ONLINE SALARY RECOMMENDATIONS:

1. All eligible non-exempt non-represented administrative staff actively employed prior to October 1, 2014 are included in the merit increase pool for salary recommendations. Increases will be implemented after approved salary rates are announced and will be effective December 29, 2014. Employees are listed under their home-base unit-department in descending order of annual salary. The SAP data is as of the last payroll in October. Please verify and note any incorrect personnel information in the comment/justification field within the employee detail record. **It is especially important if there has been a change in the employee status, that this change be noted.**

2. It is the University’s policy to pay employees at least the minimum rate of the salary range for their grade when no other forms of compensation are provided. **The total dollar allocation in the merit pool does not include funds for any required adjustments to the minimum rates.** The online system automatically adjusts the salaries to the minimum rates.

Salary increases should be recommended on the basis of merit with careful consideration given to the total range of salaries paid within your areas. While there are no rigid guidelines, your salary increase recommendations should be consistent with the formal performance reviews. You should contact your Human Resources Consultant to help resolve any employee performance problems. **Documentation for merit recommendations that are exceptionally high or exceptionally low must be noted in the comment/justification field within the employee detail record (and should be reflective of the employee’s performance review) and will become part of the employee's personnel file.** (Note: Increases to the minimum rates are **not** included in the calculation of merit increase percentages).

<table>
<thead>
<tr>
<th>Justification memos are required when the recommended salary increase is:</th>
<th>Less Than 1.00%</th>
<th>Greater Than 5.00%</th>
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<tbody>
<tr>
<td>All Salary Grades</td>
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If a supervisor wishes to defer a salary increase until later in the calendar year, the deferred annual amount must be added to the recommendation field, the deferred increase box within the employee detail record must be checked, and a brief explanation for the deferral must be noted in the comment/justification field. Supervisors should consider setting aside a portion of the merit increase pool for recent hires if their reviews are being deferred. Also, the full annualized amount of deferred increases must be shown, and the salary pool for that unit must be reduced by this amount.
INSTRUCTIONS AND GUIDELINES
FOR ONLINE BUSINESS LINK
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SALARY REVIEW PROCESS

3. The salary amounts on the Recommendation Forms are the actual annual salaries for all employees, whether full or part time. Both the actual percent of time worked and the assignment duration are displayed. When the employee's assignment duration is less than 12 months, the salary is prorated. The recommended salary increase must be based on the prorated salary.

4. When an employee has two or more supervisors, the primary supervisor, or designated coordinator, should consult with the other supervisor(s) to jointly determine the employee's recommended salary increase.

5. The merit pool is based on all eligible administrative non-exempt (former 0905/0906) employees and is calculated by home-base unit-department without regard to funding sources. Therefore, the home-base unit-department displays total pool amounts for employees with multiple funding sources. You do not need to indicate funding sources for your recommended increases at this time. When the approved increases are processed, the Budget Office will only provide funds for unrestricted distributions that do not require internal funding. Salaries charged to gift, endowment, designated, self-supporting, and/or entrepreneurial accounts must be funded proportionally from these accounts. If one of these types of accounts is unable to fund an increase at this time, the increase should be deferred until funding is available. Remember to show the full annualized amount of the deferred increase. Do not recommend a $0 increase unless it is warranted by the employee's performance and is documented in the performance review.

6. Once again this year, managers will also be required to enter the Performance Evaluation Score (1-5) for their employees at the same time they enter the merit amount. This will help to ensure a closer alignment between merit and performance. As a “required field”, the manager will not be able to forward their recommendations on to the next approver until this field has been entered. In appropriate circumstances only, an “N” may be input. Appropriate circumstances include an employee with a pending termination or retirement.

7. Please do not discuss salary recommendations with employees prior to receiving notification from the Office of Human Resources that the overall process has been completed and that all merit increases have been approved. At that time, the merit increase system approval reports will be made available so that areas may confirm the final approved increase amounts.

8. Once notified of approval, supervisors should review salary increases with individual employees. There should be a clear understanding between the supervisor and the employee on how the evaluation of that employee's performance resulted in the approved salary increase.

9. Departments will not need to process transactions in SAP to reflect these increases.
10. Instructions for using the Online Salary Recommendation system are included. For further assistance, contact your Position Analyst.