Salary Increase Program
FY16
Parameters

- Funded by each school, center administrative budget
- Faculty Increase Guidelines
  - Minimum academic salary for assistant professors will be $65,000
  - Aggregated merit increase pool may not exceed 3.0% with a range of 1% to 5%
  - Some schools and center 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, 2015 for FY16 compensation
- **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%
  - Staff increases are based on performance
Performance Based Increases

- 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 entered into the Online Performance Appraisal System by 6/1/2015
Exempt and non-exempt staff are eligible if:
- Employed on/before February 28, 2015
- Regular full-time, part-time, phased retirement 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
• 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
Program Eligibility (continued)

- **Staff on Paid Medical Leave**
  - Will be considered for a merit increase the first day of the new fiscal year

- **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 this year
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
Processing

- 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 20th** Available:
  - Role and Faculty Compensation Export
  - Role and Faculty Compensation Rapid Entry
  - Modeling Modules

- **June 5th**
  - Modeling closes

- **June 10th**
  - Role Rapid Entry Closes

- **June 11th – June 30th**
  - Changes for SIP can only be made by HR Compensation

- **June 29th & June 30th**
  - 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 10th** – First pay reflecting FY16 merit increase for Nonexempt weekly paid staff

- **July 31**- First pay reflecting FY16 merit increase for Exempt monthly paid faculty and staff
## Distribution Dates

### Monthly Paid (Exempt)
- **Stop Date FY15:** 6/30/2015
- **Start Date FY16:** 7/1/2015
- **Stop Date FY16:** 6/30/2016

### Weekly Paid (Non-Exempt)
- **Stop Date FY15:** 6/28/2015
- **Start Date FY16:** 6/29/2015
- **Stop Date FY16:** 7/03/16
Salary Ranges/Notifications

- Salary Ranges were increased effective April 1, 2015
  - 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
- https://www.hr.upenn.edu/myhr/payandperform/appraisal/merit-increase
- Human Resources Compensation
  215-898-1317