

UNIVERSITY OF PITTSBURGH



Fiscal Year 2013

Preparing Annual Salary Increases

Processing the Online Annual Salary Increase Rosters

Instruction Manual

UNIVERSITY OF PITTSBURGH

Preparing Fiscal Year 2013 Annual Salary Increases

Processing the Online Annual Salary Increase Rosters

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Annual Salary Increase Process – Overview

Online Annual Salary Increase rosters will be used to process annual salary increases for all:

- Full-time Faculty and Research Associates
- Part-time tenure, tenure stream, non-tenure stream Faculty excluding single term appointments
- Full-time and part-time non-union Staff including temporaries

Annual salary increases within a Department are to be based upon funds allocated by the head of the Responsibility Center.

- Rosters are available for each Responsibility Center (RC) Administrator listing all employees covered by the annual salary increase process in their respective area. Based upon internal Responsibility Center processing procedures, the RC Administrator will be accountable for completing the rosters or assigning an appropriate Department Administrator access to the departmental salary increase rosters for completion.
- The rosters list employee data extracted directly from the Human Resources/ Payroll PRISM system as of **July 1, 2012**. The inclusion or exclusion of an employee from the departmental roster does not necessarily indicate eligibility or ineligibility for an annual salary increase.
- If an employee is missing from the roster and deemed eligible for the annual salary increase, an Employee Record must be completed and submitted to process the annual salary increase. **Additional employees may not be entered on the online annual salary increase rosters.**

Specific instructions on how to administer, access, complete, and submit the online annual salary increase rosters are included in this manual.

Further questions about the online annual salary increase rosters should be directed to the appropriate administrator within the Responsibility Center, Faculty Records, or the Office of Human Resources, Compensation Department.

Salary Administration Overview

In making individual salary determinations, consideration must be given to the individual's performance during the past year. Specific considerations to assist administrators are listed below:

- Full-time Faculty (except for the School of Medicine) and Staff members (not covered by collective bargaining agreements) who have demonstrated satisfactory performance during the past year are eligible to receive a maintenance of real salary increase of their annual or contract salary as announced in the Annual Salary Increase Memorandum.

- Part-time Faculty and Staff members who have demonstrated satisfactory performance during the past year are eligible to receive maintenance of real salary increase of their annual or contract salary as announced in the Annual Salary Increase Memorandum.

- Additional increases for merit or for market / equity adjustments must not exceed the salary increase funds available.

Questions regarding eligibility should be directed to:

- **Faculty Records**, (412) 624-4232 OR

- **Office of Human Resources, Compensation Department**, extension (412) 628-5049

Faculty Salary Administration

Information regarding University of Pittsburgh average Faculty salaries compared to AAU goal salaries is provided in **Exhibit A**.

Satisfactory performance, for Faculty, is defined as having fulfilled the “common responsibilities” of Faculty articulated in the Faculty Handbook:

The role of individual faculty members in supporting the mission of the University of Pittsburgh will depend on the specific missions of their departments or schools. All Faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and schools and of the University as a whole, to engage in scholarly activities, and as appropriate, to support the University in its goal to render public service.

Unpaid Leaves:

Faculty members on any type of Unpaid Leave of Absence as of **July 1, 2012** are eligible for the annual salary increase upon returning to work based on the following schedule.

If Return from Unpaid Leave on:	Then Salary Increase Effective:
July 1, 2012 – July 14, 2012	July 1, 2012
July 15, 2012 – August 14, 2012	August 1, 2012
August 15, 2012 – September 14, 2012	September 1, 2012 (No Retroactivity)
September 15, 2012 or Later	Date Return to Work (No Retroactivity) – <i>Note: The employee's annual increase should be included on the "return to work" Employee Record.</i>

Exceptions: Other Salary Changes Submitted on Employee Records in July through September:

Other actions that would affect a change in salary (i.e., promotion, change in percent of effort, department transfer, etc.) occurring during the period of July 1st through September 1st should be processed separately on an Employee Record. A **zero (0)** should be entered in the percentage increase field on the roster.

The salary increase rosters are **ONLY** used to process the annual salary increase. **All other actions, such as reappointments and demographic changes, must be submitted on an Employee Record.**

Staff Salary Administration

The Staff Classification Systems (SCS) provides for an annual review of the pay structure for classified staff. Both competitive market and economic factors are taken into consideration during the pay structure review process.

An adjustment to the SCS pay structure has been approved effective **July 1, 2012**. The salary ranges have been increased by **2.5%**. The new salary ranges are posted on the Compensation section of the Human Resources website <http://www.hr.pitt.edu/ranges>. This information may be downloaded and placed in the SCS Reference Manual.

The new salary ranges effective **July 1, 2012** are displayed for each staff employee on the annual salary increase rosters to assist you with the completion of the annual salary increase process.

Special considerations of Staff salaries need to be made in the following circumstances:

Maximum of the Salary Range:

Staff salaries **may not exceed the maximum** amount of their respective pay range. If a classified Staff employee is currently at or near the maximum of their salary range, they may be eligible only for that portion of the annual salary increase which takes their salary to the maximum of their salary range. The maximum of the salary range is based upon the Staff Classification System (SCS) pay structure effective **July 1, 2012**. There are only **two exceptions** to the maximum of the salary range guidelines:

1. **Grandfathered Employees** - Staff who were authorized for an exception status at the time of the SCS implementation on July 1, 1999 are eligible to receive regular increases under the annual salary increase policy.
2. **Exception Employees** – Under extraordinary circumstances, Staff who have been approved for exception status by an Officer of the University and by the Associate Vice Chancellor of the Office of Human Resources are eligible to receive regular increases under the annual salary increase policy.

Employees will forfeit their grandfathered status if they have a change in salary grade (job reclassification that results in a new pay grade, transfer to a different position in a new pay grade, or termination from the University).

Employees will forfeit their exception status if they are promoted or transfer into any new job (regardless of department, pay grade, or job classification level) or terminate from the University.

Grandfathered and Exception status employees are indicated on the online annual salary increase rosters.

Provisional Periods / Performance Improvement Plans:

Staff employees who are on provisional status or performance improvement plans (PIP) **on or before June 30, 2012** will be eligible for a salary review upon the successful completion of the provisional period / performance improvement plan.

Annual salary increases, including those for Staff on provisional status resulting from a promotion, transfer, or new hire, will be effective based on the dates listed below (following page):

If Provisional Period Ends:	Then Salary Increase Effective Date:
July 1, 2012 – July 14, 2012	July 1, 2012
July 15, 2012 – August 14, 2012	August 1, 2012
August 15, 2012 – September 14, 2012	September 1, 2012
September 15, 2012 or Later	TBD Based Upon Completion Date* (See below). <i>Note: The employee's annual increase should be submitted on an Employee Record.</i>

Note: Departments should set aside sufficient funds to cover any increases later in the year, which may result from reviews after the provisional period.

Leaves of Absence (Unpaid and/or Paid):

Staff employees on any type of **Paid** Leave of Absence between **July 1, 2012** and **September 14, 2012** (fully paid) are eligible for the annual salary increase retroactive to July 1, 2012.

Staff employees on any type of **Unpaid** Leave of Absence as of **July 1, 2012** are eligible for a salary review upon **returning to work** based on the following schedule.

Please see information below for eligibility for staff employees that are on a **Paid and Unpaid** Leave of Absence between July 1, 2012 and September 14, 2012.

Short term disability is considered an unpaid leave of absence for purposes of calculating annual increases.

If Return from Unpaid Leave on:	Then Salary Increase Effective Date:
July 1, 2012 – July 14, 2012	July 1, 2012
July 15, 2012 – August 14, 2012	August 1, 2012
August 15, 2012 – September 14, 2012	September 1, 2012
September 15, 2012 or Later	TBD Based Upon Return to Work Date* (See below) <i>Note: The employee's annual increase must be included on the "return to work" Employee Record.</i>

Staff employees who are on both **Paid** and **Unpaid** Leave of Absence between **July 1, 2012** and **September 14, 2012** are eligible for a retroactive increase only for the portion of the **Paid** Leave of Absence upon returning to work. The annual increase should be processed separately on an Employee Record. A **zero (0)** should be entered in the percentage increase field on the roster. Compensation will work with the Benefits Department to review leave dates, and determine the prorated annual increase based on active working days and paid days during the leave between July 1, 2012 and September 14, 2012.

***September 15, 2012 or Later** – After appropriate reviews are completed, staff employees may be eligible for the annual increase as follows: If provisional period end date or leave return to work date is between the 1st and 14th of a month, then the increase is retroactive to the first day of the month; if provisional period end date or leave return to work date is between the 15th and last day of a month, then the increase effective date is the first day of the following month.

Terminated Staff Employees:

Staff employees who have terminated between **July 1, 2012** and **August 31, 2012** are not eligible to receive retroactive annual salary increases. Employees who terminate on or after **September 1, 2012** are eligible for the retroactive annual salary increase.

