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This manual is designed to provide guidance on the University annual salary increase process.

The annual salary increases provided by the University of Pittsburgh are intended to address:

- Maintenance salary increases for satisfactory performance
- Merit salary increases
- Market and equity adjustments

The annual salary increase guidelines outlined within this manual are intended to assist with processing annual salary increases in accordance with the University policies and procedures.

**WHO CAN RECEIVE AN ANNUAL INCREASE**

The following employees can receive an increase via the online roster:

- Full-time and part-time Staff
  - *Excludes* Union and Temporary Employees
- Full-time Faculty and Research Associates
- Part-time tenure, tenure stream, non-tenure stream Faculty
  - *Excludes* Single term appointments

**HOW TO SUBMIT ANNUAL INCREASES**

Annual increases are submitted in either one of two ways: (1) Online through the annual increase roster or (2) On an Employee Record (ER) if the increase cannot be processed online due to an eligibility reason (see **STAFF SALARY ADMINISTRATION** section, p. 7).

**APPROVALS**

All annual increases **MUST** be approved by senior leadership. When using the online process, the final rosters cannot be submitted without the necessary senior leadership approvals. If submitting an Employee Record (ER) to process the annual increase, **SENIOR LEADERSHIP SIGNATURES MUST BE OBTAINED FIRST**. Increases will not be processed without all required approvals present.

**HELPFUL HINT**

The **ANNUAL INCREASE POLICY** (*University of Pittsburgh Policy 07-09-01*) can be found online: [http://www.cfo.pitt.edu/policies/policy/07/07-09-01.html](http://www.cfo.pitt.edu/policies/policy/07/07-09-01.html).

**IMPORTANT DATES**

**JULY 1, 2014**

Annual increase roster data effective date – data is extracted from the HR/Payroll system

Fiscal Year 2015 salary ranges are effective *

*FY15 ranges are displayed on the roster and can be viewed online: **Staff Salary Ranges**

**JULY 28, 2014**

Annual salary increase roster is made available to departments

**AUGUST 22, 2014**

Final date for **RC Administrators** to approve salary increase roster and return for final processing

**AUGUST 28, 2014**

Final rosters must be approved by the **Final Approver** (Senior Officer representative) by NOON with all records marked **APPROVED**

**SEPTEMBER 8, 2014**

Employee Records are due, complete with all required signatures, in the Compensation Department to ensure processing for September payroll

**SEPTEMBER 19 OR 30, 2014**

**BIWEEKLY** (19th) or **MONTHLY** (30th) September payroll is paid. Includes FY15 annual salary and retroactive salary payment for increases effective between July 1 & September 1, 2014
INCREASE POOL

For fiscal year 2015 (FY15) the operating budget approved by the Budget and Executive Committees included a 2.5% salary increase pool. The 2.5% allocation includes:

- **1.0%** for maintenance *(Satisfactory Performance)*
- **1.5%** distributed to the responsibility center *(Merit, Market, Equity)*

RETROACTIVE PAY

Retroactive pay eligibility is based on the effective date of the annual salary increase, not on the processing date. Annual salary increases are effective at the start of the new fiscal year, July 1, 2014, with limited exceptions. The exceptions to this rule include those individuals who are on a Provisional Period, Performance Improvement Plan (PIP), or an Unpaid Leave of Absence between July 1, 2014 and September 14, 2014 and staff on a less than twelve month assignment. For these annual increases, the effective annual increase date is determined based upon return to work or start of the new assignment period *(FIGURE 1, p. 9)*.

Annual increases with an effective date between July 1, 2014 and September 1, 2014 are processed in the September 2014 paycheck. Any retroactive pay for these employees will be calculated appropriately by the Payroll department and included in this paycheck. Those employees with an annual increase effective date later than September 1, 2014 will receive their annual increase in a subsequent paycheck, based on when the increase is processed.

COMMUNICATING INCREASES TO EMPLOYEES

All employees should receive a letter from their department explaining the amount and basis of their annual salary increase. Those whose performance is deemed unsatisfactory should be informed in writing of the specific reasons for that judgment. Should poor performance result in a lower than maintenance annual increase, documentation should be provided to the Compensation Department. To assist with this process, a sample letter is available on the Human Resources website.

Employees have the ability to dispute annual increases. Providing detailed and accurate communications is essential to assist with mitigating these rebuttals.

