

WORKSHEET INSTRUCTIONS FOR FACULTY SALARY INCREASES FY 2011-12

The information and instructions below are provided to assist you in completing this process. If you have question, please do not hesitate to contact your department/unit key representative or the individuals listed at the end of this document.

Before proceeding, we ask that you to review the November 21, 2011 memo from Becky Warner, Senior Vice Provost, Academic Affairs, and Jacque Rudolph, Director, Office of Human Resources (OHR). It contains important information that will assist you in completing this process successfully. The memo can be found on the Office of Human Resources website at <http://oregonstate.edu/admin/hr/>.

Note: Funding for the increases reflected on the attached worksheet(s) will be provided by central administration for Education and General (E&G) as well as Statewide Public Service (SWPS) funded positions only. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by grants, contracts, gifts, auxiliary revenue and other funds from existing budget.

Important Dates:

- December 9** Completed salary worksheet recommendations due to your business center HR representative, both the electronic MS Excel file and signed paper copy.
- December 27** OHR begins reporting to department/unit key representatives the approval of increase recommendations. Upon receiving notification, departments/units may begin informing employees who are receiving increases. **Departments/units may not provide information to employees until they have received approval from Academic Affairs/OHR.**

The attached worksheet(s) reflect employee salary data as of November 17, 2011.

The dollar amounts resulting from the worksheet calculations are estimates and may differ slightly when processed by OHR and the Payroll Office due to rounding for *Banner* requirements.

Completed By: At the top left-hand corner of the worksheet; please enter the name of the individual completing the worksheet and his/her extension number.

Review Worksheets for Completeness and Accuracy: Review the worksheets to ensure that all eligible faculty members employed in the designated Time Sheet (TS) Org, or special grouping, have been included and the listed information is correct. Although most employees are listed in their respective Time Sheet (TS) Org, some organizations have requested to group employees by reporting lines or to cluster several TS Orgs together on one worksheet. These groups and clusters have been identified and requested by your Business Center Human Resources Manager. If you have questions, please see your Business Center Human Resources Manager.

The worksheets should reflect all employees in the TS Org or group as of November 17, 2011 who were at 50% appointment percentage (or .50 FTE) or greater on that date. If employees need to be added, please do so at the bottom of the worksheet in the blank rows provided. Please complete all associated information.

For Your Information: The *Banner* entry for 9-month employees paid over 12-months will have a *Banner* Effective Date of the 16th and a *Banner* Personnel Date of the 1st of the month in which the increase is to be effective.

Employees No Longer in Your Unit: You may have employees listed on your worksheet who are no longer in your department/unit or who are currently in another unit. If so, please enter one of the following codes for these employees:

- **Terminated/retired and ineligible:** Enter Code “C” in Column L (No Fully Satisfactory Increase Code) and indicate date of termination or retirement in Column V (Dept. Remarks).
- **Faculty member left your department and is employed elsewhere at the University:** Enter Code “D” in Column L and the employee’s current TS Org. in Column V (Dept. Remarks).

Sabbaticals: Employees currently on sabbatical leave are listed in their regular, non-sabbatical position. Their sabbatical position is not on the worksheet. Complete the appropriate increase information for the listed regular, non-sabbatical position. OHR will prepare a separate spreadsheet for Payroll’s use to apply the increase to both the regular and sabbatical positions.

Tenured Faculty Holding Administrative Positions: Tenured faculty holding administrative positions are listed **only** in their current, active administrative position.

- The administrative position is listed on the appropriate time sheet organization worksheet. This position is eligible for a salary increase in this process.
- If you would like to include increase(s) on the administrative faculty member’s tenured position that is on leave under the provisions of the 4% fully satisfactory and/or 1% equity increases, add the employee’s information to the bottom of the worksheet and complete the remainder of the columns. Note the % of increase granted in Column O (Proposed Equity Percentage Increase) and identify it as a Tenured Appointment Placeholder position “TP” in Column V (Dept Remarks). Do not add any other data other than TP to this column for the purposes of indicating it as a Tenured Appointment Placeholder position.
- If you need information regarding tenured appointment placeholder positions in your department, contact Edith Birky at 7-0736 or edith.birky@oregonstate.edu.

Adding employees: Three (3) additional blank rows are provided at the bottom of each worksheet to add employees, if necessary. Reasons to add employees include employees who have recently joined your unit from elsewhere in the university, employees who typically work .50 FTE or greater but who are not on the worksheet, and employees who are missing from the worksheet without an apparent reason. If you do not have a sufficient number of blank rows on your worksheet, please contact Edith Birky at 7-0736 or edith.birky@oregonstate.edu.

Stipends: Stipends for Faculty Excellence, Distinguished Professor, and other awards are not eligible for increases and, therefore, are not included on the worksheets. For other types of stipends, refer to the employee’s stipend conditions outlined in his/her personnel documents to determine if an increase is appropriate.

Column K– Annual Full-time Salary Rate as of November 17, 2011: Review data in Column K to ensure it reflects the employee’s current annualized salary rate. The annualized salary rate represents the employee’s salary rate on a full-time (1.0 FTE) basis. If the employee is appointed at less than 1.0 FTE, the equity increase he/she receives will automatically be pro-rated in *Banner* based on their current FTE. If you believe the salary information listed for an employee is incorrect, you may correct the worksheet by inputting the correct amount in Column K.

Column L – No Fully Satisfactory Increase Code – Data Entry Options: You must place one of the following codes in Column L **if you are not recommending a fully satisfactory increase** for an employee. A code in this column will also make the employee ineligible for an equity increase.

