

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC *Human Resources*

FY12 Salary Planner
General Information

July 2011

The image shows a document cover for the University of Illinois at Chicago (UIC) Human Resources. At the top, there is a dark blue banner with the UIC logo and the text 'UNIVERSITY OF ILLINOIS AT CHICAGO'. Below this is a red banner with 'UIC Human Resources'. The main content area is white with a vertical gold bar on the left side. The title 'FY12 Salary Planner' is in a large, bold, dark red font, followed by 'General Information' in a smaller, black font. The date 'July 2011' is centered below the title. A small graphic of a globe is visible in the top left corner of the white area.

Introduction

- Salary Planner is the web-based tool used for annual merit increases and for reappointments. (*NOA & Graybook*)
- Job Aids are available on the University HR website:
- <https://hr.uillinois.edu/PolicyCompliance/Toolkit/GuidanceResources/SalaryPlanner.cfm>

Extract Names

- 12 COA 2 **AC** – Salary Planner extract containing faculty, academic professionals, and post docs.
- 12 COA 2 **OR** – Salary Planner extract containing open range civil service.
- 12 COA 2 **UA** – Salary Planner extract containing unpaids.
- 12 COA 2 **CS** – Salary Planner extract containing non-open range civil service (view-only extract)
- 12 COA 2 **RAB, RAN, RAR** – Salary Planner extracts containing graduate medical residents.

3

12– fiscal year

COA – chart of account

2 = COA value for Chicago

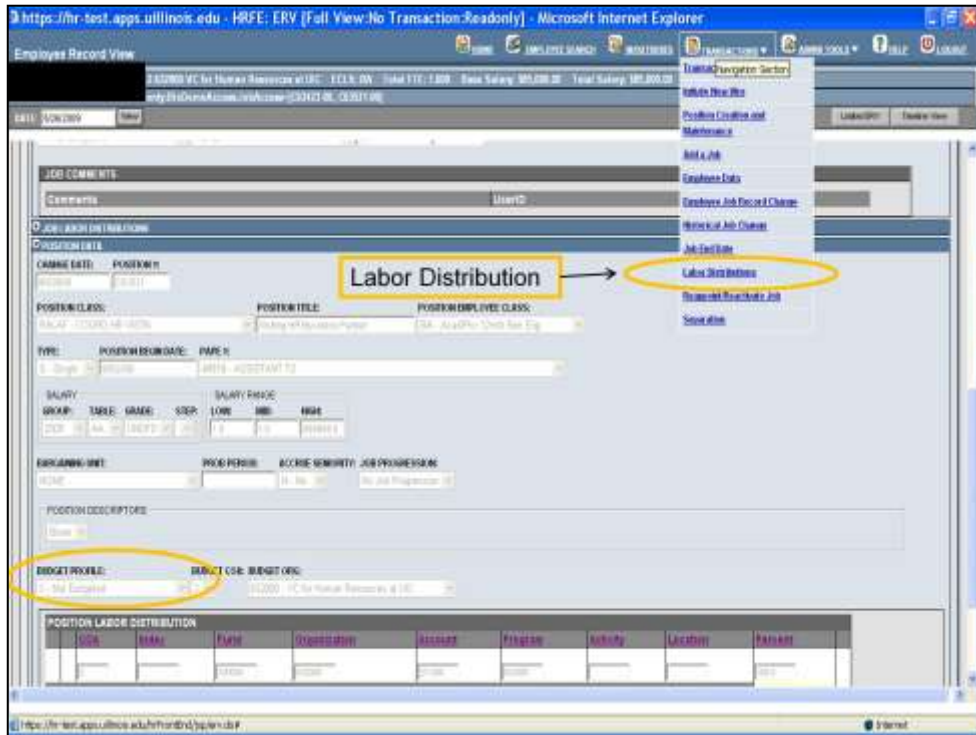
AC, OR, CS, UA, RA = extract population

Scenario Names

- **PRACTICE** – This is a practice environment where units can test different scenarios.
- **HR PRACTICE** – This is an environment restricted to Central HR users for testing.
- **FINAL** – This is the scenario that is uploaded to Banner.



Budget Profile Coding & Position Labor Distribution Updates



Use the “Labor Distribution” transaction type in the HR Front End to change a budget profile code if it needed.

