

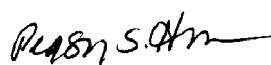
UNIVERSITY OF HAWAI'I

Office of Human and Material Resources

MEMORANDUM

May 15, 1998

TO: Personnel/Administrative Officers

FROM: Peggy S. Hong 
System Director of Human Resources

SUBJECT: **Instructions for Processing PNFs for the July 1, 1998 Faculty Salary Increases**

Attached are guidelines for the preparation and submission of the Faculty salary adjustment Payroll Notification Form (PNF) effective July 1, 1998.

Friday, June 12, 1998, 4:00 PM has been established as the deadline to submit the pay adjustment PNFs to Payroll Office as well as to apply the approval level to the suspended Job Data 1 APPROV panel.

To expedite these mass actions, only the fiscal officer and designated appointing officer signatures will be required to process the PNF. As soon as the necessary signatures are obtained on the PNFs, the approval level must be applied to the Job Data 1 APPROV panel. If your employee is in a joint appointment with another unit, please coordinate this process.

It is critical that these transactions get into the database by Friday, June 12, 1998, 4:00 PM in order to meet the State's deadline for the payroll change schedule which is used by the UH Payroll Office to implement the pay adjustments.

If you have any questions regarding these instructions, please call the HRIS hotline at 956-4747.

c: Evelyn Nowaki
Director of Faculty Human Resources & Legal Affairs

FACULTY SALARY ADJUSTMENT EFFECTIVE 07-01-98

Effective July 1, 1998, all faculty members, regardless of funding, who are employed on June 30, 1998, shall receive an equivalent of a 4% increase. Excluded personnel in the same classification and compensation plans as bargaining unit personnel are entitled to the same salary adjustments. Please refer to the faculty salary schedule in the 1995 - 1999 BU 07 Collective Bargaining Agreement, a copy of which can be found on the Faculty Human Resources and Legal Affairs homepage at <http://www2.hawaii.edu/dhmr/faculty/welcome.html>.

The Entitlement provision on page 56 of the Unit 07 Collective Bargaining Agreement distinguishes between two dates: 1) the “effective” date of the resignation, termination, and retirement, and 2) the payout period for deferred salary or vacation after the “effective” date. Thus a faculty member whose effective date of retirement, or resignation falls before July 1, 1998 but who continues to be on active pay status due to prorata salary or vacation pay would not receive the increase. In contrast, a faculty member whose effective date of retirement or resignation falls after June 30, 1998 will be entitled to the salary increase. In the case where 1997-98 has been a terminal year following contract nonrenewal, a faculty member’s effective date of termination would be June 30, 1998 and the faculty member would not be entitled to the increase.

In accordance with Administrative Procedure A9.590, Level Pay Option, the faculty member who elects the level pay option (no LWOP) will not be entitled to the increase on July 1 if that faculty member would in fact have been on LWOP on July 1 if the option had not been in effect. Generally, those on level pay option or LWOP status will receive their increases on August 1, 1998.

PNFs were generated for all faculty members since the system was not able to distinguish those who were not continuing beyond the Spring semester or who would be on LWOP due to lack of prorated summer pay. If a PNF was produced, update and save the suspended 07-01-98 action on the Job Data 1 screen with either the Employment and Pay Rate Continued (EPRC) or the LWOP action as applicable. The salary step on the Job Data 3 must also be updated to revert to current step. Generate another PNF at your own site and destroy the incorrect pre-printed PNF.

If the faculty member is pending a decision on promotion consideration effective July 1, 1998, please do not hold up the PNF for the collective bargaining pay adjustment. Process this PNF, and when Board of Regents approval is received for the promotion, process a correction PNF for the promotion increase. Note that the order of salary adjustments was changed in the last round of collective bargaining. On page 56 of the Unit 07 Collective Bargaining Agreement, it is stated that collective bargaining increase shall be applied after the salary adjustments under the promotion article.

The pre-printed PNFs reflect the higher salary, new step designation, and the converted account codes, if applicable. Also printed is one of the following personnel action/reason codes, which are based on the employment status:

1. Active status: Pay Rate Change / 405 (Annual Salary Adjustment)
2. Leave with Pay status: Data Change / 495 (Salary Adjustment While on Paid Leave)

Those employees who are on-step will be moved to the next higher step on their corresponding pay range of the salary schedule, while those who are off-step as designated by various step suffixes (e.g., "B7", "C7", "P17", etc) have been assigned new step/suffix designations, which will be reflected on the pre-printed PNF. The salaries of off-step employees have been increased by 4%. The new salaries were calculated by multiplying the current monthly salary by 1.04 and rounding to the nearest dollar (i.e., \$.50 or more, round to next higher dollar, \$.49 or less, round the next lower dollar.) Please call the HRIS hotline if any of your employees do not show a new designation. A copy of the off-step conversion table will be given to all units with such employees.

Appointment Period: The appointment periods were rolled over only for those with the following appointment periods regardless of funds. This means each PNF must be reviewed to ensure that the continuation of the appointment period is correct. All other appointment periods were kept as is; update as applicable.

07-01-97 to 07-31-98 will be changed to: 07-01-98 to 07-31-99

08-01-97 to 07-31-98 will be changed to: 07-01-98 to 07-31-99

07-01-97 to 06-30-98 will be changed to: 07-01-98 to 06-30-99

Remarks will indicate: "Collective Bargaining Increase." If additional remarks need to be reflected on the PNF, update the correct UH PNF Data 3 panel, save and print the same document number.

Carefully check each printed PNF. If you find any errors or you need to update data shown on these PNFs, find the suspended row, update the data and save, then regenerate and print the PNF at your site. Once the PNF is signed, please remember to apply the approval level soon after.

If you have any questions regarding these instructions, please call the HRIS hotline.