Memorandum

To: Salary Increase Distribution List
From: Compensation Department
Subject: Salary Increases for Staff Association Bargaining Unit Members
Date: January 15, 2021

Eligible **Staff Association Union, Local 2071, UAW** employees are scheduled to receive a salary increase on the pay date of January 20, 2021. The effective date of the increase is November 16, 2020.

The collective bargaining agreement provides for a **2**% ATB increase to the base salary of bargaining unit members. In addition, members will receive retro pay effective 11/16/2020.   Eligible members between minimum and job rate will receive a step increase appropriate for their classification, if they have achieved at least a Fully Satisfactory (FS) overall rating during the WSU performance assessment period (2019/2020) that ended in July of 2020.

The appropriate salary step shall be determined by the classification seniority of the incumbent as follows:

Classification Seniority	Appropriate Step
Less than one year of Classification Seniority as of the effective date of the contract	Minimum
One year but less than two years of Classification Seniority as of the effective date of the contract	1st
Two years but less than three years of Classification Seniority as of the effective date of the contract	2nd
Three years or more of Classification Seniority as of the effective date of the contract	Job Rate

COGNOS REPORTING
Two standard COGNOS reports are available to help University business units manage the mass salary increase process. Each report is briefly described below:

- **WSAM002 WSAM - Wayne Salary Adjustment Module Increases Report by SCD for Salaried Employees –**this report can be produced for a final group record of the results for your unit.
- **WSAM003 Notice of WSAM - Wayne Salary Adjustment Module Increase for Salaried Employees –** this report generates individual letters, in the specified group, which can be used to communicate increases to members.

The following instructions describe the basic steps for producing the COGNOS reports.

1) Go to https://bireporting.wayne.edu to login.
2) Go to: (a) Team Content (b) Human Resources, (c) Standard Certified Reports, (d) Pay & Classification.
3) Search for: WSAM002 or WSAM003 "Salaried Employee". Place your cursor on your selection and right click to display a small menu. Select "run as". Select a format (PDF for letters or Excel for group salary data). Select "run" at bottom of screen.
4) Select your parameters: Batch ID (SA21), SCD (School/College/Division), and Department. Click "Finish" at bottom of screen.
5) Open the report at the bottom left corner of the screen.

If you should have any questions or concerns, please contact Kristina Smith in the Compensation Department at am5756@wayne.edu.