**NOTE:** When communicating increases to employees, emphasis can be placed on the *value* of an increase, rather than the percentage.
**ANNUAL SALARY INCREASE COMPONENTS**

**MAINTENANCE (SATISFACTORY PERFORMANCE)** All University staff members who have maintained satisfactory performance over the prior year are eligible to receive a maintenance salary increase. For FY15, the maintenance increase is **1.0%**. Any increase provided in excess of the maintenance amount should be provided to award for positive performance or to address equity concerns.

**MERIT & PERFORMANCE** If an employee has performed above expectations and received a positive annual performance review, annual salary increases can be used to provide a merit increase to those individuals.

**MARKET & EQUITY ADJUSTMENTS** In situations where salary inequities exist or market adjustments are necessary, annual salary increases can also be used to address those concerns.

For FY15, the allocation for **MERIT & PERFORMANCE** and **MARKET & EQUITY** equals **1.5%**.

**NOTE:** Additional increases for **MERIT & PERFORMANCE** or for **MARKET & EQUITY** adjustments must not exceed the salary increase funds available.

**MANAGER RESOURCES**

**ANNUAL SALARY INCREASE POOL: OVERVIEW**

Annual salary increases are intended to reward employees for work performance over the prior year (JULY 1, 2013 THROUGH JUNE 30, 2014). All University faculty and staff members who have maintained satisfactory performance over the prior year are eligible to receive an annual salary increase. Staff members who are grant funded and have met satisfactory performance expectations must be provided an annual salary increase in the same manner as University funded positions.

The salary increase pool for FY15 is **2.5%**. It is important to note that a salary increase pool of 2.5% **does not** ensure that each employee will receive an annual increase of 2.5%. As a result, it is important to use the increase pool strategically to produce the most impactful outcome. To most effectively utilize the annual salary increase pool, it is recommended that annual salary increases be awarded with consideration of both annual performance reviews and effective budget management.

**OPTIONAL PRACTICES: PRE-ANNUAL INCREASE**

As the annual increases are used to address performance over the prior year, it is advisable to give appropriate consideration to new staff members. When possible, the annual increase allocation should be considered when determining the starting salary for new hires between April 1, 2014 and June 30, 2014, rather than providing an annual salary increase at the end of the provisional period.

It is recommended that if a staff member transfers to a new position, is reclassified, or recognized for taking on additional duties between the period of July 1, 2014 and September 1, 2014 that the annual salary increase percentage be considered and, when applicable, factored into the new annual salary at the time of transfer or job update. Staff transferring or receiving a salary increase for reclassification or additional duties shortly preceding the start of the new fiscal year (July 1, 2014) may also have annual increases factored into the new salary figure with assistance from a Compensation Analyst.

When making classification or position changes around annual increase time, it is important to remember that staff members who transfer or whose position is reclassified to a new job classification are placed on a new provisional period. A provisional period extends for 3 or 6 months and the length of the provisional period is determined based upon the job classification of the position. Staff members who are on a provisional status on or before June 30, 2014 will not be eligible for an annual salary increase until after successful completion of the provisional period.◆
Special consideration of staff annual increase eligibility must be taken in certain circumstances, including those outlined below. Annual increases not processed online must be submitted on an Employee Record.

**NOTE:** Some situations will require the department to submit a zero percent increase through the online roster. **NO INCREASE REASONS** are documented in the **ONLINE ROSTER PROCESS** section (p. 22). For each guideline below, if applicable, the zero percent increase reasons have been notated. Departments should set aside sufficient funds to cover any increases later in the year, which may result from any of the reasons outlined below.

### LEAVE OF ABSENCE

A Leave of Absence is any authorized leave from the University for medical or personal reasons and can be either paid or unpaid. Short Term Disability (STD) is considered an Unpaid Leave of Absence for the purposes of calculating annual increases. Annual increases for those employees who were on an Unpaid Leave of Absence between July 1, 2014 and August 31, 2014 cannot be processed through the online roster and must be submitted via Employee Record.

**PAID AND UNPAID LEAVE OF ABSENCE** Staff members who have been on both a Paid and an Unpaid Leave of Absence at any time on or after July 1, 2014 are eligible to receive an annual increase upon return to Active Assignment, with potential eligibility for retroactive salary payments. The effective date for the annual salary increase is based upon the date the staff member returns to work (Active Assignment). To determine the appropriate effective date, refer to **FIGURE 1** (p. 9). Retroactive salary eligibility will be calculated by the Compensation Department based on the leave dates provided by the Benefits Department. Staff members are eligible to receive retroactive pay for all days of Active Assignment or Paid Leave of Absence. Retroactive salary will not be provided for any days on an Unpaid Leave of Absence or STD.

