

HR Actions After June 30, 2015

We are awaiting final legislation and guidance about salary protocols for fiscal year 2015-16. We will share information as soon as possible once we receive directions from the Office of State Human Resources and UNC-General Administration. In the meantime, please follow these protocols.

SALARY ADJUSTMENTS EFFECTIVE JULY 1

We are currently operating under the EPA salary guidelines distributed by Provost Arden and Vice Chancellor Lefler and provided in the UNC-General Administration Memorandum (<http://budget.ncsu.edu/budgetcentral/documents/051115-LimitsonSalary-3D.pdf>).

For SPA employees, we have not yet received official guidance from OSHR or OSBM and will continue to operate under current policies, rules, regulations, and processes until otherwise instructed with the exception of the processes noted below.

SPA ACTIONS

Until further notice, with the exception of new hire, separation, retirement, leave without pay transactions and return to base distributions, do **NOT** enter any transactions with an effective date **on or after July 2, 2015**.

EPA ACTIONS

EPA Administration will enter the PSHR actions for the EPA faculty rank promotion actions in the system for each college/division. Upon receipt of the finalized faculty promotional increases spreadsheet from the Provost Office, EPA Administration will enter and confirm completion of entries with each college/division.

- Until further notice -- with the exception of new hire, separation, retirement and leave-without-pay transactions-- please do NOT enter ANY transactions with effective dates **on or after July 2, 2015**.
- EPA employees should be returned to their "base" salary distribution, effective **7/1/15**. In the event there is an across-the-board Legislative Adjustment, this will ensure that the LI calculates correctly based on funding source.

REHIRE AND HIRE ACTIONS FOR 9 MONTH EPA AND POST DOCS

- Nine-month academic appointments for the 2014-15 academic year (with effort commencing Aug 16 but with an 'effective date' of July 1 in the HR System, because we distribute 9-month pay over 12 months), must **NOT** be entered in the HR System until after you receive notification from Payroll that the July 2015 payroll has been confirmed. This applies to all 9-month (AY) --
 - o NEW HIRES (never worked at NCSU before)
 - o REHIRES (individuals for whom there has been a break in service)

(WHY NOT? Because if you were to enter such an action before the July payroll runs, it would trigger a July paycheck before the individual arrives and commences work – AND it would create an overpayment if the individual does not actually start working in August as planned.)