Funded by each school, center administrative budget

Faculty Increase Guidelines
- Minimum academic salary for assistant professors will be $62,000
- Aggregated merit increase pool may not exceed 3.0% with a range of 1% to 5%
- Some schools and centers have financial constraints that can only support budget growth of less than 3.0%
- Complete Faculty Compensation package information must be updated no later than August 31, 2013 for FY14 compensation
Parameters (continued)

- **Staff Salary Increase Guidelines**
  - Aggregate salary increase pool is 3.0% with a range of zero to 5.0%
  - Some schools and centers may have financial constraints that affect salary increase increases that can be awarded which will result in a merit increase pool of less than 3.0%. This will be communicated separately by each school/center administration
  - Staff increases are based on performance
Staff increases are based on performance

- Performance & Development plan
  - Must be completed for all staff
- Performance appraisal system
  - Documents performance and contributions
  - Establishes Goals
  - Performance should correlate to performance rating
  - If performance is unacceptable, no increase will be awarded
- Performance appraisals should be submitted by 6/3/2013
Program Eligibility

- Exempt and non-exempt staff are eligible if:
  - Employed on/before February 28, 2013
  - Regular full-time, part-time or limited service

- Not eligible
  - Student workers, interns, residents
  - Occasional and temporary workers
  - Staff on unpaid leaves of absence
  - Staff on LTD (long term disability)
  - Collective bargaining units
  - Acting Rates
Program Eligibility (continued)

- Staff with salaries above the salary grade maximum may receive either
  - Lump sum payment
  - Increase to base
- Current University staff who posted into new positions are eligible for July 1st merit unless included in original salary offer
- **Staff on Paid Medical Leave**
  - Will be considered for a merit increase

- **Staff on Unpaid Medical Leave**
  - Will be considered for merit increase upon return to work

- **Staff on Workers’ Compensation**
  - Are not eligible while receiving pay through Workers’ Compensation
Salary Pool

- May not exceed 3.0%
  - May average less if school/center established lower percentage merit pool
  - As in prior years, there will not be no bonuses
- Range is zero to 5.0%
- Half percent to fund off-cycle reclassifications and salary adjustments continues in FY14
  - The half percent pool cannot be combined with the merit increase pool
Schools and centers use either of the following:

- **PennWorks Role Export**
  - Generate reports in Excel
  - Use Excel worksheets to model pay changes and get approvals

  **OR**

- **PennWorks Modeling**
  - Web-based tool used to model, approve, process salary increases for eligible employee roles
- **Role Rapid Entry**
  - Export Users
    - Allows update to salary and distribution information
  - **Modeling Users**
    - Approved annual salary updated automatically from Modeling
    - Allows update to distribution information
Important Dates

- **April 22nd**  
  - Role and Faculty Compensation Export  
  - Role and Faculty Compensation Rapid Entry  
  - Modeling Modules

- **June 7th**  
  - Modeling closes

- **June 12th**  
  - Role Rapid Entry Closes

- **June 13th – June 30th**  
  - Changes for SIP can only be made by HR Compensation

- **July 1st**  
  - Roles/Distributions moved from SIP to PennWorks
Important Dates (continued)

- June 30th—Signed hard copy reports detailing merit increases due to HR Compensation for schools and center who used Export

- July 12th – First pay reflecting FY14 merit increase for Nonexempt weekly paid staff

- July 30th- First pay reflecting FY14 merit increase for Exempt monthly paid faculty and staff
## Distribution Dates

### Monthly Paid (Exempt)

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<tr>
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### Weekly Paid (Non-Exempt)

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Salary Ranges/Notifications

- Salary Ranges were increased effective April 1, 2013
  - All staff salaries must be at or above the minimum of their respective grades as of April 1st
  - New ranges can be viewed at https://www.hr.upenn.edu/myhr/payandperform/salary

- Do not notify individuals of their increases until you receive final approval from the senior administrator of each school or center
Salary Increase Program HELP

- https://www.hr.upenn.edu/myhr/payandperform/appraisal/merit-increase
- http://www.finance.upenn.edu/ftd/documentatio
  n.shtml#salinc
- askcompensation@hr.upenn.edu
- Human Resources Compensation
  215-898-1317