**Note:** Must be submitted via Employee Record.

**No Increase Reason:** **LEAVE OF ABSENCE**

### LESS THAN 12 MONTH STAFF

Staff members 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 new Assignment Period. Using the first day of the new Assignment Period, reference **FIGURE 1** (p. 9) to determine the effective date of the annual increase.

**Note:** Must be submitted via Employee Record.
MAXIMUM OF SALARY RANGE
Staff salaries cannot exceed the maximum of their respective salary range. When determining annual increases for those staff members nearing the maximum of the pay grade, the new annual salary must be at or below the maximum. There are two exceptions to this policy, both of which allow for regular increases under the annual salary increase policy. These exceptions are notated on the annual increase roster.

GRANDFATHERED Staff who were authorized for an exception at the time of the SCS implementation on July 1, 1999.

EXCEPTION 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.

No Increase Reason: MAXIMUM OF SALARY RANGE

MINIMUM OF SALARY RANGE
All staff salaries must be equal to or greater than the minimum of their respective salary ranges. If a staff member has fallen below the minimum of the salary range due to the movement of the salary ranges, the annual increase must be great enough to bring the staff member up to the minimum of the salary range.

NEW HIRES
Staff members who are newly hired to the University will appear on the annual increase roster as long as the hire date is earlier than July 1, 2014. Staff members hired later than July 1, 2014 are not eligible to receive an annual increase for FY15. Annual increases for FY15 are intended to reward staff for performance over the prior year (July 1, 2013 – June 30, 2014). If a staff member has not been in the department long enough to establish satisfactory performance, it is acceptable to not award an annual salary increase until FY16 (e.g. staff who have been with the University for less than a quarter of the fiscal year – date of hire April 1, 2014 or later). Staff members who are newly hired may be on a Provisional Period at the time of annual increases. If these individuals have demonstrated satisfactory performance to receive an annual increase, eligibility should be assessed at the end of the Provisional Period, using FIGURE 1 (p. 9) as a reference.

1 No Increase Reason: NEW HIRE
2 No Increase Reason: PROVISIONAL PERIOD

PERCENT OF EFFORT CHANGE
Staff members who have a change in Percent of Effort between July 1, 2014 and August 31, 2014 cannot receive annual salary increases via the online roster. (Note: Staff members whose change in Percent of Effort occurs September 1st or later can be processed via the online roster). Annual increases for these individuals must be submitted on an Employee Record. Regardless of the date of Percent of Effort change between July 1st and August 31st, the effective date of the annual increase is July 1, 2014. Retroactive salary payment will be determined by the Compensation Department with appropriate consideration of percent of effort changes.

No Increase Reason: PERCENT EFFORT CHANGE

PERFORMANCE: PERFORMANCE IMPROVEMENT PLAN
Staff members who have not demonstrated satisfactory performance over the prior year may be ineligible for an annual salary increase. A staff member who is on a Performance Improvement Plan (PIP) may be eligible for an annual salary increase upon successful completion of the PIP. Staff members on a PIP are not eligible for retroactive salary payments.

No Increase Reason: PERFORMANCE/PIP

HELPFUL HINT
For processing instructions, see the ANNUAL SALARY INCREASE PROCESS section (p. 11)
PRIOR INCREASE FOR RECLASSIFICATION OR ADDITIONAL DUTIES
Staff members who are reclassified or recognized for taking on additional duties near the annual increase period may have had their annual increase factored into the new annual salary at the time of reclassification/additional duties. If this has occurred, do not provide an additional annual increase via the online annual increase process.

No Increase Reason: PREVIOUS INCREASE RECEIVED

PROVISIONAL PERIOD
Staff members who are on a provisional status as of July 1, 2014 will be eligible for a salary review of annual increase eligibility upon the successful completion of the provisional period. This review may result in eligibility. A provisional status can result from: (1) New Hire, (2) Transfer to a New Position, or (3) Reclassification. The effective date of the annual increase is determined using FIGURE 1 (below).

