

# UNIVERSITY OF HAWAI'I

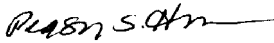
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Office of Human Resources

## MEMORANDUM

May 9, 1997

TO: Personnel/Administrative Officers

FROM: Peggy S. Hong   
System Director of Human Resources

SUBJECT: **Salary Adjustments for University Employees**

We are cautiously proceeding with the assumption that the negotiated Faculty and APT collective bargaining agreements will receive approval from the Governor. Included in this memo are time lines and advance general information for the preparation and submission of the salary adjustment Payroll Notification Form (PNF) for these two groups as well as for the Executive/Managerial employees. This will help to prepare you for the extensive processing that needs to occur to effectuate these salary adjustments. Also included is information on the new salary schedule for Fall Lecturers. More specific instructions will be sent out via e-mail at a later date.

Please note that the University Executive Council will receive a briefing on the general time lines for their information.

### **I. EXECUTIVE/MANAGERIAL SALARY INCREASE EFFECTIVE 07-01-97**

It is anticipated that a salary adjustment will occur effective July 1, 1997. If this becomes a reality, upon notice to proceed, the Office of Human Resources (OHR) will distribute a report to each Senior Vice President/Vice President/Dean/Director, as appropriate, on which to provide to the President the salary increase recommendation for each E/M employee.

Once the salary recommendations are approved by the President and/or the Board of Regents, as applicable, PNFs will be generated centrally either by Information Technology Services (ITS) or OHR. The PNFs will be distributed to the field units for Fiscal Officer signature, with instructions to return the PNFs to OHR for final audit and submittal to the Payroll Office.

**II. FACULTY SALARY INCREASE EFFECTIVE 07-01-97**

Subject to the approval of the Governor, effective July 1, 1997, all faculty members employed on June 30, 1997 shall either receive a 4% increase or be placed on the next higher step of the corresponding pay range of the salary schedule, regardless of funding. Excluded personnel in the same classification and compensation plans as bargaining unit personnel are entitled to the same salary adjustments. A faculty member whose effective date of separation, including retirement, falls before July 1, 1997 but who continues to be on active pay status due to prorata salary or vacation pay shall not receive the salary increase.

ITS will be mass generating the PNFs to effectuate this pay increase. These PNFs will reflect the higher salary and the converted account codes and the new Part-Time, Temporary, and Seasonal/Casual (PTS) retirement/FICA codes, if applicable.

If the faculty member is pending a decision on promotion consideration effective July 1, 1997, please do not hold up the PNF for the collective bargaining pay adjustment. Process this PNF, and when final approval is received for the promotion, process a correction PNF for the promotion increase.

**III. APT EFFECTIVE 07-01-96 AND 01-01-97**

Subject to the approval of the Governor, the APT salary schedules will be increased retroactively by 2.5% effective July 1, 1996 and 2.5% effective January 1, 1997. All APT employees will be placed on the corresponding salary range and step. Excluded personnel in the same classification and compensation plans as bargaining unit personnel are entitled to the same salary adjustments. Both schedules have been loaded on to the WWW at the OHR home page under the Electronic Document Distribution selection.

Type of funding has no impact on an APT employee being placed on the higher salary schedule. Also, any employee who separated from service during the 96 - 97 fiscal year shall receive the increases.

ITS will be mass generating PNFs for both retroactive increases which will reflect the higher salaries. These PNFs, even though effective in the previous fiscal year, must reflect the account code from which to pay the retroactive amount. Since the payment will be made in the 1998 year, the '98 account codes must be displayed on the PNF. ITS has made it possible for the 1998 account code to be reflected on the PNF but **not** updated on the HRIS. These PNFs, however, should not reflect the new PTS retirement/FICA codes.

The following process will take place: Based on the assumption that all APT employees should already have a July 1, 1996 action on HRIS, the pay adjustment PNF will be coded as a correction. The July 1, 1996 transaction will automatically receive all five levels, and the January 1, 1997 PNF will be generated. This will remain with four levels of approvals.

Unfortunately, due to the difficulty in handling retroactivity, the system will not be able to address all the different situations and problems that will arise. It may therefore be a good idea to insure that your file of all APT PNFs processed effective July 1, 1996 through June 30, 1997 is in order and complete in preparation for the following situations.

- While the July 1, 1996 PNF will reflect the correction personnel action code, the system cannot pull the original document number. Therefore, the pre-printed PNF remarks will include, "Corrects Document Number \_\_\_\_\_." A pen and ink insertion is needed to enter the document number.
- If actions other than the Employment and Pay Rate Continued and the 1996 Account Code Conversion were printed on the original 07-01-96 PNF, the system did not pull those codes.
- The system will print at the most, two PNFs for each person, effective 07-01-96 and 01-01-97. This means that any action in the system not effective on these two dates (e.g., Resignation effective 09-30-96) will need to be corrected by each unit on the HRIS, and a PNF must be generated.
- In order to generate the preprinted PNFs, the HRIS salary tables were updated with the new salary rates. However, these new rates should not be reflected on any PNFs paid before the 07-15-97 payroll. Carefully check all PNFs that you will generate to insure that the old salary is still reflected.

The following tentative time line applies to both the APT retroactive increases as well as the faculty adjustment:

Thursday, May 15: PNFs will be distributed

Tuesday, June 10, 1997, 12:00 Noon: Apply the fifth levels to both the suspended APT and Faculty UHAS screens.

Tuesday, June 10, 1997, 4:00 PM: Payroll deadline for submittal of PNFs.

**IV. APT EFFECTIVE 07-01-97**

It is unknown at this time whether there will be a salary increase effective July 1, 1997. In any event, any negotiated increase will not be implemented until after the 1998 Legislative session, so the earliest that PNFs may be processed would be in June 1998. We therefore are proceeding to mass generate PNFs to reflect the Employment and Pay Rate Continued action for APTs effective 07-01-97. These, however, will not be generated until June or July and will display the converted account and PTS retirement/FICA codes, if applicable.

**V. LECTURER APPOINTMENTS EFFECTIVE 09-01-97**

Some units have been inquiring about the possibility of beginning the PNF process for the Fall Lecturers. The HRIS salary tables have been loaded with the new rates so you may proceed to generate the PNFs. The lecturer fee salary table showing the amounts for each step and number of credits will be loaded soon on the Faculty Human Resources homepage which may be viewed at <http://www2.hawaii.edu/dhmr/faculty/>

**VI. CIVIL SERVICE EMPLOYEES**

Instructions for Civil Service employee salary adjustments will be forthcoming from the Office of Human Resources - Civil Service Employee Relations Section.