Salary Increase Program
FY18
Parameters

- Funded by School/Center’s administrative budget
- Faculty Increase Guidelines
  - Minimum academic salary for assistant professors will be $69,000
  - 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, 2017 for FY18 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 increases that can be awarded; these will result in a merit increase pool of less than 3.0%.
  - This will be communicated separately by each School/Center administration
Performance-Based Increases

- Staff salary increases are based on performance
  - Performance & Development plan
    - Must be completed for all staff
  - Performance appraisal system
    - Documents performance and contributions
    - Establishes goals
    - Performance rating should correlate to performance
    - If performance is unacceptable, no increase will be awarded
  - Performance appraisals should be submitted by 6/1/2017
Exempt and non-exempt staff are eligible if:
- Employed on/before February 28, 2017
- 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

- **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%
- Separate pool to fund off-cycle reclassifications and salary adjustments continues in FY18
  - .75% for FY 18
  - This 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 17th**— Available:
  - Role and Faculty Compensation Export
  - Role and Faculty Compensation Rapid Entry
  - Modeling Modules

- **June 2nd**
  - Modeling closes

- **June 7th**
  - Role Rapid Entry Closes
Important Dates (continued)

- **June 8th – June 30th**  Exempt Employees
  - Changes to SIP can only be made by HR Compensation
  - Roles/Distributions moved from SIP to PennWorks the evening of June 30th

- **June 8th – July 3rd**  Non-exempt Employees
  - Changes to SIP can only be made by HR Compensation
  - Roles/Distributions moved from SIP to PennWorks the evening of July 3rd
Important Dates (continued)

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

- **July 14th**
  - First pay reflecting FY18 merit increase for Non-exempt/weekly-paid staff

- **July 31st**
  - First pay reflecting FY18 merit increase for Exempt/monthly-paid faculty and staff
### Distribution Dates

**Monthly-Paid (Exempt)**

- **Stop Date FY17:** 6/30/2017
- **Start Date FY18:** 7/1/2017
- **Stop Date FY18:** 6/30/2018

**Weekly-Paid (Non-Exempt)**

- **Stop Date FY17:** 7/2/2017
- **Start Date FY18:** 7/3/2017
- **Stop Date FY18:** 7/1/2018
Salary Ranges/Notifications

- Salary Ranges were increased effective April 1, 2017
  - 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](https://www.hr.upenn.edu/myhr/payandperform/appraisal/merit-increase)
- [http://www.finance.upenn.edu/ftd/documentatio n.shtml#salinc](http://www.finance.upenn.edu/ftd/documentatio n.shtml#salinc)
- askcompensation@hr.upenn.edu
- Human Resources Compensation
  215-898-1317