Staff Job Reclassifications / Promotions Effective July 1, 2012 or Later:

For all staff employees whose positions are reclassified to different job classification levels between **July 1, 2012** and **September 1, 2012**, regardless of their salary, **it is recommended that the annual salary increase percentage be considered and factored into the new annual salary at the time of reclassification by the department.** The employee's annual salary increase would be included in the new salary amount as of the reclassification effective date. Staff employees who are reclassified or promoted between **July 1, 2012** and **September 1, 2012** may not be eligible for the annual salary increase upon completion of their provisional period.

Staff Transfers Effective July 1, 2012 or Later:

For all staff employees who transfer to a different position (within the same department or to a new department) between **July 1, 2012** and **September 1, 2012**, regardless of their salary, **it is recommended that the annual salary increase percentage be considered and factored into the new annual salary at the time of transfer by the hiring department.** The employee's annual salary increase would be included in the new salary amount as of the transfer effective date. Staff employees who transfer between **July 1, 2012** and **September 1, 2012** may not be eligible for the annual salary increase upon completion of their provisional period.

Staff Working 8, 9, or 10 Month Assignments:

Staff employees who work 8, 9, or 10 months out of the year but are paid over 12 months are eligible for annual salary increases effective at the beginning of the current year assignment period based upon the following schedule.

If Assignment Start Date is:	Then Salary Increase Effective Date is:
July 1, 2012 – July 14, 2012	July 1, 2012
July 15, 2012 – August 14, 2012	August 1, 2012
August 15, 2012 – September 14, 2012	September 1, 2012 (No Retroactivity)
September 15, 2012 or Later	TBD Based Upon Assignment Date (No Retroactivity) <i>Note: The employee's annual increase must be submitted on an Employee Record.</i>

Compensatory Time and Overtime Instructions for PRISM TRKS Employees

PRISM TRKS will automatically calculate the difference in the old hourly rate and the new hourly rate to pay out all Compensatory Time and Overtime retroactive to July 1. Up to date timecards are critical to ensure that the retroactive payment is accurate.

Monthly

Non-exempt staff employees who have received payment for Compensatory Time or Overtime between July 1 and August 18 will automatically receive an adjustment in the September 2012 paycheck based on the hours recorded in PRISM TRKS. The rate of payment will be the difference between the old hourly rate and new hourly rate.

Hours recorded in PRISM TRKS from August 19 through September 15 (weeks included in the September pay) will be paid at the new hourly rate since the hours were not paid in the August paycheck.

Biweekly

Non-exempt staff employees have received payment for **Compensatory Time or Overtime** between July 1 and August 18 will automatically receive an adjustment in the 2nd biweekly in the September 2012 paycheck paid on September 21, 2012 based on the hours recorded in PRISM TRKS. The rate of payment will be the difference between the old hourly rate and new hourly rate.

Hours recorded in PRISM TRKS from August 19 through September 1 (1st biweekly in September 2012 – paid September 7, 2012) and thereafter will be paid at the new hourly rate.

A detailed spreadsheet will be distributed in early September to the department administrators who receive the payroll check registers. The spreadsheet provides the information for your records which in past years the department administrator calculated manually.

The spreadsheet reflects the number of hours that have been recorded in PRISM TRKS since July 1. The total hours from July 1 through August 18 for both monthly and biweekly are listed by categories. The categories are Regular Hours for staff employees paid on a biweekly basis, Compensatory Time Hours, Overtime Hours, Sick Accrual Payout Hours and Vacation Accrual Payout Hours.

A	B	C	D	E	F	G	H	I	J	K
RC Number	RC Name	Dept Name	CDC	Employee Name	Employee Number	Total Regular Hours	Total Comp Hours	Total Overtime Hours	Total Sick Accrual Payout Hours	Total Vac Accrual Payout Hours
92	Business Operations-RC	University Marketing Communications	422(B)	Test Number 2	23923	217.5	5.5	10	0	0
92	Business Operations-RC	Bulk Mail Services	422(B)	Test Number 3	15999	300	5.5	15	0	0
92	Business Operations-RC	University Marketing Communications	422(B)	Test Number 5	12936	240	2.5	16.25	0	0
92	Business Operations-RC	University Marketing Communications	422(B)	Test Number 6	8529	300	5.5	10	7.5	0
92	Business Operations-RC	Fleet Services	422(B)	Test Number 8	44821	300	7.5	8	0	15

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@cfo.pitt.edu.

Hourly Time Entry Instructions for Non-PRISM TRKS Employees

Monthly

Departments with **non**-PRISM TRKS employees will receive the **Monthly Hourly Personnel Certification Report (MHPCR)** from the Payroll department to process hourly payments for employees paid on an hourly basis each month.

Please see **Exhibit F** for complete instructions on processing hourly payments in the September 2012 payroll.

Non PRISM TRKS employees that have received payment for **Compensatory or Overtime** between July 1 and August 31 will receive a Monthly Hourly Personnel Certification Report (MHPCR) from the payroll department. It is the department's responsibility to calculate the difference in the old hourly rate and the new hourly rate and to document the number of hours that need to be paid at that rate.

Monthly Hourly Personnel Certifications are due in the Payroll Department, 207P Craig Hall no later than (See FY 2013 Salary Increase Processing Schedule).

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@cfo.pitt.edu.

Biweekly

Departments with **non**-PRISM TRKS employees will receive the **Biweekly Hourly Personnel Certification Report (BHPCR)** from the Payroll department to process hourly payments for employees not covered by collective bargaining agreements.

Please see **Exhibit G** for complete instructions on processing hourly payments for the 2nd Biweekly in September 2012 payroll.

Non PRISM TRKS employees that have received payment for **Compensatory or Overtime** between July 1 and August 18 will receive a Biweekly Hourly Personnel Certification Report (BHPCR) from the payroll department. It is the department's responsibility to calculate the difference in the old hourly rate and the new hourly rate and to document the number of hours that need to be paid at that rate.

Biweekly Hourly Personnel Certifications are due in the Payroll Department, 207P Craig Hall no later than (See FY 2013 Salary Increase Processing Schedule).

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@cfo.pitt.edu.

Accessing the Annual Salary Increase Rosters

The annual salary increase rosters are maintained by the **Final Approver, Assigned People, or** specific **administrators** assigned at the **Department Security level**. Individuals assigned at the Department Security level have access to enter salary increase information on the Salary Increase rosters based on the type of access granted through the Department Security level.

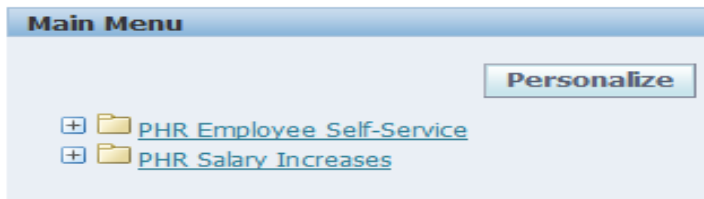
Accessing the Annual Salary Increase Rosters – Instructions:

1. **Log in to PRISM**

- Access PRISM by navigating to the University Portal at my.pitt.edu
- Enter your University computing account username and password
- Select the My Resources tab

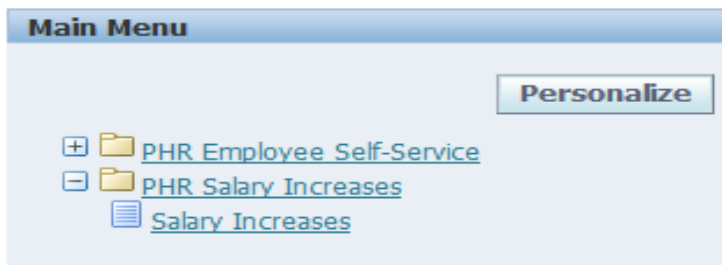
2. **Select the Responsibility - PHR Salary Increases**

Oracle Applications Home Page



3. Click on **Salary Increases**

Oracle Applications Home Page



4. Click on RC line – **RC Selection** screen (the list of RCs to which you have access to are shown) – The RC number and RC name will be listed on the RC Selection screen. The RC Selection screen identifies the number of departments and people within the RC unit.

The screenshot shows the Oracle Applications RC Selection screen. At the top is the Oracle logo and navigation links. Below is a table with the following data:

RC	# of Depts	# of People	Status
20 - University Honors College-RC	1	6	Unprocessed

5. Click on a Department line displayed on the **Department Selection – RC XX (RC name)** screen.

Department	# of People	Status
29010 - Univ Honors College-Office of the Dean	6	Unprocessed

You may now begin to enter annual salary increase data for University employees.

Continue through the Fiscal Year 2013 Online Annual Salary Increase Roster Instruction Manual (a manual may be downloaded from <http://www.hr.pitt.edu/managers/guides-and-form>)

If you have forgotten your University computing account or password, please contact the Technology Help Desk at 412-624-HELP (4357) for assistance.

Department Selection –The Department Selection screen is defined.



Employee Listing - RC

The list of Departments to which you have access to are shown. Click on a department to enter the [Employee Listing](#) screen for that Department.

