

## **Instructions for EPA 1% University Pool and 0.8% College/Unit Contributed Salary Increases per Provost Arden and VC Leffler 8/16/12 memo ([http://www.fis.ncsu.edu/rm/budget\\_central/](http://www.fis.ncsu.edu/rm/budget_central/)):**

1. Each 2 digit OUC should have received an Excel workbook with multiple tabs via email from the University Budget Office containing:
  - a. Increase Pools Tab – for your information
    - i. EPA Salary Base broken out by State Appropriated and “All” funding sources, including an employee count
    - ii. 1% Salary Increase Pool – All funding sources – EPA employees
    - iii. 0.8% Salary Increase Pool – All funding sources – EPA employees
    - iv. 1% State Appropriated Budget Allocation – EPA employees
    - v. Deans/VC direct reports removed from pools if applicable
  - b. EPA Increases Tabs – complete and send to University Budget Office
    - i. To be used to assist campus in tracking and entering EPA increases respectively
    - ii. Linked to “Increase Pools Tab” to compare amount of increases to the 1.8% limits and to track amount of State Appropriated Budget Allocation uncommitted.
    - iii. Columns A (Employee Name) through I (Total Increase) must remain intact. You may insert new rows, but do not insert new columns between columns A and I. If you need additional columns to track information college/unit specific information, you may add additional columns to the right of column I.
    - iv. Complete and send to your budget analyst in the University Budget Office ([budgetoffice@ncsu.edu](mailto:budgetoffice@ncsu.edu)) by due date listed on Attachment A to VC Leffler and Provost Arden memo dated 8/16/12.
  - c. EPA Distribution Tabs – for your information
    - i. Contains a listing of employees eligible to receive increases from the 1.8% pool.
      1. Permanent employee defined as .50FTE and greater – active, leave with pay, and phased retirement 2<sup>nd</sup> and 3<sup>rd</sup> year only.
      2. Employed on 6/30/12 and 7/1/12.
    - ii. Contains Salary as of 6/30/12 and distribution as of 7/1/12 pulled from HR reporting data base on 8/13/12 – prior to 7/1/12 1.2% LI.
  - d. Dean/VC Certification Tab – complete and send to University Budget Office.
    - i. Must be completed and signed/certified by Dean or Vice Chancellor and returned (PDF file or hardcopy) to your budget analyst in the University Budget Office by due date listed on Attachment A to VC Leffler and Provost Arden memo dated 8/16/12.

**2. 1% University Pool and 0.8% College/Unit contributed Pool:**

- a. Applies to EPA employees
- b. No more than 1/3 of EPA employees may receive an increase.
- c. Increases should be given proportionately to respective funding sources.
  - i. Ledger 5s should not be increased disproportionately from non-ledger 5 funding sources.
  - ii. Summer salary paid for Summer 2012 can not be adjusted for LI or other salary increases.
  - iii. If a sponsored project has ended and final financial information has been reported to the sponsor, we will not be able to request additional reimbursement from the sponsor when additional salary charges post. The College will be responsible for covering these charges.
  - iv. Colleges/departments/divisions will be responsible for monitoring their sponsored project budget and the impact the salary increase will have on the budget and plan accordingly. Proper planning may require a rebudget request be submitted through normal University channels.
- d. Items (a-c) will be monitored/confirmed via HR query after increases have been entered into HR system but prior to September 30<sup>th</sup> pay date.
  - i. A list of units not complying with any of the above will be provided to VC Leffler and Provost Arden.

**3. All increases funded by the 1% and 0.8% pools must be:**

- a. Listed on the "EPA Increases" tabs on the spreadsheet (item 1.b. above) and returned to your budget analyst at [budgetoffice@ncsu.edu](mailto:budgetoffice@ncsu.edu) in the University Budget Office by the due date for your unit. Your due date can be found on Attachment A of the memo from VC Leffler and Provost Arden dated 8/16/12. **Note that you can not begin entering these increases into the HR system until Tuesday August 28<sup>th</sup> to be included in the September payroll.**
- b. Certified by the Dean or Vice Chancellor using the "Dean/VC Certification" tab (item 1.d. above) and returned along with the information in 3.a. above.
- c. Entered into the HR system as a dollar amount, not a percentage, by the college/unit by your due date from Attachment A referenced above. (Increases entered as percentages would calculate on top of the 1.2% across the board LI increases applied programmatically) These increases must be based on 6/30/12 salary as supplied in the EPA distribution information referenced in item 1.c. above.
- d. Retroactive to 7/1/12
- e. The appropriate amount of benefits will be added to the 16030 personnel benefits pool for the 1% University pool.
- f. Any increase that would result in a salary of at least **15% and \$10,000** above the prior June 30 salary must have been pre-approved by both the NCSU Board of Trustees and