No Increase Reason: PROVISIONAL PERIOD

TERMINATED STAFF MEMBERS
Staff members who terminate from the University between July 1, 2014 and August 31, 2014 are not eligible to receive retroactive annual salary increases. Staff members who terminate on or after September 1, 2014 are eligible for a retroactive salary increase.

No Increase Reason: TERMINATION

TRANSFERS: OUT OF, WITHIN, OR INTO A DEPARTMENT
Staff members who transfer out of a department after July 1, 2014 will still be present on the roster, but should be marked ineligible. 1 Staff members who transfer within or into a department may be on a Provisional Period at the time of annual increases. Eligibility for these individuals should be assessed at the end of the Provisional Period, per FIGURE 1 (below). 2 If an increase was built into the terms of a transfer, do not provide an additional increase via the online annual increase process. 3

1 No Increase Reason: TRANSFER
2 No Increase Reason: PROVISIONAL PERIOD
3 No Increase Reason: PREVIOUS INCREASE RECEIVED

FIGURE 1: Staff Effective Dates

<table>
<thead>
<tr>
<th>Date: (1) Return to Active Assignment, (2) End of Provisional Period, (3) Start New Assignment Period, or (4) Complete PIP</th>
<th>Salary Increase Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 - July 14</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>July 15 - August 14</td>
<td>August 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>August 15 - September 14</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt; (No retroactivity) *</td>
</tr>
<tr>
<td>September 15 or Later</td>
<td>TBD * (Submit on an ER)</td>
</tr>
</tbody>
</table>

* The effective date for annual increases provided after September 15<sup>th</sup> is based on the date of return to work following a leave of absence, the successful completion of a provisional period or PIP, or the start of the active assignment for less than 12 month staff. If this date falls between the 1<sup>st</sup> and 14<sup>th</sup> of the month, then the increase is retroactive to the first day of the month; if it is between the 15<sup>th</sup> and the end of the month, the increase effective date is the first day of the following month.

* The annual increase is not retroactive for provisional periods, less than 12 month staff, or staff completing a PIP. Staff on a Paid Leave of Absence may be eligible for retroactive salary, as determined by the Compensation Department.
FACULTY SALARY ADMINISTRATION

guidelines for administering faculty annual salary increases

FACULTY ELIGIBILITY
Full-time and part-time Faculty (except for the School of Medicine) 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.

FACULTY SALARY ADMINISTRATION
Information regarding University of Pittsburgh average Faculty salaries compared to AAU goal salaries is provided online: Average Salaries Relative to Peer Group Goal Salaries

SATISFACTORY PERFORMANCE
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.

LEAVE OF ABSENCE
Faculty members on any type of Unpaid Leave of Absence as of July 1, 2014 are eligible for the annual salary increase upon returning to work based on the following schedule.

FIGURE 2: Faculty Effective Dates

<table>
<thead>
<tr>
<th>Date Return to Active Assignment</th>
<th>Salary Increase Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 - July 14</td>
<td>July 1st</td>
</tr>
<tr>
<td>July 15 - August 14</td>
<td>August 1st</td>
</tr>
<tr>
<td>August 15 - September 14</td>
<td>September 1st (No retroactivity)</td>
</tr>
<tr>
<td>September 15 or Later</td>
<td>TBD * (Submit on an ER)</td>
</tr>
</tbody>
</table>

* The effective date for annual increases provided after September 15th is based on the date of return to work following a leave of absence. If this date falls between the 1st and 14th of the month, then the increase is retroactive to the first day of the month; if it is between the 15th and the end of the month, then the increase effective date is the first day of the following month.

EXCEPTIONS
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. ♦
PART 02 ANNUAL SALARY INCREASE PROCESS

processing instructions

This section of the manual is intended to provide assistance with submitting annual salary increases through the online roster. All data on the roster has been extracted from the Human Resources/Payroll PRISM system as of July 1, 2014. **NOTE:** Inclusion on the online roster does not guarantee eligibility. Please see the PART 01 of the manual to determine eligibility for annual increases (p. 4).

ANNUAL SALARY INCREASE ROSTER: USERS
The annual salary increase process is a collaboration of many users – from the Office of Human Resources (OHR) and Financial Information Services (FIS) to the individuals at the Responsibility Center and Department levels who are responsible for approving the increase percentage. Below is an overview of each user who impacts the annual increase process.