As shown below, the columns displayed are as follows:

Department - Name of the Department

of People - The total number of people within this Department to which you have access.

Status - The current [status](#) of the records within this Department.

If there is a Department you should have access to, but it is not listed, contact your RC Administrator to have access granted.

Department Selection - RC 02 (Secretary of Board of Trustees-RC)

Department	# of People	Status
01030 - Secretary of the University	4	Unprocessed
01032 - University Senate	1	Unprocessed
01059 - Special Events	7	Unprocessed

Assigning Security Access to the Annual Increase Rosters

A chart showing the levels of security and access to the rosters is provided in **Exhibit B**. Helpful hints in navigating the system are provided in **Exhibit C**.

There are two levels of security / access for the annual salary increase rosters:

- Responsibility Center (RC) Level
- Department Level

Responsibility Center Level Access

This level includes full access and input capabilities to all annual salary increase rosters within the RC area, and will be granted to the RC Administrator via request to FIS. Individuals assigned to this level also have the ability to grant appropriate access to department administrators for completion of the rosters (based upon internal RC processing procedures). The RC unit is responsible for identifying individuals who will be assigned RC Security level access, and will also determine the individual who will be the “Final Approver” for the Responsibility Center.

If an RC Administrator should not have access to certain individuals, then the employee to be excluded must be shown as an exclusion at the time of creating access to the online rosters for the RC Administrator.

As shown in the screen shot below, the “Assigned People” column displays the names that have access to assign Department Security levels to others as well as access to update the annual salary increase rosters. **It is not necessary to designate an “Assigned People”, but there can be one or more individuals designated.**

The “Final Approver” column displays the name of the individual who has access to create Department Security levels as well as update the annual salary increase rosters. **The Final Approver is responsible for all final annual salary increase information entered for the RC unit and submitting the final approved annual salary increase rosters for processing.** Only one person may be designated as the “Final Approver”.



RC	Final Approver	Assigned People
01 - Office of the Chancellor-RC	Test, JF1	Harmon00, Mark Hegerty00, Julie

Department Level Access

The **Assigned People** and **Final Approver** individuals assigned at the RC Security level will designate access to administrators / managers at the Department level (based upon internal RC processing procedures), who will then be able to view and/or complete the annual salary increase rosters for individuals within assigned departments. In addition, administrators may also be authorized to have access to the annual salary increase rosters for a specific group of individuals within a department.

When the RC Administrator is granting access at the department level, the RC Administrator must determine if the Department Administrator would like to grant access to an individual in a division that is within the department. If applicable, the RC Administrator must mark the **Assign Dept Access** box at the time the RC Administrator is creating the Department Administrator access.

RC Selection – The RC Selection screen is defined.



The list of RCs to which you have access to are shown. Select one to be taken to the [Department Selection](#) screen for that RC.

As shown below, the columns displayed are as follows:

- **RC** - Name of the Responsibility Center
- **# of Depts** - The number of departments you have access to within this RC
- **# of People** - The total number of people you have access to within this RC
- **Status** - The current [status](#) of the salary increase records within this RC

If there is an RC you should have access to, but it is not listed, contact your RC Administrator to grant the appropriate access.

The image shows a screenshot of the Oracle PHR Salary Increases Admin interface. At the top, there is a blue header with the Oracle logo and the text "PHR Salary Increases Admin". Below the header, there is a white box with the text "RC Selection" and a horizontal line underneath. Below this, there is a table with four columns: RC, # of Depts, # of People, and Status. The table contains three rows of data.

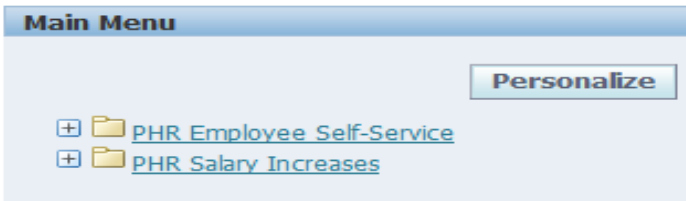
RC	# of Depts	# of People	Status
56 - Vice Chancellor Institutional Advancement-RC	7	128	Unprocessed
57 - Education-University Service Programs-RC	2	5	Unprocessed
60 - University Library System-RC	29	185	Unprocessed

Assigning Users at the Department Security Level

1. **Log in to PRISM**
2. **Select the Responsibility - PHR Salary Increases**

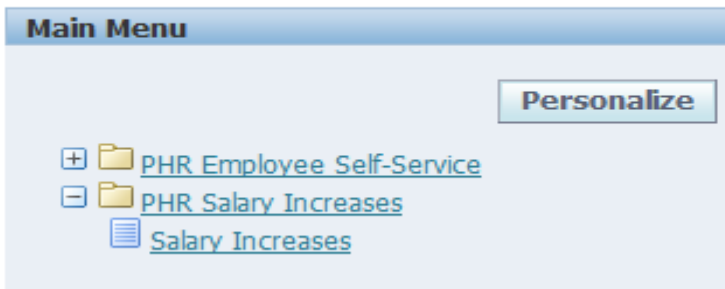


Oracle Applications Home Page



3. Click on **Salary Increases**

Oracle Applications Home Page



Department security is identified at this level. The **Assigned People** or **Final Approver** will assign individuals at the department level for the RC unit. The RC number and RC name will be listed on the RC Selection screen. The RC Selection screen identifies the number of departments and people within the RC unit.

4. Click on **Dept Security** button (top right corner).



The **Maintain Dept Security** screen shows the listing of the RC number and RC name.

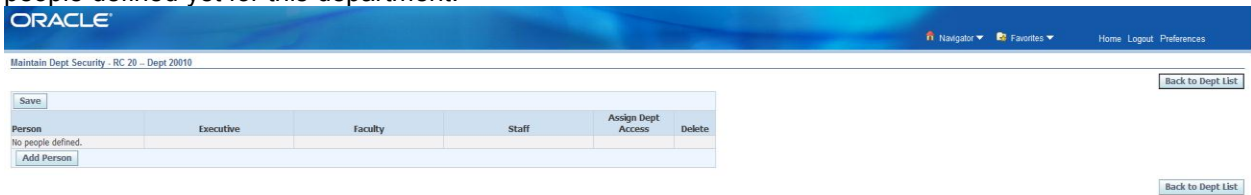
To Complete the Department Security Level Information

Enter information as follows:

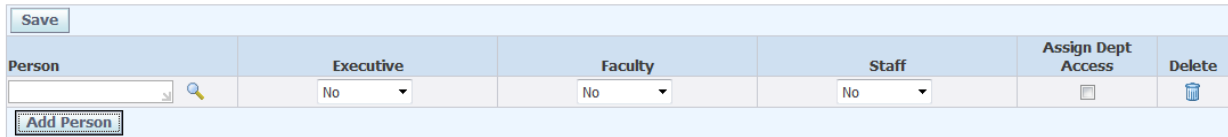
1. Click on the **RC Number and RC Name** line – Maintain Dept Security screen. All departments within the RC are shown on the **Maintain Dept Security – RC XX** screen.



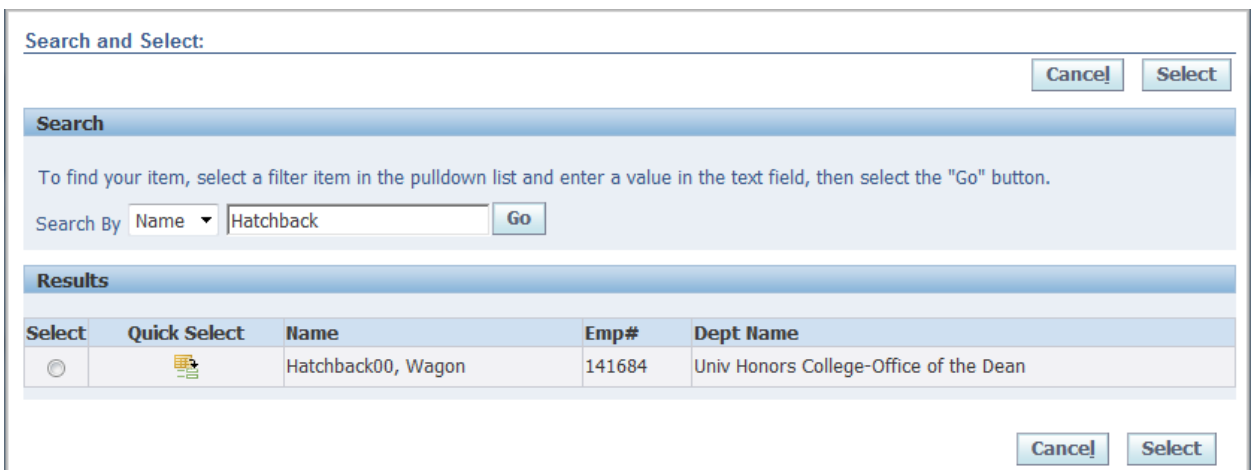
The **Maintain Department Security – RC XX – Dept XXXXX** screen indicates that there are no people defined yet for this department.



