



MEMORANDUM

To: WSAM System Administrators
From: Alicia D. Pendleton, Associate Vice President, Division of Human Resources
Subject: FY17 Non-Represented Merit Increase Program
Date: February 20, 2017

Overview

We are pleased to announce that the University’s leadership has approved a merit pool of 2.0% for this year’s merit program. This memo provides an overview of the Merit Increase Program for Non-Represented employee groups for Fiscal Year 2017 (FY17).

Key Program Dates

In order to be eligible for a merit award, employees must have been in an eligible non-represented position as of December 31, 2016. For employees in an eligible non-represented position as of July 1, 2016, the completion of the annual performance review with an “Effective” rating or higher is a prerequisite to be eligible to receive a merit increase. The deadline for submission of performance reviews is March 3, 2017.

Unit administrators may access and begin working with the Wayne Salary Administration Module (WSAM) on February 27, 2017.

March 17, 2017 is the deadline for merit increases to be entered into WSAM. All second level reviews of merit increases should be completed before this date.

The merit increase effective date is March 27, 2017 for 12-month employees and April 10, 2017 for 9-month employees. Twelve month and nine month employees will see their increases on the pay date of April 19, 2017.

FY17 Program Facts and Dates

Table with 8 columns: Group, E classes, Approved Merit Pool, Deadline for Performance Review, Access to WSAM, WSAM Form Completion Date, Increase Effective Date, Pay Date of Increase. It contains two rows of data for 12 Month Employees and 9 Month Employees.

If you have any questions, please contact Daryl Bowen in the Division of Human Resources at aa5595@wayne.edu.

**Highlights of Program Policies**

**Merit-Based Increases**

The University leadership has approved a merit pool of 2.0% for this year’s merit program.

**Merit Increase Matrix**

The Merit Increase Matrix is a guide in allocating merit awards to employees.

- Merit Awards *will not* be paid to employees who were in an eligible non-represented position as of July 1, 2016 and do not have a completed 2016 performance review in WaynePM by the March 3, 2017 deadline.
- Factors that need to be considered for merit award allocations are performance evaluation rating, length of time in a non-represented position during the performance year, and position in the salary band.
- No Merit Increase should be provided to employees with an overall performance rating of Unsatisfactory or Inconsistent.
- Total Merit Pool amounts are not to be exceeded when applying the Merit Increase Matrix (except for employees in E-Classes RN, R2 and R9 (Research), subject to the approval by the Office of the Provost and Senior Vice President of Academic Affairs).
- The Merit Increase Matrix below provides guidelines for employees included in the WaynePM employee planning and assessment system.

| WaynePM Performance Rating | Target Increase % |
|----------------------------|-------------------|
| Exceptional                | 2.0% - 4.0%       |
| Highly Effective           | 1.0% - 3.0%       |
| Effective                  | 1.0% - 2.0%       |
| Inconsistent               | 0%                |
| Unsatisfactory             | 0%                |

For employees who are recommended for a merit increase and are:

- Near the FY17 salary band maximum for their position: They will first receive a base salary increase which will bring them to the salary band maximum (this is the portion of the merit that is added to their base salary). Any residual merit amount will be paid in a lump sum (not added to base salary) and regular retirement contributions will be made by both the employee and the University on the lump sum merit payment.
- Already at or over the FY17 salary band maximum for their position: They will receive their merit award paid in a lump sum (not added to base salary). Regular retirement contributions will be made by both the employee and the University on the lump sum merit.

Merit Pool amounts for Non-Represented E-Classes (EX, D2, D9, C2, C9, MA, NN, NE and NC) may be combined at the discretion of the Division Senior Officer, with approval of the unit Vice President. Merit Pools amounts for E-Classes RN, R2 and R9 (Research), FA, F1, F2 and F9 (Faculty) may not be combined with the Merit Pools of any other E-Classes.