**RC ADMINISTRATOR** The **RC Administrator** is assigned by FIS as the Responsibility Center designee for annual increases. The **RC Administrator** is responsible for assigning users at the Department Level – **ASSIGNED PEOPLE** – who have the ability to enter annual salary increases into the online roster. The **RC Administrator** is also responsible for submitting the completed and approved roster to the **FINAL APPROVER** so that the increases can be finalized.

**FINAL APPROVER** The **FINAL APPROVER** is the Senior Officer representative for the online annual increase process and is responsible for all final annual salary increase information entered for the RC, as well as submission of the final roster for subsequent processing. Only one **FINAL APPROVER** can be designated.

**ASSIGNED PEOPLE** Any individual who is granted access to view and/or edit the online annual increase roster is considered a part of the **ASSIGNED PEOPLE** group. These individuals can be assigned access to **EDIT** the roster or **VIEW-ONLY** permission.

ANNUAL SALARY INCREASE ROSTER: PROCESS
The annual increase process, as outlined in FIGURE 3 (right), is the path that salary increase data takes from submission on the online roster through final processing in the Payroll system. The process is designed to ensure that all required approvals are obtained for each annual increase. ✦
ONLINE ROSTER PROCESS

a step-by-step guide to completing & submitting annual increases

HOW TO ACCESS THE ONLINE ANNUAL INCREASE ROSTER
The ability to access online annual salary increase roster is granted by the designated RC ADMINISTRATOR in each area.

(1) Log into PRISM:
   a) Go to my.pitt.edu to log in using your University username and password
   b) Select PRISM LOGIN

(2) Navigate to the annual salary increase roster:
   a) Select PHR SALARY INCREASES from the Main Menu
   b) Click on the SALARY INCREASES link to view the RC SELECTION page
   c) Click on the appropriate RC to access the DEPARTMENT SELECTION page
   d) Click on the department to view the annual salary increase roster on the EMPLOYEE LISTING page

There are separate annual increase salary rosters for Faculty, Staff, and Executive populations, which can be accessed by selecting the appropriate radio button at the top of the EMPLOYEE LISTING page. The salary increase roster details the employee details and current salary rate. Annual salary increase percentages are inputted on this page in the available text boxes.

TOOLS & TIPS

NAVIGATION TIPS
Use the buttons at the top right or bottom right of each page to navigate forward and backward between screens

Do not use the Back and Forward buttons on the browser to navigate

Use the Previous and Next buttons to move between pages when viewing a roster with 100+ employees

Use the TAB key to move between fields within the roster to enter salary data

To exit the salary increase roster and return home, click on the HOME link located at the upper right of the screen

NEED HELP?
For assistance with University computing account or password, contact the Technology Help Desk: 412-624-HELP
ANNUAL INCREASE ROSTER SECURITY
The annual salary increase rosters have two main levels of security, RC Level and Department Level. On the online roster, the list of RCs and departments to which you have access to view are displayed.

RESPONSIBILITY CENTER LEVEL This level has full access and input capabilities to all annual salary increase rosters within the RC area. Employees with this level of access are termed RC ADMINISTRATOR. 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).

Access at this level must be granted by FIS via request. 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 designated as an exclusion at the time the online rosters access is created.

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 they are creating the Department Administrator access.

DEPARTMENT LEVEL The Assigned People and Final Approver individuals assigned at the RC Security level will designate access to administrators and/or 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.

If additional individuals need to have access to the salary increase roster, Department Level access may be granted to update individual salary increase information for a Subset of employees within each Job Type.

ACCESS LEVELS OVERVIEW

(1) RC Level
Access
• All departments and job types within the RC
Actions
• May complete salary increase information on employees
• May assign access to other individuals
• May define a subset of employees

(2) Department Level
Access
• One or more departments as assigned by RC Level
Actions
• May complete salary increase information on employees
• May assign access to other individuals
• May define a subset of employees

(3) Subset Level
Access
• Employees assigned by Department Level
Actions
• May complete salary increase information on employees
1) Access the **MAINTAIN DEPT SECURITY** page by clicking on the **DEPT SECURITY** button, located on the **RC SELECTION** page *(see p. 16 for more detailed login instructions)*

2) Select the RC by clicking on the link in the **RC** column

3) Select the appropriate **DEPARTMENT** by clicking on the link in the Department column

4) Click on the **ADD PERSON** button

5) Enter the name of a person in the **ADD PERSON** box and click on the magnifying glass.  
   **Note**: Names must be entered as case sensitive (Last name).