2. Click on the **Add Person** button.



3. Enter the name of a person in the **Add Person** box and click on the magnifying glass. Names must be entered as case sensitive (Last name).
4. Click in the **Select** column for the employee you want to have access and then click **Select** button.



Maintain Dept Security - RC 20 -- Dept 20010

Save

Person	Executive	Faculty	Staff	Assign Dept Access	Delete
Hatchback00, Wagon	No	No	No	<input type="checkbox"/>	

Add Person

To the right of the name added are the following Job Types: **Executive, Faculty and Staff**. Determine the correct access for the individual being assigned (see chart below). An individual may be granted Department access to **view** or **update** the annual salary increase information for employees in each Job Type. In addition, Department access may also be granted to update annual salary increase information for a subset of employees within each Job Type. If there are individuals that have been assigned access, the name will appear in the appropriate Job Type column within the assigned Department.

5. Select the appropriate access for each Job Type.

Maintain Dept Security - RC 20 -- Dept 20010

Save

Person	Executive	Faculty	Staff	Assign Dept Access	Delete
Hatchback00, Wagon	No	No	Yes	<input type="checkbox"/>	

Add Person

The name and information relative to each Job Type will be added to the box at the top of the screen. Repeat this step as many times as necessary.

Access Type:	Definition:
No	No access granted - default
Yes	Access granted to Job Type
View Only	Access granted to Job Type as view only, cannot update salary information.
Subset	Access granted to specific individuals identified within the Job Type

6. Click on the **Save** button (top left corner) when all selections have been entered.

If the **Subset** option is chosen, the subset must be defined for the individual.

7. Click on the **Define Subset** button in each column it may appear.

Maintain Dept Security - RC 20 -- Dept 20010

Save

Person	Executive	Faculty	Staff	Assign Dept Access	Delete
Harmon00, Mark	No	No	Subset	<input type="checkbox"/>	
Hatchback00, Wagon	No	Yes	Yes	<input type="checkbox"/>	

Add Person

The **Define Subset – RC XX – Dept XXXXX – X (Job Type)** screen identifies all the individuals within the department.

- Click on an employee's name with one of the actions in the middle (Move >, Move All >>, Remove <, or Remove <<) that should only be seen by the person being assigned. Click on the **Save** button (bottom of **Included in Subset** box). Click on the **Back** button (top right corner).

Define Subset - RC 20 - Dept 20010 - Staff - Harmon00, Mark

Employees		Included in Subset				
Hatchback00, Wagon	> Move >> Move All < Remove << Remove All	Hagen1700, Julie	Save	Back		
Hendon00, Janine						
Hickory00, Jack						
Hoover00, Herbert						

- When finished adding all employee's for department access, click **Back to Dept List** (top right corner)

Maintain Dept Security - RC 20 - Dept 20010

Person	Executive	Faculty	Staff	Assign Dept Access	Delete
Harmon00, Mark	No	No	Subset Define Subset	<input type="checkbox"/>	
Hatchback00, Wagon	No	Yes	Yes	<input checked="" type="checkbox"/>	

[Add Person](#)

To remove an employee from having access to a department, click the “garbage can” under the delete heading.

Processing Annual Salary Increases – General Information

Data Source

All data and information listed on the annual salary increase rosters has been extracted from the Human Resources/Payroll PRISM system as of **July 1, 2012**. Employees hired on **July 1, 2012** or later are not eligible to receive annual salary increases under this process and will not appear on the annual salary increase rosters.

Multiple Radio Buttons

There are three radio buttons by the following types of employees:

- Executives
- Faculty (this tab includes Research Associates)
- Staff

The three radio buttons are formatted according to the job type and provides information specific to each job type. Not all departments (administrators) will have access to all radio buttons, as they are displayed based upon the type of employees in the department.

Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Total%	New Rate	New Annual Status
Higerly00, Julie (141682)	3,100.00	37,200.00					Unprocessed
Details							
Job Staff.Secretary.III Emp Category FullTime-Regular Assignment Status Active Assignment Staff Work Months Exemption Status NE			Percent Effort 100 Pay Year Type 12/12 Salary Basis Salaried Probation End Date 31-Dec-2006 Exception Status		* Salary Effective Date 01-JUL-2012 Current % into Range 60 Salary Range Min 21,828.00 Salary Range Mid 34,644.00 Salary Range Max 47,445.00 New % into Range No Increase Reason		
Hide	Comments						
Show	Hatchback00, Wagon (141684)	3,100.00	37,200.00				Unprocessed
Show	Henckel00, Jasmine (141686)	3,100.00	37,200.00				Unprocessed
Show	Hickory00, Jack (141687)	3,100.00	37,200.00				Unprocessed
Show	Hoover00, Herbert (141683)	3,100.00	37,200.00				Unprocessed
Totals							
Current Annual: 186,000.00		New Annual: 186,000.00		Total Increase: 0.00		Average % Increase: 0%	

This screen shows a listing of the employees to which you have access. Update the employee's increase information in the **Maint%**, **Merit%**, and **New Fac Cntrct Sal** (if applicable) fields shown to the right of the employee's name after the Current Rate and Current Annual fields. To review the details of a specific employee, click on the "plus sign - Show" to the left of the employee name. Click on the "minus sign - Hide" to the left of the employee name to close the detail information.

(You must enter data for each employee listed. If no increase is to be received, a zero percent must be entered).

Employee List

The list of employees are divided by job type. Using the radio buttons in the upper left corner, you may view the list of Executive, Faculty (includes Research Associates), or Staff employees. There is also a radio button marked "All" that enables you to view a list of all employees regardless of job type.

Employees are listed in alphabetical order, displaying their current salary data and their new salary information. Below the list, a “Totals” line displays the total Current Annual and the total New Annual for the listed employees as well as the Total Increase and Average % Increase.

Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Total%	New Rate	New Annual Status
Hegerty00, Julie (141682)	3,100.00	37,200.00					Unprocessed
Hatchback00, Wagon (141684)	3,100.00	37,200.00					Unprocessed
Henckel00, Jasmine (141686)	3,100.00	37,200.00					Unprocessed
Hickory00, Jack (141687)	3,100.00	37,200.00					Unprocessed
Hoover00, Herbert (141683)	3,100.00	37,200.00					Unprocessed
Totals							
Current Annual: 186,000.00		New Annual: 186,000.00		Total Increase: 0.00		Average % Increase: 0%	

Employee Details

The employee detail section shows additional information for each employee. The informational data displayed varies depending on the job type of the employee chosen. To review the details of a specific employee, click on the “plus sign - Show” to the left of the employee name. Click on the “minus sign - Hide” to the left of the employee name to close the detail information.

(Faculty)

On all Faculty detail screen, the “No Increase Reason” field has been added. This field can be used as a tool for the department to maintain information as to why no increase was given for the faculty employee. This is informational only and is not required.

(Staff)

On the Staff detail screen, the “No Increase Reason” field is used to identify why no increase is being granted. Choose a reason from the list of values in the dropdown list provided. This is required for Staff who will not receive an increase.

Missing Employees on the Rosters

If an individual is missing from an employee list, an Employee Record must be completed and submitted to process the annual salary increase. **You will not be able to enter additional employees to the annual salary increase rosters.**

Retroactive Adjustments

Retroactive annual salary increase adjustments for employees will be calculated automatically based upon the date in the **Salary Effective Date** field on the roster.

Executive and Faculty – Roster Completion Instructions

The Executive and the Faculty (includes Research Associates) radio buttons follow the same completion instructions.

The **Employee Listing – RC XX (RC name) – Department XXXXX (Department name)** screen indicates the detailed information by Job Type and an alphabetical listing of all employees within the RC/Department unit. Changes are entered to the right of the employee's name after the Current Rate and Current Annual fields.

To Complete the Rosters

1. Click on the appropriate **Job Type** radio button
2. Click on an **Employee's Name** to enter the salary information
3. To the right of the employee's name, enter the salary information in the **Maint%** field and press the **Tab** key to enter in the **Merit%** field. The New Rate and New Annual fields will automatically be calculated.
4. Enter a **New Fac Cntrct Sal** (if applicable) or press the "=" button next to the field, which will copy the new Annual Salary figure into the field.
5. Click the **Save** button after all salary increases have been entered or save as you go along so data is not lost if your session expires.



Please refer to **Exhibit D** to view a sample roster.

When all information has been entered, exit the screen by clicking on the **Back to Dept List** button. **DO NOT USE the browser back arrow at the top left of the screen.**

Exit **Department Selection – RC XX (RC name)** screen by clicking on the **Back to RC List** button. Click **Home** to return to the **PRISM Navigator Page** or **Logout** to close out your **PRISM session**. **DO NOT USE the browser back arrow at the top left of the screen.**

Note: Administrative Supplements are included in the annual salary, but not in the **Faculty Contract Salary** on the annual salary increase rosters. Please take this into consideration when calculating the percentage increase to the annual salary, the inclusion of the supplement will lower your overall percentage increase.