the UNC Board of Governors. Since the BOT and BOG schedules do not allow for such approvals before the September payroll cutoff, no increase to any EPA employee from this 1.8% pool can result in a salary that is both 15% and \$10K more than the June 30, 2012, salary.

- g. Increases must be classified as either 1) merit, 2) market, 3) retention or 4) equity. For tracking and reporting purposes, 4 separate “action/reasons” have been created in the HR system for these increases.
- h. Total of July 1, 2012 increases, including 1.2% across the board increase, cannot exceed 3% of total 6/30/12 EPA salaries.

**4. The Budget Allocation for the 1% of state appropriated funded employees (budget code 16030, excluding Summer School - 202xxx projects and appropriated receipt 301xxx-349999 projects; budget code 16031 – projects 401xxx-449999 that end with 50 – Ex 401050; and budget code 16032 – projects 45xxxx-499999 that end with 50 – Ex 450050) as indicated in the allocation spreadsheet provided by the University Budget Office (Item 1.a. above) will be processed before the month of September closes as follows:**

- a. Colleges and Provost Units (Vice Provosts – OUCs 3x, Graduate School – OUC 04, DASA – OUC 05, 22, and 31, McKimmon Center – OUC 09, and Libraries – OUC 25) will receive allocations from the Provost Office to one project as provided by the college/unit. College/unit may then distribute as needed to cover actual increases.
  - i. Provost Office will address in the allocations any 51310 budget issues that arise as a result of the increases to teaching faculty.
- b. All other units (OUCs 01, 06, 08, 27, 4x, and 51) will receive allocations from the University Budget Office to one project as provided by the college/unit. College/unit may then distribute as needed to cover actual increases.
- c. Allocations from both the Provost Office and the University Budget Office will include an appropriate allocation to the University 16030 Personnel Benefits Pool.
- d. Any budget issues resulting from increases to employees funded by DE funds and the restriction on “flexing” budget between DE (205xxx) and regular term (201xxx) will be addressed separately as needed.
- e. 1% of the salaries of the direct reports to Vice-Chancellors and Deans will be removed from the college/unit’s state appropriated allocation amounts as indicated on the spreadsheet provided by the University Budget Office in item 1.a. above. Once any applicable salary increase decisions are made, the appropriate budget allocation will follow.

**5. Additional resources to Support “market” justifications for increases:**

- The university establishes formal pay ranges for faculty and for SAAO positions. These ranges have not been adjusted in the last couple of years for a couple of

reasons: (a) nationally, the higher education salary market has been relatively flat, and (b) there have been no raise pools available. As a result, data on specific positions / disciplines may be somewhat stale. Nonetheless, the market comparison information -- on which the current ranges were based -- can still provide at least a conservative figure against which to evaluate if an individual is paid "below market."

It is reasonable that if a person's current salary is below the relevant "market comparison" figure in the documents available via the links below, you can make a defensible argument for "market" as a basis for an adjustment.

FACULTY:

[http://www.ncsu.edu/human\\_resources/EPA/protected/FacultyMarketComparisonData081512.xlsx](http://www.ncsu.edu/human_resources/EPA/protected/FacultyMarketComparisonData081512.xlsx)

SAAO:

[http://www.ncsu.edu/human\\_resources/EPA/protected/SAAOMarketComparisonData081512.xlsx](http://www.ncsu.edu/human_resources/EPA/protected/SAAOMarketComparisonData081512.xlsx)

*Note: While other EPA non-faculty positions (e.g., instructional-/research-related) have been associated with "anticipated ranges of pay" in recent years, the assignments were specific to each position, thus no similar "market comparison" chart is currently available for your reference on those positions.*