Raise Process for Faculty and Academic Staff Employees

August 2018

Denice Beckwith - OPB
Rebecca Yauch-HR
Agenda

- Overview of Raise Process
  - New HR Faces to the Raise Process
  - Key Dates
  - Salary Increases
  - Planning Analytics Raise Model
  - Determining Eligibility
  - Control Total Figures
  - Joint Appointments
  - Finders List
  - HR Review of Data
  - Raise Notifications
  - Reminders

- Overview of Raise Model Functionality
New HR Faces to University Raise Processes

Jayme Miller
Suite 140
Compensation & Classification

Chuck Folino
Suite 140
Compensation & Classification
FAS Raise – Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Aug. 10</td>
<td>Employee data imported into Planning Analytics raise model. (Reflect HR-Payroll System as of COB August 9)</td>
</tr>
</tbody>
</table>
| Monday, Aug. 13  | • Planning Analytics raise model **opens** for October 1, 2018 raise entries.  
                   • Eligibility determination begins and unit entry can begin once eligibility is determined.  
                   • Provost market control totals established.  
                   • Provost market request guidelines distributed. |
| Friday, Aug. 17  | Eligibility determination is finalized by units and updated in Planning Analytics; all faculty and academic staff have “Include in Raise List" column marked as Yes or blank indicating No. |
| Thursday, August 30 | • Planning Analytics raise model **closes**.  
                           • Provost market model **closes**. Market recommendations to be submitted through the Provost Market raise model. A brief summary of the college proposal, including total funding requested, must be emailed to Denice Beckwith (email beckwi37@opb.msu.edu). |
| Friday, Sept. 7  | • Provost market request approval notifications sent to units.  
                           • Human Resources (HR) and Office of Planning and Budgets (OPB) complete adjustments for approved Provost Market raise amounts. |
| Friday, Sept. 28 | Raises load completed in the HR/Payroll System including manual adjustments. |
| Monday, Oct. 1   | Raise letters are available to generate. |
Salary Increases

- MSU Board of Trustees approves non-union salary increases in June.
  - Merit pool (1.5%)
  - No college market this year
  - No retention this year
  - Provost market pool (0.5%)

- Centrally funded promotional increases.

- UNTF merit increase is governed by the contract.
  - Merit pool (1.5%)

- Salary adjustments are effective October 1, 2018.
Cognos Raise Model

- Faculty raise model used to designate annual raise recommendations.

- Two raise lists.
  - R01 (Non-Union)
  - R02 (UNTF)

- Data organized by MAU, then organizational units.

- Employees with appointments on October 1, 2018 are included in the raise model.

- Employees appear on funding organization lists and non-funding organization lists.
Cognos Raise Model, Cont’d

- Information in the raise model is based off of October 1, 2018 data.

- Raise model contains:
  - FTE Salary
  - Funding % (non-union list only)
  - Appointment Basis
  - Primary Job
  - Personnel Number
  - Organizational Unit
In addition, for UNTF employees raise model contains:

- UNTF Teaching %
- Non-UNTF Teaching %
  - Expressed as “Faculty Other” in the raise model

Example: Employee has UNTF teaching % of 70%, so the Non-UNTF Teaching % would be 30%
FAS Raise – Schedule

- Separate raise amounts are required for UNTF employees with split UNTF duties and Non-UNTF duties.

- Employees with split duties have two different control totals.

<table>
<thead>
<tr>
<th>Control Total</th>
<th>Non-Union Salary Increment (R01)</th>
<th>UNTF Salary Increment (R02)</th>
<th>Non-UNTF Salary Increment (R02)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Increase</td>
<td>1.5</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>College Market</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Provost Market</td>
<td>0.5</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>2.0</td>
<td>1.5</td>
<td>1.5</td>
</tr>
</tbody>
</table>

- After the raise has been applied, MSU HR will analyze FTE salaries to ensure that salaries meet the minimum pay ranges according to the Academic Salary Guidelines. Those individuals below the minimum range will be reviewed by AHR and automatically adjusted. This applies to all FAS, regardless of whether they received a raise.
Cognos Raise Model, Cont’d, R02