Example:

	FY11	FY12	% Increase
Base Salary	\$50,000	\$51,500	3.0%
Supplement	\$ 5,000	\$ 5,000	
Total	\$55,000	\$56,500	2.7%

Correcting Roster Errors

While saving the new salary information, a warning or error message may appear. See **page 27** for resolution to message on the screen.

Staff – Roster Completion Instructions

The **Employee Listing – RC XX (RC name) – Department XXXXX (Department name)** screen indicates the detailed information by Job Type (radio button) and an alphabetical listing of all employees within the RC/Department unit. Changes are entered on the same line of the employee selected.

To Complete the Rosters

1. Click on the appropriate **Job Type** radio button
2. Click on an **Employee's Name** to enter the salary information
3. To the right of the employee's name, enter the salary information in the **Maint%** field and press the **Tab** key to enter in the **Merit%** field. The New Rate and New Annual fields will automatically be calculated.
4. Click in the Details column "**plus sign - Show**" to open the Employee Details to change **Salary Effective Date** (applicable to 8, 9, or 10 month employees only). Click on the "minus sign – Hide" to the left of the employee name to close the detail information.
5. Enter the **No Increase Reason** field (if applicable) on the Employee Details section. (If a **zero (0)** percent increase is entered on the annual salary increase roster, the **No Increase Reason** field **MUST** be completed with the appropriate reason code listed on page 26).
6. Click the **Save** button after all salary increases have been entered or save as you go along so data is not lost if your session expires.



Please refer to **Exhibit E** to view a sample roster.

When all information has been entered, exit the screen by clicking on **Back to Dept List** button. **DO NOT USE the browser back arrow at the top left of the screen.**

Exit **Department Selection – RC XX (RC name)** screen by clicking on the **Back to RC List** button. Click **Home** to return to the **PRISM Navigator Page** or **Logout** to close out your **PRISM session**. **DO NOT USE the browser back arrow at the top left of the screen.**

Staff – Entering Roster Data General Information

Maximum of the Salary Range – Exception Status Field

Staff salaries **cannot exceed the maximum** amount of their respective pay range. There are only **two exceptions** to the maximum of the salary range guidelines: **Grandfathered Employees** and **Exception Employees** – See page 6 for definitions.

Grandfathered and Exception status employees are pre-populated on the annual salary increase rosters in the **Exception Status** field – **Grandfathered or Exception** (Employee Details section).

Only Staff with a “Grandfathered” or “Exception” pre-populated in the Exception Status field may receive annual salary increases that exceed the maximum of their respective salary range.

NOTE: If an employee is NOT a “Grandfathered” or “Exception” status, but the annual salary increase percentage forces the new salary above 100% of the salary range, the New Annual Salary and New Monthly/Hourly Rate fields will ERROR, forcing the user to enter a different increase percentage that will not exceed 100% of the salary range.

Batch Status: Unprocessed		View Job: <input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> All						
Save								
Details	Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Total%	New Rate	New Annual Status
<input type="checkbox"/> Show	Hagerty00, Julie (141682)	3,100.00	37,200.00					Unprocessed
Job: Staff, Administrative Support, II		Percent Effort: 100		* Salary Effective Date: 01-JUL-2012				
Emp Category: Fulltime-Regular		Pay Year Type: 12/12		Current % into Range: 73.64				
Assignment Status: Active Assignment		Salary Basis: Salaried		Salary Range Min: 15,492.00				
Staff Work Months: NE		Probation End Date:		Salary Range Mid: 23,556.00				
Exemption Status: NE		Exception Status: Grandfathered		Salary Range Max: 31,668.00				
Comments:				New % into Range:				
				No Increase Reason:				

If Not Eligible for Increase

Please note:

- If a staff employee is **not eligible** for an annual salary increase for Fiscal Year 2013, enter a **zero (0)** in the percentage increase field.
- If **zero (0)** increase is indicated, please designate the appropriate reason in the **No Increase Reason** field at the bottom left corner of the roster according to the chart below:

No Increase Reason <i>(To Be Entered on Spreadsheet)</i>	No Increase Reason Explanation:
Leave of Absence	Employee is not eligible due to being out on an Unpaid Leave of Absence. Submit increase on an Employee Record upon return to work.
Maximum of Salary Range	Employee is not eligible due to being at the maximum of the salary range (NOT a Grandfathered or Exception status employee.)
Pending Approval	Employee increase is not approved at the time increases are due. Submit increase on an Employee Record upon final RC approval.
Percent Effort Change	Employee has a change in percentage of effort between July 1, 2012 and September 1, 2012. Submit increase on an Employee Record.
Performance / PIP	Employee is not eligible due to unsatisfactory performance or being on a Performance Improvement Plan. Submit increase on an Employee Record upon successful completion of PIP, if applicable.
Previous Increase Received	Employee has already received annual salary increase, and is not eligible for an annual increase until next FY14, July 2013.
Previous Salary Adjustment	Employee has already received a salary adjustment, and is not eligible for an annual increase until next FY14, July 2013.
Provisional Period	Employee is not eligible due to being on a Provisional Period. Submit increase on an Employee Record upon completion of provisional period.
Reclassification / Promotion	Employee is not eligible due to being reclassified / promoted between July 1, 2012 and September 1, 2012 (Annual salary increase percentage already factored into new annual salary as a result of the reclassification / promotion.)
Termination	Employee terminated between July 1, 2012 and August 31, 2012.
Transfer	Employee is not eligible due to being transferred to a new position between July 1, 2012 and September 1, 2012. (Annual salary increase percentage already factored into new annual salary as a result of the transfer.)
UPP Administrator	Based upon provisions set by the Health Sciences.

Staff Terminations

Staff employees who have terminated between **July 1, 2012 and August 31, 2012** are **not eligible to receive retroactive annual salary increases**. Enter a **zero (0)** in the percentage increase field along with the appropriate “No Increase Reason” for those who are ineligible.

Employees who terminate or will be terminating on or after **September 1, 2012** are eligible for the retroactive annual salary increase. Enter the **percentage increase** fields as normal.

Staff Provisional Periods:

If an employee is not eligible for an annual salary increase because of being on a provisional period after September 1, 2012, annual salary increases for these individuals should not be completed on the roster. Instead, a **zero (0)** will be defaulted in the percentage increase field with **Provisional Period** in the **No Increase Reason** field. **See page 7 for schedule.**

Leaves of Absence (Paid and/or Unpaid)

Staff employees on any type of **Unpaid** Leave of Absence as of **July 1, 2012** are eligible for the annual salary increase upon returning to work based on the schedule outlined on **page 8**. Short term disability is considered an unpaid leave of absence for purposes of calculating annual increases.

Staff employees on any type of **Paid** Leave of Absence between **July 1, 2012** and **September 1, 2012** (fully paid) are eligible for the annual salary increase effective July 1, 2012. Submit the annual salary increase on the roster as normal.

Staff employees who are on both **Paid** and **Unpaid** Leave of Absence between **July 1, 2012** and **September 1, 2012** are eligible for a retroactive annual salary increase only for the time portion of the **Paid** Leave of Absence. If a part of the leave was a paid leave between July 1, 2012 and August 31, 2012, then enter a **zero (0)** in the percentage increase field along with the appropriate **No Increase Reason** on the annual salary increase roster and submit the annual salary increase on an Employee Record.

If an employee returns from an Unpaid Leave of Absence on **September 1, 2012 or later**, or if the return to work date is unknown, enter a **zero (0)** in the percentage increase field and appropriate reason in the **No Increase Reason** field. Submit the annual salary increase on a regular Employee Record upon return to work.

Staff Working 8, 9, or 10 Month Assignments:

Staff employees who work 8, 9, or 10 months out of the year but are paid over 12 months are eligible for an annual salary increase effective at the beginning of their assignment period, based upon the schedule on **page 8**.

The **Salary Effective Date** field will default to **September 1, 2012** for all less than 12 month staff employees. If the start of the assignment period is different than September 1, 2012, then change the **Salary Effective Date** field to the appropriate effective date on the roster.

(Example, if the employee assignment period begins August 1, 2012, then change the **Salary Effective Date** field to August 1, 2012. If the employee assignment period begins August 15, 2012, then make certain the **Salary Effective Date** field is September 1, 2012.)

Making Changes to the Annual Salary Increase Rosters

Department

When the *RC Administrator* changes the status on the **Department Selection – RC XX** screen from **Completed** to **Submitted**, the *Department Administrator* can no longer make changes to the data. The data can still be viewed by the Department Administrator after it is submitted to the RC Administrator.

RC Administrator

When the *Final Approver* changes the status on the **Department Selection – RC XX** screen from **Submitted** to **Approved**, the *RC Administrator* can no longer make changes to the data. The data can still be viewed by the RC Administrator after it is submitted to the Final Approver.

Final Approver

When the status on the **Department Selection – RC XX** screen is changed from **Submitted** to **Approved** by the *Final Approver*, the Final Approver can now only view the data. No changes can be made to the data.