- Code A Grant funding does not provide for an increase
- Code B Employee is ineligible due to length of service or appointment percent (FTE)
- Code C Employee has or will be terminating/retiring prior to the effective date of the salary increase
- Code D Employee is located in another department/unit
- Code E Employee’s performance is less than satisfactory; if preferred, may provide reason in writing directly to the Senior Vice Provost or Director of Human Resources and mark “Code F” in Column L.

Code F Other reason and indicate reason in Column V (Dept. Remarks)

Column N – Raw Annualized Dollar Amount of Fully Satisfactory Increase: Column N automatically calculates the annual dollar amount of the 4% fully satisfactory increase. Please remember that this is an annualized amount based on 1.0 FTE. *Banner* will pro-rate this amount if the employee is at less than 1.0 FTE. Note: Funding for this increase will be provided by central administration for Education and General as well as Statewide Public Service funded positions only. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by grants, contracts, gifts, auxiliary revenue and other funds from existing budget.

Column O – Proposed Equity Increase Percent: Enter the proposed equity increase percentage in Column O. ***If a faculty member is not receiving an equity increase, enter a zero in Column O and enter “No Equity 1/1 (or 2/1)” in Column V (Dept. Remarks) to ensure that we clearly understand your intentions for this employee.***

Column P – Raw Dollar Amount of Proposed Equity Increase: Column P automatically calculates the annual dollar amount of the proposed equity increase entered in Column O. Please remember that this is an annualized rate based on 1.0 FTE and will be pro-rated for if the employee is at less than 1.0 FTE. Note: Funding for this increase will be provided by central administration for Education and General as well as Statewide Public Service funded positions only. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by grants, contracts, gifts, auxiliary revenue and other funds from existing budget.

Column Q – Total Raw Fully Satisfactory and Equity Percentage Increases: Column Q calculates the combined total percentage increase of combined Column M and O **without** adjusting for 9 or 12 month divisibility.

Columns R – Total Percent Increase, Adjusted to be Divisible by 9 or 12 Months: Column R takes the value of Column Q and adjusts it to produce a total percentage increase that creates a dollar amount that is divisible by 9 or 12 months, based on the employee’s appointment basis (Column J).

Column S – Total Raw Annualized Dollar Amount: Column S reflects Column R times Column K.

Column T – Estimated Annualized Dollar Amount of Total Increase, Adjusted to be Divisible by 9 or 12: Column T reflects the amount in Column S, adjusted to be divisible by 9 or 12 months (Column J). This is an estimated amount and may differ slightly from the final amount reflected in the employee’s paycheck due to rounding for *Banner* requirements. In most instances, there is no difference between this amount and the amount reflected in the paycheck.

Column U – Estimated Annual Salary Rate in Jan/Feb, Rounded up and Divisible by 9 or 12 Months: Column U is the result of adding Column T to Column K to reflect the employee’s new annualized salary rate, effective either January 1, 2012 for 12-month employees, or February 1, 2012 for 9-month employees.

Column V – Department Remarks: Please use this column to indicate terminations, tenured placeholder positions (enter “TP” only), no equity increase given (enter “No Equity 1/1” or 2/1 if applicable), and other information useful in defining any conditions that affect your decision.

Columns W and X - Department Use Only: The *Department Use Only* section (Columns W and X) has been added to the worksheets, at the request of several key representatives, as a tool to assist in budgeting and ensuring fiscal controls. Please be aware that these columns do not have an impact on other worksheet calculations, nor will OHR or Payroll utilize this information in administering the faculty salary increases for FY 2011-12. You may elect to use or not use this section of the worksheet.

Columns W and X include an employee’s current appointment % (FTE) as of November 17, 2011, and calculates monthly actual gross salary rate based on appointment basis (9 or 12) and appointment percent. You may change these columns, though any changes will not be reflected in the columns to the left. Column X is

based on Column U. If you change the appointment percent (Column W), the monthly actual (Column X) will recalculate, based on the annualized salary rate in Column U.

Note: Column X is a calculated amount; if you change the cell manually, the formula is overwritten and will no longer recalculate the monthly salary.

Increase Summary Section: At the bottom (or on the last page) of the worksheet you will find a summary section. This is a tool to assist you in determining the total dollar amount for distribution to stay within the 1% equity guidelines.

Note: Funding for the equity increase will be provided by central administration for Education and General as well as Statewide Public Service funded positions only. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by grants, contracts, gifts, auxiliary revenue and other funds from existing budget.

- #1 - Total Annual Salary Base as of 11/17/11: This amount is the total of Column K (Annual Full-Time Salary Rate as of 11/17/11). It is adjusted automatically based on entries in Column L (No Increase Codes A, B, C, D and F). The total annual salary base excludes Sabbaticals and Tenured Appointment Placeholder positions.
- #2 – Target Amount of 1% for Equity Only: This amount represents the 1% allowable for distribution per university guidelines. It does not represent central funding available for these increases. See memo dated 11/21/11 from B. Warner and J. Rudolph.
- #3 – Amount Distributed Above in Column P: This cell calculates the total equity increase amount distributed. This entry reflects Column O (Proposed Equity Increase Percentage) calculated as a dollar amount that is divisible by 9 or 12, as noted in Column P. This cell is a sum of the totals in Column P.
- #4 and #5: These cells provide, as a tool, information to assist in determining the overall amount and percentage of equity distributed to employees on the worksheet.

Questions:

Should you have questions about this process, please contact:

Edith Birky, Academic HR Officer, edith.birky@oregonstate.edu, 7-0736

Jeri Hemmer, Associate Director, jeri.hemmer@oregonstate.edu, 7-0547

Jacque Rudolph, Director, jacque.rudolph@oregonstate.edu, 7-0551