- For UNTF employees raise model also contains:
  
  - **UNTF Salary**
    - Full Time Equivalent (FTE) Salary $\times$ UNTF Teaching $\% = \text{UNTF Salary}$
  
  - **Non-UNTF Salary** *(If UNTF employee has split duties)*
    - **Step 1:** Full Time Equivalent (FTE) Salary $\times$ UNTF Teaching $\% = \text{UNTF Salary}$
    - **Step 2:** Full Time Equivalent (FTE) Salary $- \text{UNTF Salary} = \text{Non-UNTF Salary}$
Cognos Raise Model, Cont’d

- Transactions affecting the raise (effective 10/01/2018 or earlier) should be in the HR/Payroll inbox by COB Friday, August 9, 2018.
  - UNTF to Non-UNTF
  - Change in UNTF percent
  - Change in FTE Salary
  - Fall reappointments for eligible individuals
  - Terminations/Retirements

- Personnel actions that have not been processed by Thursday, August 9, 2018 are not reflected in the raise model.
Cognos Raise Model, Cont’d

If individuals do not appear on the raise list due to this reason, please:

- Submit a pay change effective 10/01/2018 with the new salary rate by Friday, September 21, 2018. If not received by this date, a notification letter will not be generated.

- Use the reason code of “Merit” and use an effective date of October 1, 2018.
Determining Eligibility

- For **non-union** eligibility criteria, refer to Chapter 2 in the Raise Process Resource Guide (pages 5-6).
  
  
  Individuals with unit affiliations solely through grants, will be included in the raise model (i.e. Research Associates).

- For **union** eligibility criteria, refer to Chapter 2 in the Raise Process Resource Guide (page 7).
Designating Eligibility

R01

- Units designate whether an employee is eligible for a salary adjustment by marking the employee as “Yes” (eligible) or “blank” (not eligible).

- If designate “blank”:
  - the salary does not count towards the control total.
  - not able to view the raise amount entered by jointly appointing unit.

- Employees must be marked as eligible or not eligible by Friday, August 17.

R02

All UNTF eligible individuals are included in the raise model for purposes of the control total.
Control Totals

- A calculated control total is provided by unit and by MAU for all salary adjustments.

- Control totals are based off Full Time Equivalent (FTE) salaries.

- Dynamically changes based on the amounts entered into the model.

- Control totals are guidelines only for non-UNTF and do not reflect the actual amount funded. Control totals for UNTF are strictly enforced.
Control Totals, Cont’d

- Promotional increments are loaded within the raise application via Human Resources and are view only.

- Raise model does not stop a user from exceeding control totals.

- A hard stop has not been entered in the model, but UNTF control totals must balance at the MAU level.

- Human Resources will be reviewing all MAU control totals for UNTF submissions.
Control Totals, Cont’d

Balancing Process -- Reconciling data changes affecting control totals:

- While the raise model is open, HR will reconcile changes to employee records in the HR/Payroll system with data in the Cognos raise model for UNTF only (R02). Method and frequency TBD.
Control Totals, Cont’d

Fall Reappointments:
- 08/16 reappointment should not contain a raise amount.
- All raise amounts should be given as part of 10/01 raise process.

Advantages:
- Greater visibility of raise amount for tracking/union purposes.
- Prevents over-inflated control totals.
Joint Appointments

- Individuals, not in finders orgs, will appear on multiple lists. Appear for each org relationship:
  - Primary organizational unit
  - Joint organization unit
  - Secondary rank/title org relationships
  - Funding org relationship

- Raise model will indicate whether an employee is jointly appointed and the joint org units.

- Jointly appointing orgs must agree on the raise amount.

- Raise model checks and alerts users for differing raise amounts between org units.
Joint Appointments

Raise model will show “agreement” in not only totals of raise amount across org units, but also distribution of raise across columns. Exception is Merit and Deans Withholding columns.

