

CFAES Human Resources Standard Operating Procedure (SOP)

Task:	Annual Merit Compensation Process		
Revision Date:	Mar-18	SOP Reference #	8
Description:	Each summer, the university goes through its compensation planning and salary distribution process. This process includes determining salary increases, processing the changes and notifying faculty and staff. The following will assist you in learning the process for your role.		
Responsibility:	Human Resources Personnel		
Frequency:	Annually	Timing:	March-August
Process Steps:	<p>First week of March</p> <ol style="list-style-type: none"> 1. Review College Compensation Policy <ol style="list-style-type: none"> a. Changes will be discussed at HR Team meeting in March b. Share the compensation policy with Chairs/Directors/Unit Heads and others as appropriate 2. Request any additional AMCP access for your staff <ol style="list-style-type: none"> a. Send request to HR Director b. Anyone who had access last year will retain the same access <p>First week of April</p> <ol style="list-style-type: none"> 3. Populate worksheet template utilizing custom BuckIQ report <ol style="list-style-type: none"> a. Utilize 2% aggregate as a baseline b. Identify ineligible employees and enter zero and comment; <ol style="list-style-type: none"> i. Staff who were hired after March 31st ii. Faculty who were hired after March 31st and do not have eligibility written into their LOO c. Reminder that all temporary, term and employees who are <.50FTE have been automatically removed from the worksheet as they are not included in the process. <p>Second Monday of May</p> <ol style="list-style-type: none"> 4. Major equity and reclassifications submitted to HR Manager for Classification and Compensation <ol style="list-style-type: none"> a. Include all required documentation <ol style="list-style-type: none"> i. OHR form OHR Reclassification and Salary Equity form ii. Letter of justification iii. Salary comparisons iv. PD CFAES New PD Form v. New PD CFAES New PD Form 5. Philosophy narrative containing the established criteria and process for determining raises submitted to VP Cabinet <p>Fourth Monday of May</p> <ol style="list-style-type: none"> 6. Send Salary recommendations to HR Director or designee <ol style="list-style-type: none"> a. Indicate the following: <ol style="list-style-type: none"> i. Exceptions requested not to be included in the aggregate ii. Documentation for 0% increases iii. Ineligible employees (Hired after March 31st) iv. No more than 0.5% difference between faculty, unclassified and classified staff 7. Bonus recommendations to HR Director or designee <ol style="list-style-type: none"> a. Examples: <ol style="list-style-type: none"> i. Exceptional leadership for project outside of normal role ii. Obtaining a work-related degree, certification, professional award or recognition iii. Additional work or responsibility where supplemental compensation was not pre-arranged iv. In lieu of a base salary increase for employee who has provided notification of resignation or retirement <p>Month of June</p> <ol style="list-style-type: none"> 8. VP Cabinet will review recommendations <ol style="list-style-type: none"> a. Follow up communication with Chairs/Director if appropriate 9. HR Director will communicate when approved by VP Cabinet 		

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Process Steps:

Mid-July

10. AMCP Panels open

- a. Service Center start blackout period
- b. Following HRAs will be processed:
 - i. Hires
 - ii. Transfers
 - iii. Any changes for temporary or term positions
 - iv. Compensation changes (IF changing within AMCP window)
 - v. Standard hour changes (IF changing within AMCP window)
- c. All other HRAs will be held and processed after blackout period ends
- d. Data to be entered by HRPs by deadline
 - i. Follow guidelines for "Data Entry" in OHR AMCP Guidance
 - ii. [AMCP Guide](#)
 - iii. Most common increase types utilized by CFAES:
 1. A = Annual Merit
 2. E = Other Approved Exception (Market Based Equity)
 3. P = Faculty Promotion (6% and the aggregate amount will be indicated as an Annual Merit amount)
 4. Z = Major Equity (Internal inequity, salary compression, retention considerations)
- e. Data Entry Report to be run:
 - i. AMCP Roster Report (HRB810AH) to validate data entry
 - ii. AMCP Aggregates Report (HRB830AH) to help determine if your unit falls within the merit pool guideline
- f. HRPs to notify HR Director when completed and ready to freeze
- g. HR Director or designee will run the following reports:
 - i. AMCP Freeze Summary Report (HRB850)
 - ii. AMCP Roster Report (HR810AH)
 - iii. AMCP Aggregates Report (HRB830AH0)
 - iv. AMCP Audit Report (HRB820)
 - v. AMCP Summary Report (HRB840AH)

August

11. AMCP Loaded

- a. HRPs to review based on approved recommendations (not original submittals)
- b. HRPs to communicate any issues to HR Director or designee

12. Notification from HR Director regarding salary letters

- a. Run AMCP Roster by Job Approved Report (HRB815APR)
- b. Utilize mail merge template

13. Document Reports

- a. Run and retain a copy (obtain signature when appropriate):
 - i. AMCP Roster Report (HRB810APR)
 - ii. AMCP Aggregates Report (HRB830APR)
 - iii. AMCP Summary Report (HRB840APR)
- b. Save salary letters to OnBase