

Tracking Faculty Salary Adjustments

In order to properly implement the provisions of the current faculty agreement, the University will need to track faculty salaries for the period January 1, 2010 thru June 30, 2011. As the salary reduction is a temporary situation for this collective bargaining period, it is not administratively prudent to modify PeopleSoft to track the restored salary and the total lump sum amount due the faculty. Therefore, we will employ other measures to track the salary reduction amount.

This endeavor will require the attention and assistance of personnel/administrative officers in the following ways:

1. Restoration of salary effective July 1, 2011/August 1, 2011

During the summer of 2011, mass PNFs will be produced to restore salaries to December 31, 2009 levels. For the majority of faculty members, who do not receive pay adjustment actions during the January 1, 2010 through July 30, 2011 pay reduction period, the December 31, 2009 salary will be accurate.

However, this salary will not be accurate for those faculty members who have had their salary adjusted during the temporary pay reduction period due to promotions, special salary adjustments, changes from 9 to 11 or 11 to 9 months, transfers, etc, or for any new faculty who were hired effective on or after January 1, 2010.

For those affected faculty members, departments will need to manually track all salary adjustments to determine the appropriate restored salary. Departments will be required to verify all pay adjustment actions in determining the appropriate restored salary.

2. Lump sum payments of decreased salaries

Beginning August 1, 2012, faculty members who were subject to the temporary salary reductions will incrementally receive the equivalent total reduction in compensation in three lump sum payments.

During the summer of 2012, OHR/SSA will mass generate PNFs to pay faculty members the first of three lump sum amounts as a stipend. For the majority of faculty members who do not receive pay adjustments during the January 1, 2010 through June/July, 2011 pay reduction period, the difference between the December 31, 2009 monthly salary and the June/July, 2011 monthly salary adjusted by the June 30/July 31, 2011 FTE and multiplied by eighteen will be the total amount due the faculty member. However, this amount will not be accurate if the faculty member has salary adjustments due to the reasons stated in item 1 in addition to any FTE changes and redistribution between appropriated and non-appropriated funding ("R" step faculty).

RECOMMENDED DEPARTMENT ACTION

To determine the appropriate restored salary and lump sum payments, we suggest that departments manually keep track of salary adjustments occurring for faculty during this timeframe. This tracking file should be in Excel format and should include UH number, name, restored full time monthly salary, and total lump sum amount due the faculty member. OHR will separately store this total lump sum amount until the time when lump sum payments are incrementally paid out.

The salaries on these Excel files provided by departments will override the December 31, 2009 PeopleSoft salary when the mass restoration PNFs are printed as well as provide information for the incremental payments over the 3 years.

OHR ACTION

As a verification of the manual tracking process, a report will be produced on your behalf prior to the restoration of the salary. This report will list all promotions, special salary adjustments, hires, transfers, changes between 9 and 11 months, redistribution of funds for "R" step faculty, salary adjustments while on paid leave and FTE changes, provided that the proper PeopleSoft personnel reason/action code was used. However, if the improper action/reason code was entered into PeopleSoft, some actions may be missed. Therefore, your manual file of salary adjustments should be maintained separately and our report may be used as a verification of your data.

Thank you for your assistance for taking steps in successfully managing this temporary situation. Your specific attention to providing accurate data for those affected faculty members will assist you in correctly processing the Payroll Notification Form.

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