Example:

Org A gives $2,000 raise in merit column
Org B gives $2,000 raise in provost market column
Raise amount is the same but distribution is different

Discrepancy will show in variance tab.

*Importance for Reporting:* Raises are loaded in individual increments in HR-Payroll System to show each incremental increase.
Finders List

- Employees with a management titles are routed to appear on the list where raise decisions are made, when specified.

- Example:
  - Chairperson appointed in the Department of Teacher Education does not appear on the Teacher Education list. Chairperson appears on the Education Dean’s list.

- If employee has joint administrative responsibilities, may appear on multiple finders lists.
HR Review of Raise Data

- After raises have been submitted, HR identifies any changes to the data and manually adjusts salaries accordingly.

- Beginning 2018 – R02 -UNTF merits will be applied as the merit percent, not dollar amount, when starting UNTF FTE salaries retroactively change after the raise model has closed.

- R01 – Raise increment dollar amounts, not percentages, will continue to be applied to when starting FTE salaries change retroactively after the raise model has closed.

- Depending on balance of UNTF control totals, HR may be contacting your MAU after raise closes.
Raise Letter Process

- HR sends email to fiscal officers letting them know that raise letters are ready.
- Those assigned with security access to the raise letter report can print their letters. Letters will be available Monday, October 1, 2018.
- Letters can be sorted by org unit or employee name at the discretion of the department.
- Please use the report that generates at the end of the raise letters to verify ending FTE salary as of 10/01/2018.
- HR will notify MAU FOs of any adjustments made to salaries after the release of raise letters.
Raise Letters

Example report prompts:

1. Select date:

   Enter the Raise Date:
   
   Oct 1, 2016
Raise Letters

2. Select organization(s) or department(s):

NOTE: Ability to run letters for org units/departments is based on the security access requested.
Raise Letters

3. Optionally, select by personnel number:

![Select Personnel Number(s) (Optional):]

- Keywords: Type one or more keywords separated by spaces.
  - Mouse
  - Options:
    - Starts with any of these keywords
    - Starts with the first keyword and contains all of the remaining keywords
    - Contains any of these keywords
    - Contains all of these keywords

- Case insensitive

Results:
- Mouse, Mickey-12345

Choice:
- Insert
- Remove

NOTE: Ability to run letters for PERNRs is based on the security access requested.
Raise Letters

4. Sort by department and name or name only:

Sort Letter by:

- Department, then Last name
- Last name
Raise Letters – New Process cont’d

When an org/department is selected, a letter will generate for anyone related to that org/MAU in the following ways:

- Finders org (s)
- OR
  - Primary org, AND
  - Joint orgs, AND
  - Secondary rank/title orgs

If an individual has a finders org, they will not show up for letters generated based on their primary, joint or secondary orgs, only for their finders org.

There should not be duplicates for a particular org unit this year.
Raise Letters – New Process cont’d

Example – Raise letters are run for MAU XYZ. FAS employee has a primary org and secondary org related to MAU XYZ. They will have two letters generated for them. One letter will state their primary org. The other letter will be identical and state their secondary org.

Example – An individual is in a finders org related to MAU ABC and has a primary org in MAU XYZ. Only MAU ABC will be able to generate a letter.
Reminders

- Raise eligibility or R01 (Yes/Blank) must be determined by Friday, August 17.
- Provost market recommendations are due Thursday, August 30.
- Justification in support of Provost market recommendations are to be emailed as an attachment to Denice Beckwith (email beckwi37@opb.msu.edu).
- Promotions increments have been populated. No need to enter this increase.
Questions?
Resources

Resource information on faculty raise process are available on the Budget Planning and Analysis web page: https://opb.msu.edu/functions/budget/cognos.html

URL to view historical Cognos EP Data: https://ep.ebsp.msu.edu/cognos/
Faculty Raise Drop-In Overview

“Drop ins” for questions, feedback, additional training

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, August 15</td>
<td>9:00 - 11:00</td>
<td>Human Resource, Nisbet Building, Room 125</td>
</tr>
<tr>
<td>Thursday, August 23</td>
<td>9:00 - 11:00</td>
<td>Human Resource, Nisbet Building, Room 125</td>
</tr>
</tbody>
</table>
Security access is controlled by the “RP” roles in D6501:

- Planning Analytics **Viewer** – users get “view only” rights in system.