If it is discovered that a change needs to be made after the status is marked **Approved**, **see the enclosed Important Date Schedule, submit an Employee Record to process the necessary changes.**

Warning and Error Messages

The following is a list of warning and/or error messages that can appear when entering salary information for employees.

WARNING MESSAGES – If one of the warning messages below appears, data will be able to be saved.

- Current Pay Year Type differs from the original Pay Year Type.

The Pay Year Type currently in the system differs from the Pay Year Type when the initial salary increase population was captured. Any salary increase that you enter should be based on the Pay Year Type currently in the system.

- Total Percent exceeds 10%.

Increases typically should not exceed 10%. This message is to alert you that an increase has been entered that exceeds this value. If this was intentional, continue entering data on other employees. If this was entered by mistake, change the amount/percentage.

ERROR MESSAGES – If one of the error messages below appears, data will not be saved until the user takes corrective action.

- You may not enter a salary for someone who currently has a zero salary.

If a person currently has a zero salary, a salary increase cannot be entered via the screen.

- Employee is on [ineligible assignment status] leave since July. Increase not allowed.

The employee has an unpaid assignment status or STD (Paid) assignment status at some point since July 1st. Salary increases cannot be entered via the screen in this situation.

- No Increase Reason is required for Staff employee.

If no increase is given to an employee then the appropriate reason must be selected from the "No Increase Reason" field.

- A salary action has occurred with an effective date on or after July 1st.

The employee's salary in the system has been updated since July 1st. You will not be able to use the screen to enter a new salary.

- Percent Into Range may not exceed 100%

For staff employees, the increase given results in a Percent Into Range of over 100%. This may only be done if an exception status exists on the person.

- New Faculty Contract Salary is required.

The employee has a current Faculty Contract Salary and thus must have a new Faculty Contract Salary entered.

- You may not change Faculty Contract Salary without a salary increase.

You have granted a zero salary increase but entered a new Faculty Contract Salary. You must enter a salary increase if you wish to update Faculty Contract Salary.

- Faculty Contract Salary may not be less than \$1,000.

The Faculty Contract Salary must be at least \$1,000.

- You may not set date earlier than 01-JUL-XXXX

You changed the salary effective date to a date prior to July 1st of the current year. July 1st is the earliest date that will be allowed.

- Employee is on probation period until [Date]. Earliest salary effective date is [Date]

The salary effective date entered is prior to the date when the employee's probation period ends. Change the date to at least the earliest date as suggested.

- Date format is invalid. Enter DD-MON-YYYY.

The date you entered was in an invalid format. Please change it to DD-MON-YYYY format.

- You may not enter a Merit percentage without a Maintenance percentage.

You tried to enter a Merit Percentage for someone but did not also enter a Maintenance Percentage. The Maintenance Percentage is required on all increases.

- The maximum Maintenance Percentage is 1.5%. Please place the amount over 1.5% into the Merit Percentage.

There is a predefined maximum of 1.5% for the Maintenance Percentage. Take the difference between what you have entered and 1.5% and enter it into the Merit Percentage field.

- You may not enter the Merit Percentage without the maximum 1.5% Maintenance Percentage field entered.

If the total increase is more than 1.5%, the Maintenance Percentage must equal 1.5%. Take the difference between the total increase and 1.5% and enter it into the Merit Percentage field.

- You may not set the date later than Sept. 1st of the current year.

You changed the salary effective date to a date after Sept. 1st of the current year. Sept. 1st is the latest date that will be allowed.

- New Annual Salary may not be less than the minimum of the salary range.

The resulting Annual Salary falls below the minimum of the salary range for this person.

- Employee is on probation period until DD-MM-YYYY which is later than Sept. 1st.

Ineligible for annual salary increase. Select save to accept.

- A negative percentage may not be entered.

You entered a negative number or non-numeric character in one of the fields. Check the fields and change it to a positive number.

- The value cannot be negative.

You entered a negative number or non-numeric character in one of the fields. Check the fields and change it to a positive number.

Pre-Submission Checklist

Before submitting the salary increase rosters, please remember to check the following.

Department Administrators:

Executives and Faculty (includes Research Associates):

- ✓ Complete the **New Annual Salary** field and the **New Fac Cntrct Sal** field (if applicable)
- ✓ Ensure the **Salary Effective Date** field reflects the correct date

Staff:

- ✓ Ensure the **Salary Effective Date** field reflects the correct date
- ✓ Review the **% into Range** field of the update area:
- ✓ Make certain it is not **0%** or a negative percentage

Responsibility Center Administrators:

- ✓ Ensure all departmental increases have been approved by the appropriate senior officer

After reviewing the enclosed **Processing Schedule**, please remember that **no changes to the annual salary increases can be made via the rosters after (See FY 2013 Salary Increase Processing Schedule).**

Roster Approval Instructions

The approval process is a three-step process. It occurs at the Department level, RC Administrator (Assigned People) level, and the Final Approver.

Types of Statuses

Unprocessed - No activity has yet been performed on the records.

In Progress - Some of the records have new salaries entered.

Completed - All of the salaries for each tab have been entered and the records are awaiting RC approval.

Submitted - The RC has approved the records and they are now awaiting Final Approval.

Approved - Final Approval is complete and the records are ready to be loaded into the system.

Transferred - The records have been loaded into the system and the employee's salaries have been updated.

In addition to the statuses listed above, the status may be displayed with a prefix of "Partially". This indicates that some records within the group are in the status listed, but some records still exist which are in an earlier status.

To approve the annual salary increases for processing:

Department Level Approval

Data must be entered for each and every employee listed, even if it is only to record a zero percent increase. Once all the new salaries have been entered for all job types:

1. Click the **Set Complete** button at the top right corner of the screen which will mark the records as Completed and send them to the RC Administrators (Assigned People) for approval.



The Department Administrator can make changes to the annual salary increase information after marking the records Completed and before the RC Administrator marks the records Submitted.

2. To make changes, click the **Re-Open Batch** button at the bottom of the screen and make changes to the proper records.



3. After all changes are made, the screen must be marked Completed again by clicking the **Set Complete** button at the bottom of the screen:



When the status on the **Department Selection – RC XX** screen changes from “Completed” to “Submitted”, the Department Administrator can only view the data. No changes can be made to the data.

Set Complete:



RC Administrator (Assigned People) Approval

When the department line has a “Completed” status, it is ready for the next step in the approval process.

1. The RC Administrator must go into each department that has a “Completed” status and if all the salary information is correct, click the **Submit for Approval** button at the bottom of the screen, which will mark the records as Submitted and ready for the last step of Final Approval.



The RC Administrator may make changes to the annual salary increase information before sending to the Final Approver. If changes are necessary, they must be made **before** marking the records as Submit for Approval.

2. To make changes, click on the employee’s name you wish to change, enter the new salary information, and save.

When the status on the **Department Selection – RC XX** screen changes from Submitted to Approved, the RC Administrator can only view the data. No changes can be made to the data.

Submit for Approval:



RC Approval (Final Approver)

When the department line has a “Submitted” status, it is ready for the final step in the approval process.

1. To approve the data, the Final Approver must go into each department that has a “Submitted” status and if all the information is correct, press the **Approve Batch** button at the bottom of the screen, which will mark the records as ready to be loaded into the system. The Final Approver may make changes to the data. If changes are necessary, they must be made **before** marking the records as **Approved**. To make changes, click on the employee’s name you wish to change and enter the new salary information and save.



If it is discovered that a change needs to be made after the status is marked **Approved**, (See **FY 2013 Salary Increase Processing Schedule**), submit an **Employee Record** to process the necessary changes.

2. Once the **Approve Salaries** button is pressed, a disclaimer will pop up to confirm that the appropriate Senior Officer has reviewed and approved all salaries for that particular Responsibility Center. Confirm this statement by clicking the **Confirm** button.



When the status on the **Department Selection – RC XX** screen changes from **Submitted** to **Approved**, the Final Approver can only view the data. No change can be made to the data.

