- Funded by School/Center’s administrative budget
- Faculty Increase Guidelines
  - Minimum academic salary for assistant professors will be $72,600
  - 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%
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 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
Performance-Based Increases

- Staff salary increases are based on performance
  - Performance Appraisal
    - Must be completed for all staff
  - Performance appraisal system
    - Documents performance and contributions
    - Establishes goals
    - Performance rating should correlate w/ performance
    - If performance is unacceptable, no increase will be awarded
  - Performance appraisals should be submitted by 6/3/2019
Program Eligibility

- Exempt and non-exempt staff are eligible if:
  - Employed on/before February 28, 2019
  - 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 were hired 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 on the first day of the new fiscal year if they are still in paid status

- **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 be no bonuses
- Range is zero to 5.0%
- Separate pool to fund off-cycle reclassifications and salary adjustments continues in FY20
  - .5% for FY 20
  - 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

Due to the implementation of Workday, Schools and Centers that Exported for FY 19 must Export for FY 20
- **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
- **DUE TO THE CONVERSION TO WORKDAY, ALL DISTRIBUTION LINES AND SALARIES MUST BE UPDATED IN BOTH ROLE RAPID ENTRY AND MODELING**
DUE TO THE IMPLEMENTATION OF WORKDAY, ALL DATES ARE FINAL. NO EXTENSIONS ARE POSSIBLE.
Important Dates

- **April 15th**— Available:
  - Role and Faculty Compensation Export
  - Role and Faculty Compensation Rapid Entry
  - Modeling Modules

- **May 31st**
  - Modeling closes

- **June 7th**
  - Role Rapid Entry Closes

- **June 8th – June 18th**
  - Special exception changes for SIP can only be made by HR Compensation

- **June 19th**
  - Roles/ Distributions moved from SIP to Workday conversion process
Important Dates (continued)

- **June 28th**
  - Signed hard copy reports detailing merit increases due to HR Compensation for Schools and Centers who used Export

- **July 12th**
  - First pay reflecting FY20 merit increase for Non-exempt/weekly-paid staff

- **July 31st**
  - First pay reflecting FY20 merit increase for Exempt/monthly-paid faculty and staff
### Monthly-Paid (Exempt)

- **Stop Date FY19:** 6/30/2019
- **Start Date FY20:** 7/01/2019
- **Stop Date FY20:** 6/30/2020

### Weekly-Paid (Non-Exempt)

- **Stop Date FY19:** 6/30/2019
- **Start Date FY20:** 7/01/2019
- **Stop Date FY20:** 6/28/2020
Salary Ranges/Notifications

- Salary Ranges were increased effective April 1, 2019
  - 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/PennHR/benefits-pay/compensation/salary

- Do not notify individuals of their increases until you receive final approval from the senior administrator of each School or Center
Merit Increase Program HELP

- [https://www.hr.upenn.edu/PennHR/benefits-pay/compensation/merit-increase-program](https://www.hr.upenn.edu/PennHR/benefits-pay/compensation/merit-increase-program)

- [http://www.finance.upenn.edu/ftd/documentaion.shtml#salinc](http://www.finance.upenn.edu/ftd/documentaion.shtml#salinc)

- Penn Employee Solution Center:
  - 215-898-7372
  - hcmsolutioncenter#@upenn.edu