

2013 Faculty Salary Increase Process

Salary Recommendations and Evaluations for Charles River Campus Faculty

A brief tutorial for entering faculty salary recommendations using the web-based salary increase tool.

Getting Started

- To begin, please go to the [Business Link](#), then choose [Payroll/Personnel](#), then [Salary Increase Process](#).
- If you need access to this system, please contact your Departmental Security Administrator (DSA).
- To enter comments only, please go to the [Business Link](#), then choose [Faculty Salary Review Comments](#).

Boston University Business Link -Payroll/Personnel

Salary Recommendations

Review by Unit Department:
Enter a unit and/or department:

005	050
Unit	Department

Select a group to process:

Select action for recommendations:

Faculty (CHRV) ▼

Listing for input per group selected

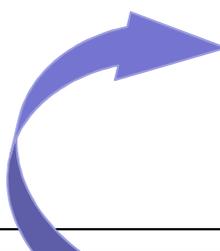
Justification Required per Group Selected

Records not processed per Group Selected

Export Unit/Department

Upload Unit/Department

Submit to Next Signer



At The Salary Increase Process Main Menu:

1. Choose the Unit Department you wish to review and be sure to select Faculty (CHRV) from the group drop down menu.
2. Choose *“Listing for input per group selected”* from the list of actions to view eligible faculty in the selected department.

Your list of faculty can also be exported to Excel and then uploaded with your completed salary recommendations.

The next page displays a list of faculty in the department you have selected.

Return to the menu.

Calculate/Save Be sure to click "Save" after entering new salaries. **Submit to Next Signer**

Tip: To view employee detail, defer an increase, or enter a justification/comment: Click "Submit to Next Signer" when finished and ready for the next level of review

Name	% FT	Review Unit-Dept-Obj	Current Salary/Grade	Chairman Text	Recommended New Salary	Merit Incr Amt	Merit Incr %
215 - PROVOST OFFICE							
<u>YOUNG, MALCOLM</u>		026-215-0900	80,900	<input type="text"/>	83,300	2,400	2.97
ASSOCIATE PROFESSOR	9.0	09/01/1991	00				
215 - PROVOST OFFICE							
<u>JOHNSON, BRIAN G</u>		026-215-0900	39,800				
ASSISTANT PROFESSOR	9.0	06/01/2001	00				

Salary recommendations can be entered on this page, or click the person's name to go to the detail page.
Comments must be entered on the detail page for each person.

Employees Eligible Count	Employees Processed	Total Current Base Salary	Total Minimum Adjustment Amount	Total Recommended New Base Salary	Total Merit Increase Amount	Total Merit Increase %
2	2	120,700	0	126,300	5,600	4.64

The detail page is used to address equity or special merit issues and retention offers.

Save/Verify

Reject

Be sure to click “Save” after making salary changes.

Unit Name - (026) PROVOST
Dept Name - (215) PROVOST OFFICE

YOUNG, MALCOLM	Hire Date:	09/01/1991
U78409093	Mail Code:	MET03
ASSOCIATE PROFESSOR	% Time:	100
Position #: 3284929999	Asgn Dur:	09.0
Home Base: 026-215-0900	Months Pd:	12

	Current	Recommendation
Salary	80,900	<input style="width: 80%;" type="text" value="83,300"/>
Increase Amt		<input style="width: 80%;" type="text" value="2,400"/>
Increase %		<input style="width: 80%;" type="text" value="2.97"/>

Enter either the dollar amount or percent of the increase.

	Change Amt	Change Pct
Retention (Dean)	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Special Merit (Dean)	<input style="width: 80%;" type="text" value="2,600"/>	<input style="width: 80%;" type="text" value="3.21"/>
Equity (Dean)	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Total	85,900	5,000
		6.18

The Approval Process for Faculty Increases

- Each faculty record being reviewed starts at the “Recommender” level where salary increases and comments are entered. The recommendations are then sent to the Dean level by clicking “Send to Next Signer” and then to the Provost level. If Department Chairs in your unit make salary recommendations, they should be entered at the Recommender level.
- Clicking “Send to Next Signer” will send the *entire* selected department to the next level for review/approval.
- Once unit recommendations reach the Provost approval level, the Provost and Dean/Director will discuss the recommendations.
- Once all salary recommendations have been approved by the Provost and President, you will be sent a final list of the faculty increases. You should then notify your faculty of their new salary.

What's Next?

- Most increases will be uploaded automatically during the September 2013 payroll process, and will be retroactive to July, 2013.
- A list of faculty requiring a manual update will be sent to you in August/September. Instructions for processing these manual updates will soon be made available at the Provost's website:

<http://www.bu.edu/provost/resources/fas/faculty-salary/>

- An extremely high volume of payroll activity takes place each September. Please plan to enter your updates well before the September payroll deadline. This will allow time to resolve any issues, reduce the likelihood of errors and, most importantly, ensure that increases are reflected in September paychecks.

Thank You!

