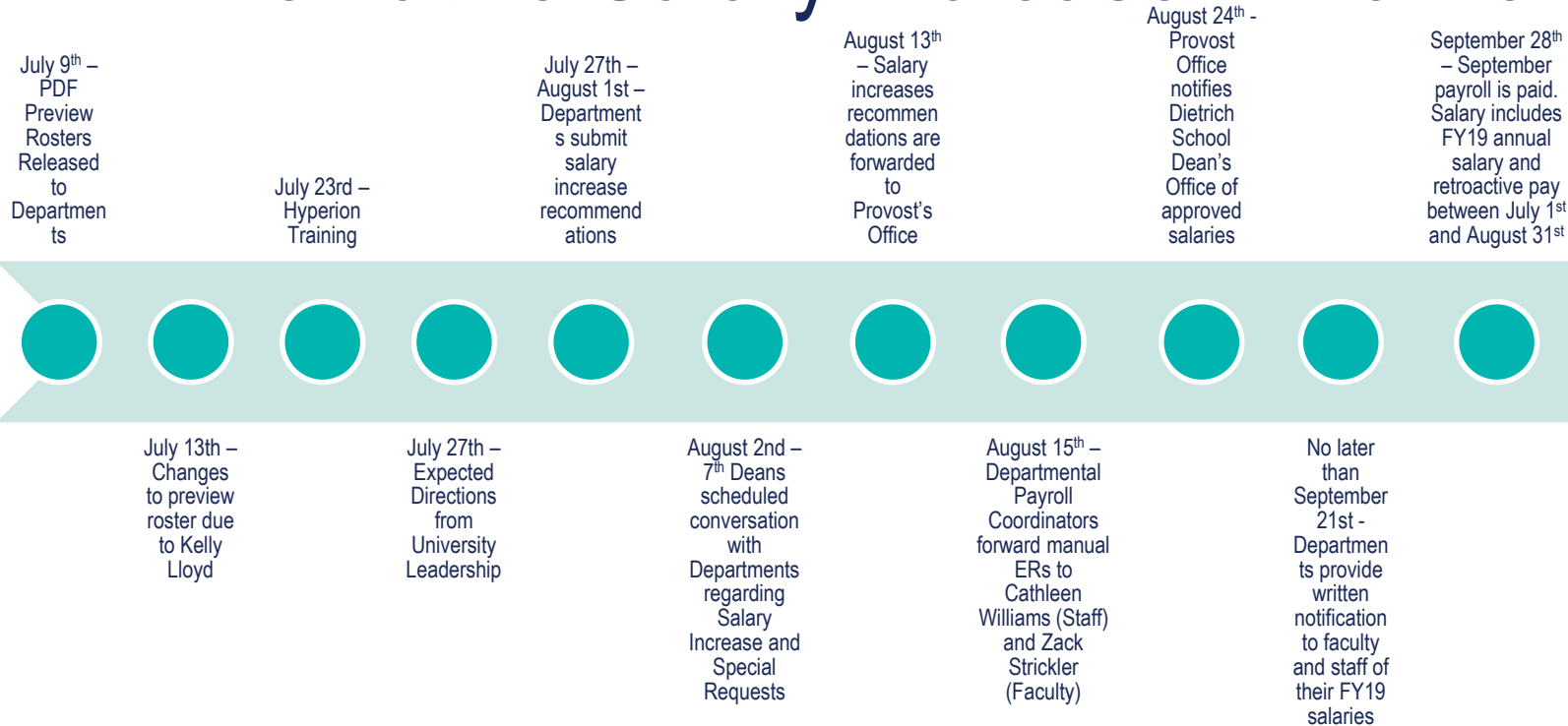
Faculty

1. Main Form 2. Base Increase 3. Special Request 4. Add-Ons 5. Miscellaneous

	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18	Budget FY18
	Effective Date	Pay Year Type	Staff Work Months	Rate	Legacy J	Leave	Promotion	Manual Input	Salary Roster Notes		
Andrews-Brown, Danielle Monica ■ DEPT - Geology and Environmental Sci JOB - Lecturer	9/1/17	08/08 - 8 months 8 pays		8	---	---	---	M			
Bain, Daniel Joseph ■ DEPT - Geology and Environmental Sci JOB - Assistant Professor	9/1/17	08/12 - 8 months 12 pays		8	---	---	---	---			
Cape, Rosemary Clare ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	9/1/17	08/08 - 8 months 8 pays		8	---	---	---	---			
Elliott, Emily M ■ DEPT - Geology and Environmental Sci JOB - Associate Professor	9/1/17	08/12 - 8 months 12 pays		8	---	---	---	---			
Harbert, William ■ DEPT - Geology and Environmental Sci JOB - Professor	9/1/17	08/08 - 8 months 8 pays		8	---	---	---	---			
Jones, Charles E ■ DEPT - Geology and Environmental Sci JOB - Senior Lecturer	9/1/17	08/12 - 8 months 12 pays		8	---	---	---	---			

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Tentative Salary Increase Timeline





SALARY INCREASE PROCESS

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 1st
 - Postdoctoral appointments
 - Visiting faculty being appointed to a regular, non-visiting position
 - New faculty appointments (effective May 1st 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 24th)
- 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
 - <https://www.as.pitt.edu/faculty/policies-and-procedures/salary-reconsideration-process>

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



THANK YOU