

College of Food, Agricultural, and Environmental Sciences
Annual Merit Compensation Process SOP

First Leadership & HRP meetings in April*

Meeting with CFAES Leadership

Review College Compensation Policy and any changes
Unit Directors/Chairs share information regarding any reclassification and/or equity requests with HRP

AMCP budgeting, bonus requirements, procedures, deadlines/timelines including action steps will be shared discussed with CFAES Leadership and modified accordingly

Meeting with HRPs

Review College Compensation Policy and any changes

AMCP budgeting, bonus and procedures will be discussed including any modifications from Leadership meeting

Communication will be sent to Leadership and HRPs reflecting the AMCP process and any changes

Request any additional AMCP access for your staff

Send request to HR Director (Anyone who had access last year will retain the same access.)

After initial meetings with Leadership and HRPs in April*

Develop unified communication and include blank planning spreadsheet

Send to HRPs and Leadership
Share tentative aggregate
Provide directions on utilization of planning spreadsheets
Include information about BuckeyeBox that will be utilized for copies of communications and planning spreadsheets

Second Monday of May*

HR Director or Designee will create individual Buckeye Boxes

Include updated timeline if appropriate
All questions received from HRPs and answers provided will be uploaded all throughout the process

Request all major equity and reclassifications to be submitted to Director or Designee

Director or Designee will share tenure list with all HRPs

HRPs will upload into the respective BuckeyeBox the updated planning spreadsheets for each Department/unit and communicate to that department/unit when finished

HRPs must update the Planning Spreadsheet by:

Utilizing the agreed upon aggregate as a baseline (will be coordinated with CFO)

Double checking ineligible employees and enter zero and comment:

Staff who were hired after March 31st

Faculty who were hired after March 31st and do not have eligibility written into their LOO

Process an HRA to switch 9/12.5 to 9/12 appointments prior the AMCP and then manually adjust the planning spreadsheet

HRPs must add any known and expected exceptions to the planning spreadsheets before sending to leaders [Equity, re-classifications, P&T]

HRPs to upload the updated Planning Spreadsheet into BuckeyeBox and notify their respective department Directors, Chairs & Heads when completed

HRPs are responsible for coordinating between leaders and respective HRPs for staff and faculty with multiple appointments that are shared between departments or colleges. The shared appointments will show up on the spreadsheet.

HRPs must communicate re-classes to the Service Center prior to AMCP load

HRPs should run BuckIQ report (EAB300) to capture all term and employees who are <.50FTE for potential increase post AMCP as all temporary, term and employees who are <.50FTE have been automatically removed from the worksheet as they are not included in the AMCP process.

HRPs should submit all major equity and reclassifications to HR Manager for Classification and Compensation

Include all required documentation

OHR form [OHR Reclassification and Salary Equity form](#)

Letter of justification

Salary comparisons

PD

New PD [CFAES New PD Form](#)

Chairs, Directors and unit heads should upload their philosophy narrative containing the established criteria and process for determining raises to the appropriate BuckeyeBox

Mid-June

University Institution for Teaching & Learning (UITL) Payments

Service Center HR Manager will complete a compliance check for all UITL payments entered into the system.

HR Manager will work with HRPs in the review of the UITL payments

HRPs will need to update the planning spreadsheets with the new current annual salaries and provide notice to their respective Directors, Chairs and Department Heads

Fourth Monday of June*

Salary recommendations should be completed in BuckeyeBox

Keep in mind the following criteria as you do one last review

Exceptions requested not to be included in the aggregate

Documentation needed for all 0% increases:

Annual evaluation with does not meets

Resignation, transfer or retirement before end of year

Ineligible employees (Hired after March 31st)

No more than 0.5% difference between faculty, unclassified and classified staff

Bonus recommendations should be completed in BuckeyeBox

Justifications must be provided

Examples:

Exceptional leadership for project outside of normal role

Obtaining a work-related degree, certification, professional award or recognition

Additional work or responsibility where supplemental compensation was not pre-arranged

In lieu of a base salary increase for employee who has provided notification of resignation or retirement

Second Monday of July*

VP Cabinet will review recommendations

Follow up communication with Chairs/Director by Cabinet, HR Director or designee if appropriate

HR Director will communicate when approved by VP Cabinet

Communication will be sent to HRPs and Chairs/Directors

HRPs will be responsible to send out to other supervisors and fiscal officers as appropriate

A unified communication will be provided to HRPs to utilize when sending the approved spreadsheets to other supervisors and fiscal officers.

Third Monday of July*

AMCP Panels open

Service Center start blackout period

Following HRAs will be processed:

Hires

Transfers

Any changes for temporary or term positions

Compensation changes (IF changing within AMCP window)

Standard hour changes (IF changing within AMCP window)

All other HRAs will be held and processed after blackout period ends

AMCP Data to be entered by HRP's by deadline

Follow guidelines for "Data Entry" in OHR AMCP Guidance

[AMCP Guide](#)

Most common increase types utilized by CFAES:

A = Annual Merit

E = Other Approved Exception (Market Based Equity)

P = Faculty Promotion (6% and the aggregate amount will be indicated as an Annual Merit amount)

Z = Major Equity (Internal inequity, salary compression, retention considerations)

HRP to run and review AMCP entries utilizing Data Entry Reports:

AMCP Roster Report (HRB810AH) to validate data entry

AMCP Aggregates Report (HRB830AH) to help determine if the unit the HRP supports falls within the merit pool guideline

HRPs to notify HR Director when completed and ready to freeze at their department level

HRPs will freeze their departments/units

Fourth Week of July*

HR Director or designee will run the following reports:

AMCP Freeze Summary Report (HRB850)

AMCP Roster Report (HR810AH)

AMCP Aggregates Report (HRB830AH0)

AMCP Audit Report (HRB820)

AMCP Summary Report (HRB840AH)

HR Director will freeze AMCP at college level and report same to OHR

August*

AMCP Loaded

HRPs to review based on approved recommendations

HRPs to communicate any issues to HR Director or designee

Notification from HR Director regarding salary letters

HRPs to Run AMCP Roster by Job Approved Report
(HRB815APR)

Utilize mail merge template via DocuSign by specified deadline

A unified communication regarding the use of DocuSign will be shared and uploaded into BuckeyeBox for HRP's to use to communicate with Managers.

Electronic letterhead for HRP's respective departments and units should be utilized.

HRPs should obtain and utilize their respective department and units' leaders' signature block

Letter templates for those situations that are not covered in the mail merge will be shared in this communication for:

Equity Increases

Re-classifications

0% increases:

Did not deserve

Bonus in lieu of a salary increase due to
impending retirement

Bonus in lieu of salary increase due to having
reached the top of salary range

Document Reports

Run and retain a copy (obtain signature when appropriate):

AMCP Roster Report (HRB810APR)

AMCP Aggregates Report (HRB830APR)

AMCP Summary Report (HRB840APR)

*Holidays will be taken into account when deadlines are developed and shared.