- Planning Analytics **Submitter** – users may view, edit and save changes, and submit data for their organization(s) for central approval.
Roles in Planning Analytics for Raise Process Application

Raise Process and Provost Market applications share the same security role.

Security roles are by organization and application.
- PA / **MAU or Organization** / SUBMIT or VIEW.
- PA / **Application** / SUBMIT or VIEW.

Example of security groups (*only MAU level*):
- /group/EBS/PA/10002000-SUBMIT or VIEW
- /group/EBS/PA/RP-SUBMIT or VIEW
Path to Raise Allocation Application within Portal

1. VPN using CampusAd or MSU NetID Realm

2. Log in through the EBS website (ebs.msu.edu) and click on the “Planning and Budgets” tab

3. -OR- Enter the URL for the Planning Analytics site: https://pal.itservices.msu.edu/pmpsvc/

4. Enter MSU NetID password and Two-Factor

REMEMBER –Take Ownership to Enter Data and Save Often

Prefers Chrome, Edge, Firefox browsers
IE compatible with some adjustments
Action Menu

- Action Menu ( ) for print selection and reset views
- Commit ( ) save data (30 minutes until system times out)
- Take Ownership ( ) activates ability to insert data
- Submit ( ) approval and lock application
- Autofit ( ) adjust column width
Mentions

- No validation rules but rather conditional formatting.
- Data links directly between applications.
- Take Ownership (✓) once the application is open to enter data.
- Release Ownership by going to index screen and clicking on this icon (✓).
- Save frequently, about half an hour expiration.
Planning Analytics
Faculty Raise Model
Model Flow

Faculty Raise Assumptions

Faculty Raise Non Union - Inclusion

Faculty Raise Demographics

Faculty Raise Allocation

Joint Appointments and Variance

SAP Data Load

FAS October Raise Letter

Provost Market
Web Sheets, Cubes, Conditional Formatting

Tabs showing icons that look like a spreadsheet (⿴⿴⿴) are web sheets containing selection fields.

Those that display icons that look like a cube (⿴⿴⿴) are dimensional which can be changed to show different data in grid.

Anytime you see a red shaded cell, we’re asking for more information – please complete.
Faculty Non Union Raise Web Sheets

Faculty Raise Non Union - Inclusion
Eligibility determination for faculty and academic staff. “Include in Raise List" column marked as Yes or blank indicating No.

Faculty Raise Non Union - R01
Enter raise increment. Includes promotion and Provost Market increments from other sources.

Faculty Raise Non Union - R01 Variance
Summary of joint appointments. Highlights increment variances.

R01 Org Raise Charts
Raise demographic charts.
Average Raise by Gender
Average Raise by Persons of Color
Average Raise by Race/Ethnicity
Average Raise by Years of Service
Average Raise by Faculty Type
Average Raise by Rank
Faculty UNTF Raise Web Sheets

Enter merit raise increment.

Summary of joint appointments. Highlights increment variances.

Raise demographic charts.
Average Raise by Gender
Average Raise by Persons of Color
Average Raise by Race/Ethnicity
Average Raise by Years of Service
Average Raise by Faculty Type
Average Raise by Rank
## Linking Raise Amounts

**Provost Market Link**

Links Faculty Raise Amount Into Provost Market Application

### Faculty Raise Model

<table>
<thead>
<tr>
<th>Current FTE Salary</th>
<th>Actual MERIT Raise Given</th>
<th>Actual DEAN WITHHOLD $ Given</th>
<th>Actual COLLEGE Mkt $ Given</th>
<th>Actual ACADEMIC COMP $ Given</th>
<th>Promotion Increment</th>
<th>PROVOST Market Dollars</th>
<th>TOTAL Current FTE Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$54,400.00</td>
<td>$2,700.00</td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
<td></td>
<td>$58,100.00</td>
</tr>
</tbody>
</table>

