

Salary Planner Guidelines

The most critical issue that we have identified in Salary Planner is that faculty members do not pull into Salary Planner with their “complete” jobs. That is, only a portion of their appointment may appear in Salary Planner. This is a result of an incorrect “budget profile” code on the job. As the departmental HR representative, you need to make sure that your faculty members appear in Salary Planner with all of their permanent and ongoing jobs.

- ✓ All budgeted positions will require an appropriate Budget Profile code in the Front End system in order for the Notice of Appointment to generate correctly. Please review and update blank budget profile codes with the appropriate coding. Appointments that should be included in Salary Planner regardless of funding:
 - Permanent ongoing appointments (Tenure/Tenure track, Clinical, Research, Grant-funded, Lecturers who are appointed on academic year basis, permanent administrative appointments held by a faculty member, etc.).
 - Interim/Acting high level administrative appointments only (e.g. interim dean, acting department head).
 - International Faculty (faculty who have a valid Employee Clearance through 08/15/12 should be in Salary Planner).
- ✓ Appointments that should be excluded in Salary Planner
 - Visiting faculty.
 - Retired-Rehire (unless hired through an open and competitive search process).

Items to check

- ✓ Faculty who are on leave should be included in the Salary Planner process. Faculty should be placed on leave each year if the leave is on-going and appropriate approvals have been obtained. Please remember that any subsequent leave after the initial leave requires prior-Provost approval (does not include sabbatical leaves).
 - Faculty who are on sabbatical leaves and hold administrative appointments must end the administrative appointment while the faculty member is on leave. An HRFE transaction will be required to end the administrative appointment.
- ✓ Verify the correct FOAPAL is reflected on the position and the job.
 - If the fund code is invalid, then the Salary Planner appointment will not upload into the HRFE system.
 - If the job FOAPAL is different at the position level, please update the Salary Planner labor distribution information to reflect what the correct job FOAPAL should be effective 8/16/11. If this is not done, the job FOAPAL will revert back to the position FOAPAL.
- ✓ Tenure track faculty who receive Notice of Non-Reappointments should be included in Salary Planner.
- ✓ Faculty titles cannot be held in an administrative unit. That means that all faculty titles must be in a department only. (For exceptions to this rule, please contact FAHR).
- ✓ Confirm faculty promotions via the annual Promotion & Tenure process. Make sure the correct promotional rank has been changed and that the minimum increase (provided by the Campus) has been added to the annual salary in the All-Merit Increase (CS) column. Departments can match or exceed campus allocation for P&T if they have it indicated in their internal bylaws. Please make sure to reflect comments whether the campus match was included in salary increases for promotion to Associate or Full professor.
 - Asst Professor to Associate Professor – receive \$2000 from campus.
 - Assoc Professor to full Professor – receive \$3000 from campus.
 - Non-tenured faculty (faculty titles w/modifiers) do not receive campus dollars but may be given departmental dollars to reflect promotions in rank. Again, the additional increase must be entered in the All-Merit Increase (CS) column.
- ✓ Verify Faculty award list:
 - Teaching Recognition Program (TRP) receive \$1500 added to base under the CS Merit Increase Column.

- Excellence in Teaching receive \$5000 (\$3000 from campus resources, plus \$2000 from college) added to the base under the All-Merit Increase (CS) column.
- ✓ Any new permanent appointments effective August 16, 2011 should be added via HRFE system and should be budgeted with an R or B. For example, if you have faculty who are newly appointed as UIC Distinguished Professors.
- ✓ Salary increases as a result of a “counter offer” effective 8/16/11 do not require prior approval from the Provost. However, this information should be provided to FAHR when your final Salary Planner is completed for review by FAHR and should also be submitted in the final Faculty Offer Data submissions.
- ✓ Salary increases greater than 7% will require written justification to be submitted to FAHR.

Making Changes in Salary Planner

In the web-based Salary Planner system, the below steps should be taken.

1. Edit Scenario – you will need to wait until it loads
2. Extract ID – select the appropriate extract – the year, COA 2 and AC for faculty. It will take a while to upload
3. Scenario – select unit practice or final depending on the situation.
4. Filter – by Employee Name
5. Click Select
6. Type in the UIN in the ID field
7. Go into the Job Detail section to make your corrections.
 - FTE changes should be made first before updating the salary information.
 - On FTE changes, you can enter the dollar amount that is being increased – the percent will auto-calculate. Note – FTE changes updates the ‘Merit’ field – manually remove the amount to the ‘Other’ field. Increase due to FTE change should always be reflected in Other Column. Reductions in percent time still require letters acknowledging the decrease in salary. (For exceptions, contact FAHR.)
 - Hours per Day (8 hrs always)
 - Hours per Pay (make sure to round to the 4th digit – updates the Hourly Rate field)
 - Confirm Default tabs updates (located at bottom of screen – impacts vacation accrual)
 - Salary changes are done in the top section and should be placed into All-Merit Increase (CS) field.
 - Update job titles based on the standard title abbreviations which can be found in DART. All titles must appear in caps.
8. Click Save
9. Makes sure to put comments with the date and your name. Salary Planner comments will be uploaded to the comments section in Banner.

Changes after initial upload

- Please notify FAHR if you process a change via HRFE that might affect Salary Planner, e.g. FTE changes after the initial ‘Final’ extract is created. The Base record might require an additional update in Salary Planner from a central HR level.

After Salary Planner Upload

- ✓ All leaves for AY2011/2012, including partially paid sabbaticals need to be processed via HRFE after upload but before NOA is generated. The HRFE transaction will need to be initiated after the upload so please hold off on creating a transaction until the upload has occurred. The Salary Planner will generate an 8/16/11 record modifying any changes that you created.
- ✓ After the upload, it is the unit’s responsibility to ensure all faculty members have been reappointed correctly. Units can view the NOA information via DART or pull reports via Decision Support. If changes are required post Salary Planner, units have up to the MN10 HRFE deadline (09/26/11) to submit corrections.