6) Click in radio button in the **SELECT** column for the employee you want to have access and then click the **SELECT** button

7) Select the appropriate access for each Job Type (Executive, Faculty, and Staff)

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No access granted <em>(Default)</em></td>
</tr>
<tr>
<td>Yes</td>
<td>Access granted to Job Type</td>
</tr>
<tr>
<td>View Only</td>
<td>Access granted to Job Type as view only; cannot updated salary information</td>
</tr>
<tr>
<td>Subset</td>
<td>Access granted to specific individuals indentified within the Job Type</td>
</tr>
</tbody>
</table>

8) Click on the **SAVE** button (top left corner) when all selections have been entered
9) If a **SUBSET** option is chosen, the subset must be defined for the individual
   a. The **Define Subset – RC XX – Dept XXXXX – X (Job Type)** screen identifies all the individuals within the department. Click on the employee’s name that should only be seen by the person being assigned using one of the actions in the middle (Move >, Move All >>, Remove <, or Remove All <<)
   b. Click on the **Save** button (bottom of **Included in Subset** box).
   c. Click on the **Back** button (top right corner)

10) When finished adding all employees for department access, click **BACK TO DEPT LIST** (top right corner)

### 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, 2014**. Employees hired on **JULY 1, 2014** or later are not eligible to receive annual salary increases under this process and will not appear on the annual salary increase rosters.

#### JOB TYPES
On the **EMPLOYEE LISTING** page there is a radio button for each of the three Job Types processed via the online process:

- Executives
- Faculty (**Note:** 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.

![Image of Employee Listing Page]

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 “[+] Show” to the left of the employee name. Click on the “[–] Hide” to the left of the employee name to close the detail information.
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.

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 “[+] Show” to the left of the employee name. Click on the “[-] Hide” to the left of the employee name to close the detail information.

FACULTY
On all Faculty detail screen, the “No Increase Reason” 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.

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

MISSING EMPLOYEES ON THE ROSTER
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 add 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.
ROSTER COMPLETION INSTRUCTIONS  EXECUTIVE AND FACULTY

Note: The Executive and the Faculty 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.

1) Click on the appropriate JOB TYPE radio button (Executive or Faculty)
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 then 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.

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  

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>$50,000</td>
<td>$51,500</td>
<td>3.0%</td>
</tr>
<tr>
<td>Supplement</td>
<td>$5,000</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$55,000</td>
<td>$56,500</td>
<td>2.7%</td>
</tr>
</tbody>
</table>

ROSTER COMPLETION INSTRUCTIONS  STAFF

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.

1) Click on the appropriate JOB TYPE radio button (Staff)
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 then 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 “[+] Show” to open the Employee Details to change SALARY EFFECTIVE DATE (applicable to 8, 9, or 10 month employees only). Click on the “[-] 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. (More information on zero percent increases can be found on pages 6 – 8).

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.

**CORRECTING ROSTER ERRORS**
While saving the new salary information, a warning or error message may appear. See **pages 24 and 25** for resolution to error or warning messages.

**MAKING CHANGES TO THE ANNUAL SALARY INCREASE ROSTERS**
If it is discovered that a change needs to be made after the status is marked **APPROVED**, submit an Employee Record to process the necessary changes.

**DEPARTMENT**
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.

**RC ADMINISTRATOR**
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.

**FINAL APPROVER**
When the status on the **Department Selection – RC XX** screen changes from **SUBMITTED** to **APPROVED**, the Final Approver can only view the data. No changes can be made to the data.

**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**

<table>
<thead>
<tr>
<th>Status Types</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unprocessed</td>
<td>No activity has yet been performed on the records</td>
</tr>
<tr>
<td>In Progress</td>
<td>Some of the records have new salaries entered</td>
</tr>
<tr>
<td>Completed</td>
<td>All of the salaries for each tab have been entered and the records are awaiting RC approval</td>
</tr>
<tr>
<td>Submitted</td>
<td>The RC has approved the records and they are now awaiting Final Approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Final Approval is complete and the records are ready to be loaded into the system</td>
</tr>
<tr>
<td>Transferred</td>
<td>The records have been loaded into the system &amp; the employees' salaries have been updated</td>
</tr>
</tbody>
</table>

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.
PRE-SUBMISSION CHECKLIST
Before submitting the salary increase rosters, please remember to check the following.