### Provost Market Application

<table>
<thead>
<tr>
<th>New FTE Salary</th>
<th>Proposed Market Increase</th>
<th>% Increase w/Market Increase</th>
<th>Non-Market Increases</th>
<th>Current FTE Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$58,100</td>
<td>$1,000</td>
<td>6.80%</td>
<td>$2,700</td>
<td>$54,400</td>
</tr>
</tbody>
</table>

Links Provost Market Amount Into Faculty Raise Application
Steps to Print

1. Select Action Menu Icon (≡)
2. Right Click and Select Export
3. Select Snapshot to Excel
4. Click on OK
5. Select Open
6. Format sheet and print
Validations

- “Include in Raise List” column must be completed for all employees.
- Provost Markets increments cannot be requested if no Merit raise amount has been entered.
- No identified variances when raises are submitted.
- UNTF merit raise dollars have to equal the amount that can be distributed at the MAU level.
Provost Market Requests

- Enter amount in “Proposed Provost Market Increase” column

- A brief summary of the college proposal, including total funding requested, must be emailed to Denice Beckwith (email beckwi37@opb.msu.edu).
  
  Use convention 10002000_2018-19_MarketJustification.docx

- Match your controls (amount and count)

- Only enter data for personnel with requests

- Submit by August 30
Link Provost Market Into Faculty Raise Model

- Provost Market amounts continuously transfer into the faculty raise application when amounts are entered.

- Note this is a one to many transfer.
  
  Primary -> Primary, Funding, Reports To

- Must mark “Include in Raise List” within faculty application, in order to have the amount transferred.
Link Faculty Raise Amount Into Provost Market

- Faculty raise amounts continuously transfer into the Provost Market application when amounts are entered.
- Note this is a one to one transfer. Primary -> Primary
- Must mark “Include in Raise List” within faculty application, in order to have the amount transferred.
Control Amount

\[
\text{Market Control Amount} = \left( \text{Faculty Total Adjusted Base} + \text{Academic Staff Total Adjusted Base} \right) \times 0.5\%
\]

- \text{Faculty Total Adjusted Base} = \text{Faculty Adjusted Base from current year Salary and Wage allocation}
- \text{Academic Staff Total Adjusted Base} = \text{Academic Staff Adjusted Base from current year Salary and Wage allocation}

Variances are handled on an individual basis
Control Headcount

Market Control Headcount = \{\text{Control Count Base}\} 
\times \{\text{Control Count 20\%}\}

The Control Count Base is pulled from Planning Profile Summary (PPS) > University Profile and College Summary Report > Faculty and Staff Headcounts (Source: Academic Personnel Records) > Total Faculty and Staff-Headcount > Data from 2017-18 or Fall 17 Column

The following is the path to the PPS Web site: https://opb.msu.edu/infopages/menuppsframe.htm

Variances are handled on an individual basis
Submit Data

- Submit the raise plan to the next reviewer in the application hierarchy when you are happy with the data it contains.
- Submitted items are locked and no further changes to the data can be done.
- Reviewers can either accept or reject the changes.
- When all raise plans within an MAU have been submitted, the ready workflow icon appears (꺾기). 
- When the MAU raise plan is submitted to the Human Resources Office, a locked workflow icon appears (🔒).

Steps to Submit

Click the Submit icon (送出).
Summary

- Faculty raise process begins August 13 for non-union faculty and academic staff and for UNTF faculty.
- “Include in Raise List” column must be completed with “yes” or “no” for all employees by August 17. Control amount based on “yes” selections.
- Submitted all raise allocations by August 30 for non-union faculty and academic staff and for UNTF faculty.
- Recommend obtaining view access when it is helpful to see the data.
- Assumption for raise based on either contractual agreement or central approval.
- Do NOT submit model until raises are entered by all units with jointly appointed faculty and academic staff and there shows no discrepancy between units on the variance tab.
For Faculty Raise Questions, Contact

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For Planning Analytics Questions, Contact

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