### Processing Instructions

#### *Tools to Assist You*

The **WSAM Salary Form Instruction Guide FY17** explains how to access WSAM, enter data and run a COGNOS report to use as a work tool for planning the allocation of award amounts and tracking merit pool availability. For the data entry period, COGNOS will be refreshed immediately to assist you with your planning and analysis. **FOR OPTIMAL PERFORMANCE OF WSAM USE GOOGLE CHROME OR FIREFOX.**

#### *WSAM Form*

If you need access to the **WSAM Salary Form** and don't have the appropriate Banner security, please have your authorizing management complete the Business Affairs Officer (BAO) - Access Request Form" (available at <http://computing.wayne.edu/banner/banner-access.php>) and submit to [SECURITY@lists.wayne.edu](mailto:SECURITY@lists.wayne.edu). You need to request the RAISESUNITS profile for WSAM.

This year, the merit awards are to be entered into the WSAM Salary Form no later than **March 17, 2017** (NOTE: After this date, you will not have access to the WSAM Salary Form to make additions or changes).

First, review the data for your group on the WSAM Salary Form. If any information appears incorrect (e.g., salary, attachment, etc.), please contact Daryl Bowen in the Division of Human Resources at [aa5595@wayne.edu](mailto:aa5595@wayne.edu) or 7-6348 to report needed corrections. **NOTE:** Compensation will make changes in the WSAM module so that the corrections will appear when you next access your WSAM Salary Form. You must still correct the item in Banner when EPAF transactions are permitted on April 13, 2017.

Next, review the **WSAM Salary Form Instruction Guide FY17**.

#### *Reminders*

Here are some of the finer points for data entry onto the Banner **WSAM Salary Form**:

- ✓ If the employee is less than full-time (less than 100% appointment), indicate on the **WSAM Salary Form** the actual merit award being recommended. Please provide the actual merit amount (not prorated) regardless of the funding source.
- ✓ For employees with attachments, the merit award may be split proportionately to the base salary and the attachment. For example, if an individual's total salary is \$50,000 (base of \$40,000 and attachment of \$10,000) and a 1.0% merit is awarded, the base salary will be increased to \$40,400 (1.0%) and the attachment will be increased to \$10,100 (1.0%). The new total annual salary will be \$50,500. For employees who have multiple attachments, the **WSAM Salary Form** has summed the attachments.
- ✓ WSAM will not combine the merit-to-attachment and the merit-to-base amounts. As a result, on the **WSAM Salary Form** you need to: (1) enter the total merit amount (merit-to-attachment plus merit-to-base) in the "MERIT TO BASE" column, and (2) enter the merit-to-attachment amount in the "ATTACH INCR" column. **NOTE:** For employees with multiple attachments, upon completion of the **WSAM Salary Form**, please send an email to Daryl Bowen at [aa5595@wayne.edu](mailto:aa5595@wayne.edu) to indicate the merit awards being allocated to each employee for each attachment.

***Second Level Review and Approval***

Once merit awards are entered on the **WSAM Salary Form**, the data should be forwarded for second level review as follows:

- E-Classes EX (Executive), C2, D2, C9, D9 (Academic Management): Submit to either the Office of the President or the Office of the Provost & Senior Vice President for Academic Affairs for review and approval.
- E-Classes F2, FA, F1 and F9 (Faculty) and RN, R2 and R9 (Research) do not require second level review. However, exceptions that exceed the Merit Pool amounts for Research E-Classes must be submitted to the Office of the Provost & Senior Vice President for Academic Affairs for second level review and approval.
- E-Classes MA, NN, NE and NC: Submit to the unit Executive Officer for second level review and approval.

***Final Notice to Compensation***

Once all data has been completed and second level approvals have been given, please send an email notification to Daryl Bowen at [aa5595@wayne.edu](mailto:aa5595@wayne.edu) to notify Compensation that the **WSAM Salary Form** is ready for processing. **NOTE: There will be no date extensions beyond the March 17, 2017 completion date.**

***Employee Communications***

It is important that each participating employee receive individualized notification about their FY17 merit increase before the increase effective date; thus, communications can begin on **April 13, 2017**. The COGNOS Report "**WSAM 003**" can be used to produce individual Merit Increase letters for this purpose.