HR/Payroll

ENTERING FISCAL YEAR 2017-18 ANNUAL SALARY INCREASES – ANNUAL RAISE PROCESS (ARP)

Entering Fiscal Year 2017-18 Annual Salary Increases - Annual Raise Process (ARP)

Overview

In August, the ConnectCarolina team will generate separate EHRA Faculty and Non-Faculty spreadsheets for each major organizational unit (MOU) to be used to enter base rate increases as part of the Annual Raise Process (ARP). Campus units may begin entering ARP-related base rate increases on the ARP spreadsheet when it is received on **Friday, August 18, 2017**. The completed spreadsheets must be returned **no later than Wednesday, August 30, 2017**. School/Division Human Resource Officers and MOU Leads should work together to complete the ARP spreadsheets.

IMPORTANT: Effective **Friday, August 18, 2017** do not originate any action with an effective date on or after September 1, 2017, for current, permanent EHRA employees who are eligible for the ARP. **Exceptions** to this requirement include:

- All new Hire actions;

- All Fund Swap, Lump Sum, or PAAT actions;

- Termination actions with an effective date on or before September 2, 2017;

- Any action for an employee not included on the spreadsheets.

You will be notified in early September when you can start processing all other non ARP-related actions for permanent EHRA employees. Address questions regarding this requirement to the Academic Personnel Office (for EHRA faculty employees) or the Office of Human Resources (for EHRA non-faculty employees).

When Employees Will See Increases

After the ARP spreadsheets are returned, the ConnectCarolina team will upload the base rate increase information into ConnectCarolina. As a result, the employees' base rate increases will be seen in the September 30 paychecks retroactive to July 1.

Grants That Have Closed

Due to the timing of the ARP implementation some research grants/projects will have ended so charging these projects for the retroactive amount owed would be inconsistent with federal cost accounting regulations. In some cases this includes grants/projects that were active as of July 1 but ended between July 1 and August 31. The Office of Sponsored Research and the ConnectCarolina team have partnered to ensure that any project that can be appropriately charged is available for the ARP.

Steps - Entering FY 2016-17 Annual Salary Increases

Follow these steps to enter the annual raise for each EHRA employee receiving a base rate increase as part of the ARP:

1. Open the ARP salary increase spreadsheet and save it to a secure location in accordance with the university's security policy.

2. Locate an employee who will receive a base rate increase.

    - The employee's name and Empl ID are in columns I and J on the spreadsheet.

    - Columns AO thru AZ have information you can use to make base rate increase decisions, such as the market rate and the range minimum and maximum for EHRA Non-Faculty positions.

    - The spreadsheet displays the employee's compensation information as of June 30 (column T), July 1 (column Z), and August 15, 2017 (column AJ).

3. The Proposed ARP Base Salary as of 7/1/17 (column AA) is filled in with the employee's base rate as of July 1, 2017. If the employee will receive an ARP base rate increase, enter the resulting total base salary for FY 2017-18 in this column. For example, if the employee's July 1 base rate is $84,000 and the employee will receive a $2,000 increase, enter $86,000 in column AA.

    Result: Excel adds the amount you entered in column AA to any existing total supplements (hidden column AB) and displays the result as the Proposed Annual Base + Supplemental Rate After ARP (column AC). The following data entry errors will be identified:

    - Excel calculates the percentage of change on 7/1/17 due to the proposed salary increase, less any increases due to a Faculty promotion action, and displays the result as % Change in Base as of 7/1/17 After ARP Action (column AG). If the amount shown in this column is greater than the allowable increase of 4.99%, the cell will appear in red to identify the error.

    - Excel assesses whether the Proposed ARP Base Salary is greater than the employee's salary range and displays the result as the Base Salary Over Range Maximum (column AI). If the amount shown is greater than the salary maximum, the cell will appear in red with the word "YES" to identify the error.

    - Excel calculates the percentage of change on 8/15/17 due to the proposed salary increase, less any increases due to a Faculty promotion action, and displays the result as % Change in Base as of 8/15/17 After ARP Action (column AN). If the amount shown in this column is greater than the allowable increase of 4.99%, the cell will appear in red to identify the error.

4. Type any comments for the approver in the Comments column (column AH).

    IMPORTANT: Data entry is allowed in yellow highlighted columns only, you can not make any other fields or add or remove columns on the spreadsheet. Some columns have been hidden because they contain data that is needed for calculations but not useful for campus review, and all columns other than the two highlighted for updates have been locked to insure that all files being distributed remain in the same formatting and can be merged after they are returned.

5. Save the completed spreadsheet to a secure location on your computer.

6. Repeat steps 2-5 for each employee who will receive an ARP base rate increase.

7. After School/Division HR Officers and MOU Leads have completed the spreadsheets, they should be signed by the Dean, Vice Chancellor or designee, and returned to the Academic Personnel Office (for EHRA Faculty employees) at apo@unc.edu or to the Office of Human Resources (for EHRA Non-Faculty employees) at epanfsalaryrequest@unc.edu **no later than Wednesday, August 30, 2017**.