Approve Salaries:

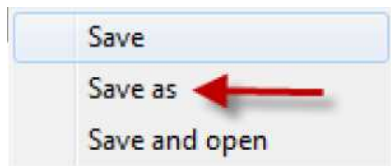
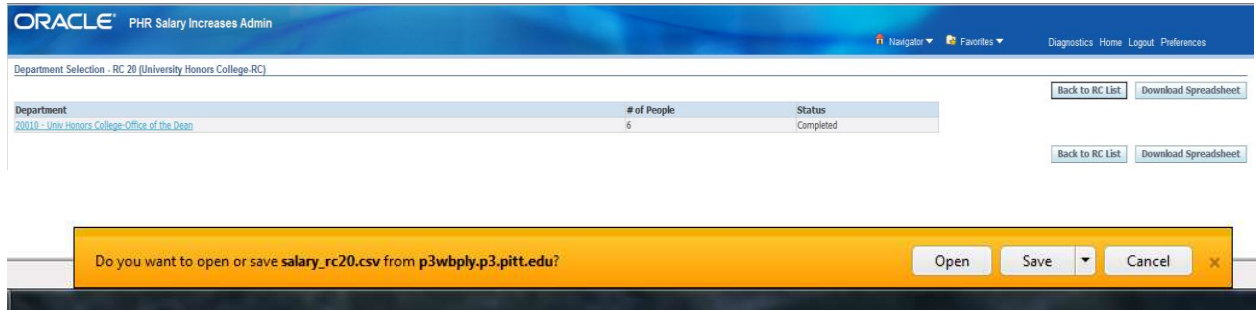


FIS-Business Solutions

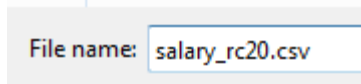
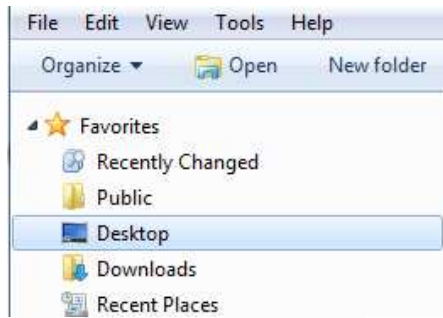
When all the statuses are marked as “Approved”, FIS-Business Solutions will update the new salary information into the system and the status will be changed to “Transferred”. When the status on the **Department Selection – RC XX** screen changes from “Approved” to “Transferred”, no changes can be made to the data.

Instructions to Download Spreadsheet

If you would like to download the annual salary increase information into an excel spreadsheet (must be Microsoft Excel 2003 or greater), click on **Download Spreadsheet** button at the top right of the screen.



Click on the drop down arrow on the **Save** button and select **Save As** from drop down list of Values.

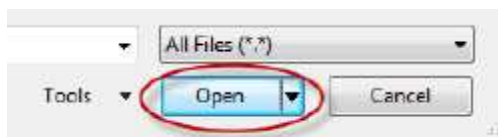


File name will default as a **CSV File (*.csv)**



Click on the **Save** button

Open your PC application, such as Excel and find the File name
Note: Make sure that you are searching for All Files, not just Excel



Click on **Open** button

The salary increase information is now in Microsoft Excel. You may save the data for your records. This information **may not** be altered in Excel and reloaded into the PRISM system.

Save as an Excel Workbook (*.xlsx)

Resources – Who to Call for Help

Please contact the appropriate offices for questions regarding the following information.

Online Annual Salary Increase Processing Manuals:

Manuals may be downloaded on line at <http://www.hr.pitt.edu/managers/guides-and-form>.
For questions regarding access to this manual, please contact:

- Office of Human Resources (Compensation), (412) 648-5049

Annual Salary Increase Eligibility:

- Faculty / Research Associates - Faculty Records, (412) 624-4232 OR
- Executive / Staff - Office of Human Resources (Compensation), (412) 648-5049

Accessing Annual Salary Increase Rosters:

- Technology Help Desk, (412) 624-HELP (4-4357)

Completing the Annual Salary Increase Rosters:

- Faculty Records, (412) 624-4232 OR
- Office of Human Resources (Compensation), (412) 648-5049

Annual Salary Increase Processing Schedule:

- Payroll Department, (412) 624-8070

Exhibits A - G

- A. Average Salaries Relative to Public AAU Goal Salaries
- B. Access and Actions by Level Chart
- C. Navigation Hints
- D. Executive, Faculty (includes Research Associates) - FY 2013 Automated Annual Salary Increase Roster – Example
- E. Staff - FY 2013 Automated Salary Increase Roster – Example
- F. Monthly Hourly Personnel Certification Report Instructions (Memo from Payroll)
- G. Biweekly Hourly Personnel Certification Report Instructions (Memo from Payroll)

Exhibit A

**UNIVERSITY OF PITTSBURGH
AVERAGE SALARIES RELATIVE TO PEER GROUP GOAL SALARIES
FY 2012**

Pittsburgh Campus

Faculty Rank	Average Salary	Public AAU Schools Median Salary ¹	Difference
Professor	\$134,800	\$132,100	\$2,700
Associate Professor	90,000	89,200	800
Assistant Professor	75,000	78,600	(3,600)
Librarian	71,400	69,000	2,400

Johnstown, Greensburg and Bradford Campuses

Faculty Rank	Average Salary	AAUP Category IIB Schools Median Salary ²	Difference
Professor	\$78,200	\$78,200	\$0
Associate Professor	64,400	62,900	1,500
Assistant Professor	52,700	54,000	(1,300)

Titusville Campus

Faculty Rank	Average Salary	No Comparative Data Available ³	Difference
Professor	-	-	-
Associate Professor	\$56,500	-	-
Assistant Professor	55,100	-	-

¹ Pittsburgh campus is not included in calculation of the median.

² Pittsburgh campuses are not included in calculation of the median. Includes designated schools in the Middle Atlantic, South Atlantic, and East North Central AAUP regions.

³ While a new peer group was chosen for the Johnstown, Greensburg, and Bradford campuses in FY 2010, to date, no new peer group has been designated for the Titusville campus.

Source: Office of Institutional Research, *Average Salaries of Faculty and Librarians, A Peer Group Analysis, 2011-12*.

Access and Actions by Level

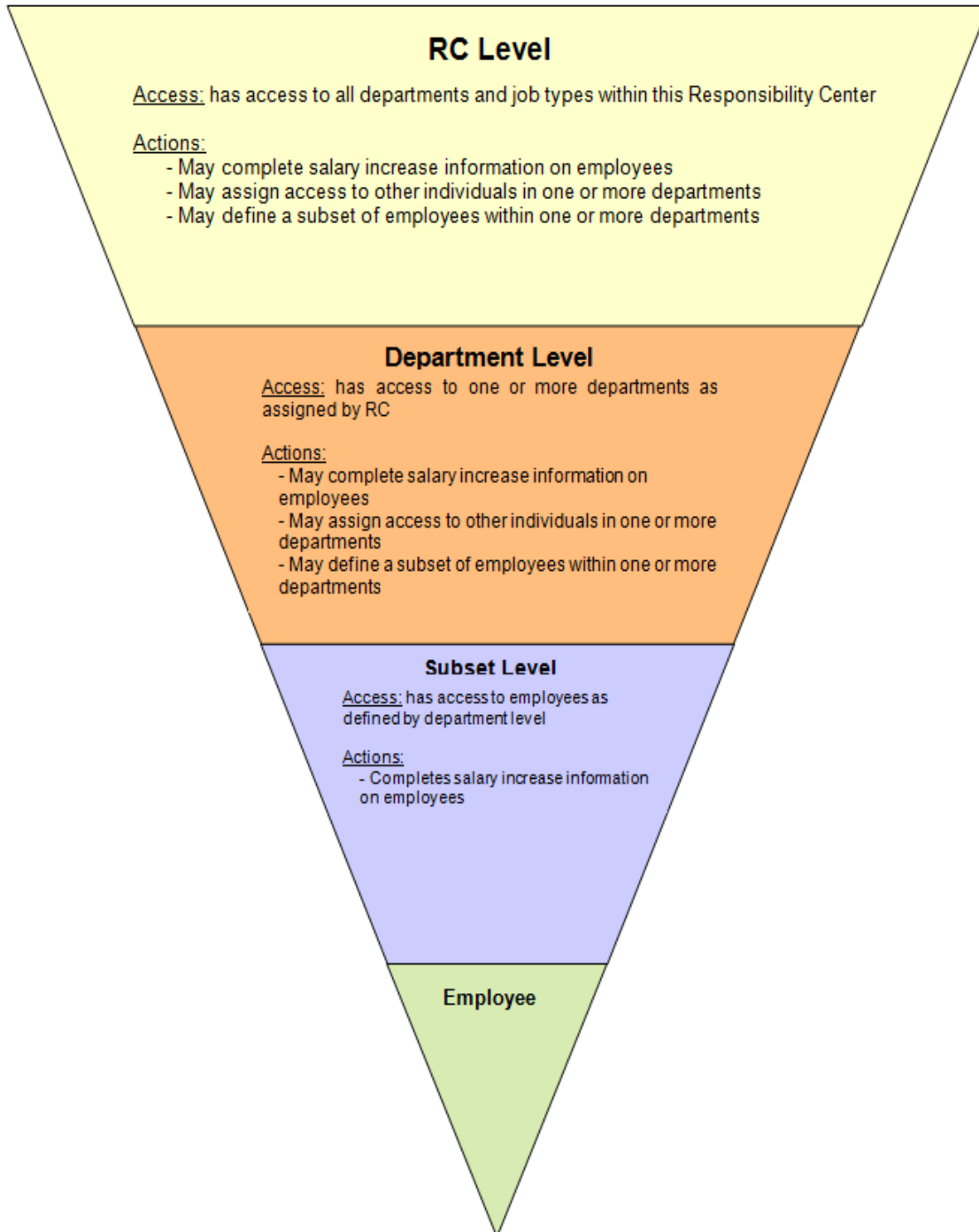


Exhibit C

Navigation Hints

- USE the first button at the top right or bottom right of each page

[Back to Dept List](#)


[Download Spreadsheet](#)

[Set Complete](#)


to navigate

back to previous screen.