Units are required to keep this code up-to-date for new and modified positions. Valid codes include:

- X – Not Budgeted
- R – Recurring State or ICR funds
- N – Non-Recurring State Funds (this code can only be used with FOAPALs that are equivalent to legacy Ledger 1 funds)
- B – Self-supporting, Grant, or MSP/DSP Funds
- RO – Civil Service Open Range, Recurring State or ICR funds
- NO – Civil Service Open Range, Non-Recurring State Funds
- BO – Civil Service Open Range, Self-supporting, Grant or MSP/DSP Funds

The screenshot shows the HRFE ERV interface in Microsoft Internet Explorer. The browser address bar displays "https://hr-test.apps.uillinois.edu - HRFE: ERV [Full View:New Transaction-LD:Editable] - Microsoft Internet Explorer". The page title is "Employee Record View". The main content area is titled "JOB LABOR DISTRIBUTION" and contains a "POSITION DATA" accordion. Within this accordion, the "BUDGET PROFILE" dropdown menu is highlighted with a yellow circle. The dropdown menu shows the current selection as "2 - Not Budgeted". Below the dropdown, there is a "POSITION LABOR DISTRIBUTION" table with columns for ID, Name, Code, Salary, Date, Organization, Account, Program, Activity, Location, and Amount. The table contains one row with the following data: ID: 1, Name: [blank], Code: 1000, Salary: 1000, Date: 10/01/09, Organization: 1000, Account: 2100, Program: 1000, Activity: [blank], Location: [blank], Amount: 1000.

To make the Budget Profile code change in the HR Front End, use the following steps:

1. Locate the employee and open their record in the Employee Record View (ERV).
2. Change the View Date to the effective date for the change.
3. Select Labor Distribution from transaction list.
4. Under Position Data accordion, edit the Budget Profile to the appropriate code.
5. Save, route, and apply the transaction changes. LD only changes are direct apply, as long as they are within the same ORG code and not part of another transaction.

Budget Profile Coding

- After the practice scenarios are created you may continue to make changes to budget profile coding. You should not need to make budget profile coding changes after the final scenarios are created.
- Budget profile code reports are available at <https://hr.uillinois.edu/HRSystems/ReportingPortal/HRReports/UHR.cfm>.
- Update budget profile codes for academics, grads, and unpaids directly in the HR Front End using the Labor Distribution transaction.
 - Since Labor Distribution changes are "direct apply" (meaning you can apply the changes without Campus HR review), **do not** combine this type of change with another transaction type.
 - Make sure these transactions are **applied by June 30th** to be in the system prior to the budget roll.

Position Labor Distribution Updates

- *This only applies to the AC extract.*
- The position labor distribution will be defaulted into the AC extract as the proposed job labor distribution (FOAPAL).
- If no changes are made in Salary Planner to the proposed job labor distribution information, the FOAPAL on the job will be changed to the FOAPAL on the position at the time the FINAL scenario is created. The change will be effective in Banner once it is uploaded.
- While updating your budget profile coding in the HR Front End, you may also want to review and, if necessary, update the position labor distribution on academic positions prior to creation of the FINAL scenario.



Major Event Dates

Major Events

- June 1 – June 30
Confirm all new position have been created **and** applied in HR Front End
- July 6 & 7
Final AC, OR, UA, and CS extracts and scenarios created

11

June 30th date – applies to NEWLY created positions

Major Events

- Beginning July 7
Manipulate final scenarios for:
 - AC extract (July 29– Campus Lock)
 - OR extract (July 29– Campus Lock)
 - UA extract (Sept 9 – Campus Lock)
- August 9
Add/Delete for AC extract
- August 25
Upload final scenario of AC extract

12

Campus Lockout date is July 29th . Colleges could lock their units out earlier.

Word of caution about add/delete process – what's included:

Once the production extracts are created, only the following changes in Banner will appear in the Salary Planner via the Add/Delete process:

- **New** positions and jobs will be added to the extract, providing they meet selection criteria.
- Terminated jobs and positions will be removed.
- Positions with Budget Profile code changes will be added to or deleted from the extract.
- Changes in job FTE and salary will appear.

NOTE: If the Position/Job is already in the extract at the time of the Add/Delete, a change in Banner to the FOAPALs will **NOT** appear in the extract and scenarios.

Add/Delete – additional dates may be added

Major Events

- August 27 (*tentative*)
NOA process run for academics
- August 29
Add/Delete for OR extract
- August 30
upload final scenario of OR extract
- September 2
upload final scenario of UA extract

Reports

- Salary Planner reports can be refreshed on demand if you have access to the Salary Planner tool and EDDIE/InfoView. Your USC (unit security contact) can request access to salary planner reports by sending an email to the HR/Pay Security team, ui2hrpaysecurity@uillinois.edu.
- More information regarding reports is available at https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=2514.
- Decision Support Query Clearinghouse - Human Resources / Salary Planner Reports: <http://www.ds.uillinois.edu/web/>
- UICHR Salary Planner Webpage: <http://www.uic.edu/depts/hr/quicklinks/salaryplanner/index.shtml/>

UICHR Contacts

- UICHR Help Desk – General Salary Planner Questions
 - Phone: 413-4848
 - Email: uichrhelpdesk@uillinois.edu
- HR Service Center – Academic and Civil Service Questions
 - Phone: 413-3490
 - Email: uichrahr@uillinois.edu

FAHR Contact

For questions regarding Faculty:

- Faculty Affairs HR
 - Phone: 355-2412
 - Email: facultyasp@uic.edu