

HR Actions After June 30, 2014

We are awaiting final legislation and guidance about salary protocols for fiscal year 2014-15. We will share information as soon as possible once we receive directions from the State and UNC-General Administration. In the meantime, please follow these protocols.

SALARY ADJUSTMENTS EFFECTIVE JULY 1

It appears that the UNC-General Administration Memorandum [Salary Administration for EPA Faculty, EPA Non-Faculty, and SPA], dated August 14, 2013, will remain effect for the 2014-2015 fiscal year. We will keep you apprised of any changes; however, in the interim, we are operating under the same guidelines so please take this opportunity to re-review the guidelines:

http://old.northcarolina.edu/hr/unc/classcomp/2013-2014_Salary_Increase_Instructions.pdf

Salary adjustments tied to promotion in academic rank of tenured/tenure-track faculty are approved as of July 1, 2014 and should be processed according to the instructions provided by the Provost Office. EPA Administration will enter the PSHR actions in the system for each college/division that has agreed to this service. 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.

SPA ACTIONS

Until further notice, with the exception of new hire, separation, retirement, leave without pay transactions and return to base distribution, do **NOT** enter any transactions with an effective date **on or after July 1, 2014**.

EPA ACTIONS

Until further notice -- with the exception of separation, retirement and leave-without-pay transactions-- please do **NOT** enter ANY transactions with effective dates **on or after July 2, 2014**.

EPA employees should be returned to their "base" salary distribution, effective 7/1/14. 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 NEW 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 2014 payroll has been confirmed. This applies to all 9-month (AY)

- REHIRES (individuals for whom there has been a break in service)
- NEW HIRES (never worked at NCSU before)

(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.)