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 and make certain it is not 0% or a negative %

RESPONSIBILITY CENTER ADMINISTRATORS
- Ensure all departmental increases have been approved by the appropriate senior officer

Note: Review the PROCESSING SCHEDULE to see the final date to make changes to the annual increase roster.

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.

2) 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.

   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.

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.

2) 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.

   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.
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.

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.

If it is discovered that a change needs to be made after the status is marked APPROVED, submit an Employee Record to process the necessary changes.

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), following these steps:

1) Click on DOWNLOAD SPREADSHEET button at the top right of the screen
2) A pop-up with the message “Do you want to save salary_dept000000.csv from eagle.p3.pitt.edu” will appear
3) On the pop-up, click on the OPEN button to view the file in Excel
4) To save a copy of the file, click FILE then SAVE AS
5) For the “Save as Type” select Excel Workbook
6) Retitle the file as necessary, then click SAVE
**WARNING AND ERROR MESSAGES**

When submitting the annual increase roster, warning and/or error messages may occur. Following is a list of the potential errors or warnings.

**WARNING MESSAGES**

Note: A warning message **will not** prevent data from being 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**

Note: An error message **will** prevent data from being saved until corrective action is taken.

- **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.

- **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.

- **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.

- **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.

- **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.

- **Employee is on Probation Period until DD-MM-YYYY Which is Later Than Sept 1st** Ineligible for annual salary increase. Select save to accept.

- **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.

- **Faculty Contract Salary May Not be Less Than $1,000** The Faculty Contract Salary must be at least $1,000.

- **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.

- **New Faculty Contract Salary is Required** The employee has a current Faculty Contract Salary and thus must have a new Faculty Contract Salary entered.

- **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.

- **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.

- **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 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.

**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.

**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 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.

**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.

**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.

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**No Increase Reasons: Online Roster**

If a staff member is not eligible for an annual salary increase on the online roster, a zero must be entered in the percentage increase field. If a zero percent increase is indicated, the appropriate No Increase Reason must be notated. See the chart below for further details on each No Increase Reason.

<table>
<thead>
<tr>
<th>No Increase Reason</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence</td>
<td>On a Leave of Absence (paid or unpaid) as of July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Submit Employee Record Upon return to work.</td>
</tr>
<tr>
<td>Maximum of Salary Range</td>
<td>At the maximum of the salary range and not eligible for an increase</td>
</tr>
<tr>
<td></td>
<td>Not a Grandfathered or Exception status employee</td>
</tr>
<tr>
<td>New Hire</td>
<td>Consideration for annual increase was built into hiring salary for new staff</td>
</tr>
<tr>
<td></td>
<td>Will not be eligible for increase upon completion of Provisional Period</td>
</tr>
<tr>
<td>Percent of Effort Change</td>
<td>Percent of Effort has changed between July 1&lt;sup&gt;st&lt;/sup&gt; and September 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Submit increase on Employee Record</td>
</tr>
<tr>
<td>Performance/PIP</td>
<td>Unsatisfactory performance or on a Performance Improvement Plan (PIP)</td>
</tr>
<tr>
<td></td>
<td>If applicable, submit Employee Record upon successful completion of PIP</td>
</tr>
<tr>
<td>Previous Increase Received</td>
<td>The annual salary increase has already been provided as the result of a Transfer, Reclassification, or the Recognition of Additional Duties</td>
</tr>
<tr>
<td>Provisional Period</td>
<td>On a Provisional Period as of July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Submit Employee Record upon successful completion of Provisional Period</td>
</tr>
<tr>
<td>Termination</td>
<td>Terminated between July 1&lt;sup&gt;st&lt;/sup&gt; and August 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Transfer</td>
<td>Included on roster, but transferred out of department July 1&lt;sup&gt;st&lt;/sup&gt; or later</td>
</tr>
<tr>
<td>UPP Administrator</td>
<td>Determined per provisions set by the Health Sciences</td>
</tr>
</tbody>
</table>
RESOURCES

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www.pitt.edu

OFFICE OF HUMAN RESOURCES
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hradsup@pitt.edu
hr.pitt.edu

COMPENSATION DEPARTMENT
(412) 648-5049
hr.pitt.edu/compensation-classification

FACULTY RECORDS
(412) 624-4232
www.provost.pitt.edu/faculty-affairs

PAYROLL
(412) 624-8070
payrollinfo@cfo.pitt.edu
cfo.pitt.edu/payroll

TECHNOLOGY HELP DESK
(412) 624-HELP (4357)