



MEMORANDUM

To: WSAM System Administrators
 From: Lila Asante-Appiah, Interim Associate Vice President, Office of Human Resources
 Subject: FY18 Non-Represented Merit Increase Program
 Date: February 21, 2018

Overview

We are pleased to announce that University 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 2018 (FY18).

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, 2017**. For employees in an eligible non-represented position as of **July 1, 2017**, 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 16, 2018**.

Unit administrators may access and begin working with the **Wayne Salary Administration Module (WSAM)** on **February 26, 2018**.

March 16, 2018 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 26, 2018 for 12-month employees and April 9, 2018 for 9-month employees. Twelve month and nine month employees will see their increases on the **pay date of April 18, 2018**.

FY18 Program Facts and Dates

Group	E classes	Approved Merit Pool	Deadline for Performance Review	Access to WSAM	WSAM Form Completion Date	Increase Effective Date	Pay Date of Increase
12 Month Employees	F2, FA, C2, D2, EX, R2, MA, MN, N2, NE, NN, NC, RN	2.0%	March 16, 2018	February 26, 2018	March 16, 2018	March 26, 2018	April 18, 2018
9 Month Employees	C9, D9, R9, F1, F9	2.0%	March 16, 2018	February 26, 2018	March 16, 2018	April 9, 2018	April 18, 2018

If you have any questions, please contact Daryl Bowen in the Office 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, 2017 and do not have a completed 2017 performance review in WaynePM by the March 16, 2018 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 FY18 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 FY18 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, R9 (Research), and FA, F1, F2, 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 FY18** 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 contact Security Access Management (<https://tech.wayne.edu/kb/security/security/262304>) for information. You will need the RAISESUNITS profile for access to WSAM.

This year, the merit awards are to be entered into the WSAM Salary Form no later than **March 16, 2018** (**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 Office of Human Resources at 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 12, 2018.

Next, review the **WSAM Salary Form Instruction Guide FY18**.

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 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 for review and approval.
- E-Classes FA, F1, F2, F9 (Faculty), and RN, R2, 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 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 to notify Compensation that the **WSAM Salary Form** is ready for processing. **NOTE: There will be no date extensions beyond the March 16, 2018 completion date.**

Employee Communications

It is important that each participating employee receive individualized notification about their FY18 merit increase before the increase effective date; thus, communications can begin on **April 12, 2018**. It is recommended that all employees receiving merit are notified of their increase amount by April 18, 2018. The COGNOS Report "**WSAM 003**" can be used to produce individual Merit Increase letters for this purpose.