- Click on the NEXT  or  PREVIOUS to move between the pages.

[Previous](#) 1-100 of 128 [Next 28](#) 

- Click on the Home [Home](#) [Logout](#) [Preferences](#) at the top right of the page to return to the Home Page\

- Use the tab key  to move from field to field when entering the new salary information.

- DO NOT use the Back or Forward buttons on the toolbar.

Exhibit D

ORACLE PHR Salary Increases Admin

Navigator Favorites Diagnostics Home Logout Preferences

Employee Listing - RC 20 (University Honors College) - Dept 20010 (Univ Honors College-Office of the Dean)

Back to Dept List Download Spreadsheet Set Complete

Batch Status: Unprocessed
View Job: Faculty Staff All

Save

Details	Emp Name / Number	Current Rate	Current Annual	Cur Fac. Cntrct Sal	Maint%	Merit%	Total%	New Rate	New Annual	New Fac Cntrct Sal Status
Show	Harmon00, Mark (141680)	3,100.00	37,200.00	37,200.00						Unprocessed

Totals

Current Annual: 37,200.00	New Annual: 37,200.00	Total Increase: 0.00	Average % Increase: 0%
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Exhibit E

ORACLE PHR Salary Increases Admin

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Employee Listing - RC 20 (University Honors College) - Dept 20010 (Univ Honors College-Office of the Dean)

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Batch Status: Unprocessed
View Job: Faculty Staff All

Save

Details	Emp Name/Number	Current Rate	Current Annual	Maint%	Merit%	Total%	New Rate	New Annual Status
Show	Hagerty00, Julie (141682)	3,100.00	37,200.00					Unprocessed
Show	Hatchback00, Wagon (141684)	3,100.00	37,200.00					Unprocessed
Show	Henckel00, Jasmine (141686)	3,100.00	37,200.00					Unprocessed
Show	Hickory00, Jack (141687)	3,100.00	37,200.00					Unprocessed
Show	Hoover00, Herbert (141683)	3,100.00	37,200.00					Unprocessed

Totals

Current Annual: 186,000.00 New Annual: 186,000.00 Total Increase: 0.00 Average % Increase: 0%

Back to Dept List Download Spreadsheet Set Complete

Exhibit F

TO: Payroll Administrators
FROM: Payroll Department
DATE: August 31, 2012
SUBJECT: Monthly Hourly Personnel Certification Report

Please find enclosed the Monthly Hourly Personnel Certification Report for processing hourly payments in September 2012. This set has been produced with the hourly rate on file as of August 31, 2012.

Do not change the hourly rate on the enclosed time sheets. Hours submitted for September will be paid at the hourly rate calculated from the information submitted through the salary increase process in early September. **Enter hours worked between August 16, 2012 and September 15, 2012 on the main earning element line.**

To submit information for retroactive adjustments on hours previously paid at the old hourly rate, use the appropriate line added to the time sheet reflecting the correct earning element to be adjusted. Retro earning elements have been added for employees to distinguish current payment information from retroactive payments due.

SALARY INCREASE INSTRUCTIONS

Hours to be included for payment adjustment should include all hours paid during the period July 1, 2012 through August 15, 2012. Please enter the difference between the old hourly rate and the new increased hourly rate and number of hours on the appropriate retro earning element that is to be adjusted.

To arrive at the adjusted rate for payment due to the salary increase:

- Multiply the Current Hourly Rate by 1.XX (increase percent)
- Subtract the Current Hourly Rate from the New Hourly Rate
- Place the result in the Hourly Rate field

Example:

$$\begin{array}{rcl} \$7.38 & = & \text{Current Hourly Rate} \\ \times \underline{1.015} & = & 1.XX \text{ (increase percent - 1.5\%)} \\ \$7.49 & = & \text{New Hourly Rate} \\ - \underline{\$7.38} & = & \text{Current Hourly Rate} \\ \$.11 & = & \text{Result - place in the Hourly Rate field} \end{array}$$

To arrive at the number of retro hours:

- Add all hours for each hourly earning element paid from July 1, 2012 through August 15, 2012
- Place the total in the hours worked field

Example:

Straight Time

New Earning Element: **Retro Straight Time**

Example:

2.5 Hours paid July
+ 2.5 Hours paid August
5.0 Hours to be placed in the hours field for this element

Overtime Time and a Half

New Earning Element: **Retro Overtime Time_Half**

Example:

2.0 Hours paid July
+ 2.5 Hours paid August
4.5 Hours to be placed in the hours field for this element

To assist you with using the correct retro earning element, please refer to the listing below:

Main Earning Element	Retro Earning Element
Time Entry Wages	Retro Hourly Wages
Straight Time	Retro Straight Time
Overtime Time and a Half	Retro Overtime Time_Half
Overtime Double Time	Retro Overtime Double
Hourly Pay1	Retro Hrly1
Strait Tm 18	Retro Strgt 18
Strait Tm 19	Retro Strgt 19
OT Half 18	Retro OT 18
OT Half 19	Retro OT 19
Hourly18 Pay1	Retro Hrly18
Hourly19 Pay1	Retro Hrly19

Monthly Hourly Personnel Certifications are due in the Payroll Department, 207P Craig Hall no later than NOON, Friday, September 14, 2012.

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@cfo.pitt.edu.

Enclosure

Exhibit G

TO: Payroll Administrators
FROM: Payroll Department
DATE: September 7, 2012
SUBJECT: Biweekly Hourly Personnel Certification Report

Please find enclosed the Biweekly Hourly Personnel Certification Report for processing hourly payments in the second biweekly of September 2012 (pay period end date September 15, 2012). This set has been produced with the hourly rate on file as provided through the salary increase process in early September. **Enter hours worked between September 2, 2012 and September 15, 2012 on the main earning element line.**

To submit information for retroactive adjustments on hours previously paid at the old hourly rate, use the appropriate line added to the time sheet reflecting the correct earning element to be adjusted. Retro earning elements have been added for employees to distinguish current payment information from retroactive payments due.

SALARY INCREASE INSTRUCTIONS

Hours worked for pay period August 19, 2012 through September 1, 2012 have already been paid at the new hourly rate on September 9, 2012. Hours to be included for payment adjustment should include all hours paid during the period July 1, 2012 through August 18, 2012. Please enter the difference between the old hourly rate and the new increased hourly rate and number of hours on the appropriate retro earning element that is to be adjusted.

To arrive at the adjusted rate for payment due to the salary increase:

- Multiply the Current Hourly Rate by 1.XX (increase percent)
- Subtract the Current Hourly Rate from the New Hourly Rate
- Place the result in the Hourly Rate field

Example:

$$\begin{array}{rcl} \$7.38 & = & \text{Current Hourly Rate} \\ \times \underline{1.015} & = & 1.XX \text{ (increase percent - 1.5\%)} \\ \$7.49 & = & \text{New Hourly Rate} \\ - \underline{\$7.38} & = & \text{Current Hourly Rate} \\ \$.11 & = & \text{Result - place in the Hourly Rate field} \end{array}$$

To arrive at the number of retro hours:

- Add all hours for each hourly earning element paid from July 1, 2012 through August 18, 2012.
- Place the total in the hours worked field

Time Entry Wages

New Earning Element: **Retro Hourly Wages**

Example:

150.0 Total hours paid July (75 hours x 2 payrolls)
150.0 Total hours paid August (75 hours x 2 payrolls)
300.0 Hours to be placed in the hours field for this element

Straight Time

New Earning Element: **Retro Straight Time**

Example:

2.5 Hours paid July
+ 2.5 Hours paid August
5.0 Hours to be placed in the hours field for this element

Overtime Time and a Half

New Earning Element: **Retro Overtime Time_Half**

Example:

2.0 Hours paid July
+ 2.5 Hours paid August
4.5 Hours to be placed in the hours field for this element

To assist you with using the correct retro earning element, please refer to the listing below:

Main Earning Element	Retro Earning Element
Time Entry Wages	Retro Hourly Wages
Straight Time	Retro Straight Time
Overtime Time and a Half	Retro Overtime Time_Half
Overtime Double Time	Retro Overtime Double
Hourly Pay1	Retro Hrly1
Strait Tm 18	Retro Strgt 18
Strait Tm 19	Retro Strgt 19
OT Half 18	Retro OT 18
OT Half 19	Retro OT 19
Hourly18 Pay1	Retro Hrly18
Hourly19 Pay1	Retro Hrly19

Biweekly Hourly Personnel Certifications are due in the Payroll Department, 207P Craig Hall no later than NOON, Monday, September 17, 2012.

If there are questions/discrepancies on the information provided, please contact your Payroll Generalist or send an email to payrollinfo@cfo.pitt.edu.

Enclosure