**MEMORANDUM**

**To:**       Business Affairs Officers - WSAM System Administrators

**From:**    Brett Green, Senior Director Total Rewards

**Subject:**   FY24 Non-Represented Merit Increase Program Overview

**Date:**     October 19, 2023

## Overview

We are pleased to announce that the university has approved a merit increase *pool* of **3%** for this year's program for non-represented employees. **This is not an across the board increase**. All merit increases should be allocated based on the employee's performance. This memo provides an overview of the program for Fiscal Year **2024.**

## Key Program Eligibility

In order to be eligible for a merit award, employees must:

- Have been in an eligible non-represented position as of **August 1, 2023**

- Have a current **2023** performance evaluation completed with a rating of at least "**Effective**". The completion of the annual performance review is a prerequisite to be included in the non-represented merit increase program

The deadline for submission of performance reviews in Cornerstone Conversations is **October 30, 2023**. Unit administrators may access and begin working in the **Wayne Salary Administration Module (WSAM**) on **October 30, 2023.** The deadline to enter merit awards, performance scores, and complete second level reviews into WSAM is **November 10, 2023.**

## Key Dates

| Group | Approved Merit Pool | Performance Review Deadline | Access to WSAM Opens | Access to WSAM Closes | Increase Effective Date | Paycheck Date |
|---|---|---|---|---|---|---|
| **12-Month Employees** (E-classes: C2, D2, EX, F2, FA, R2, RN, MA, MN, N2, NE, NH, NN, NC) | **3.0%** | **October 30** *(Manager review date)* | **October 30** | **November 10** | **November 13** | **December 6** |
| **9-Month Employees** (E-classes: C9, D9, F1, F9, R9) | **3.0%** | **October 30** *(Manager review date)* | **October 30** | **November 10** | **December 9\*** | **December 6** |

*\*Service period for 9-month employees is December 9 – December 22 for the December 6 pay date*

## Highlights & Program Guidelines

### Annual Review Rating Rubric
The rating rubric is a guide for allocating merit awards to employees.

- To be merit eligible, an employee must reside in a non-represented position as of **August 1, 2023, and have a completed performance evaluation in Cornerstone Conversations.**

- Performance evaluation rating, length of time in a non-represented position during the performance year and position in the salary band are factors that need to be considered for merit award allocations.

- 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 rating rubric, except for employees in E-classes R2 and R9 (Research), subject to the approval by the Office of the Provost and the Vice President for Research.

- The rating rubric below includes guidelines for employees included in the Cornerstone Conversations performance management system. Please refer to the Annual Review Rating Rubric for additional guidance on assigning each performance rating below:

**Annual Review Rating Rubric**

| Performance Rating | Target Increase Range % |
|---|---|
| Exceptional | 3.0% - 5.0% |
| Highly Effective | 2.0% - 4.0% |
| Effective | 1.0% - 3.0% |
| Inconsistent | 0% |
| Unsatisfactory | 0% |

- Employees who are recommended for a merit increase and are:

  o Near the FY24 salary band maximum for their position: 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.

  o At or over the FY24 salary band maximum for their position: will receive their merit award 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.

- Merit awards are for the fiscal year of October 1, 2022, through September 30, 2023.

  o For mid fiscal year hires, consider prorating any merit award based on the month hired.

  o Unit should consider mid fiscal year salary adjustments when allocating merit increases.

- Merit pool amounts for Non-Represented E-classes (EX, D2, D9, C2, C9, MA, MN, N2, NN, NE, NH, and NC) <u>may be combined</u> at the discretion of the Division Senior Officer, with approval of the unit Vice President.

- Merit pools amounts for E-classes R2, R9 and RN (Research), FA, F1, F2 and F9 (Faculty) <u>may not be combined</u> with the merit pools of any other E-classes.

## <u>Processing Instructions</u>

### *Tools to Assist You*
The **WSAM Salary Form Instruction Guide FY24** 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 on a daily basis to assist you with your planning and analysis.

### *WSAM Form*
If you need access to the WSAM Salary Form and do not have the appropriate Banner security, please have your authorizing management complete the Business Affairs Officer (BAO) Access Request Form.
- The request **must** include access to the "**Raises Units**" profile for WSAM.
- Download Enterprise Applications Access Request Form
  **https://tech.wayne.edu/enterpriseapps/access**

This year the merit awards are to be entered into the WSAM Salary Form no later than **November 10, 2023**. **(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 Compensation at 7-7885 or email Carla Warner at hp8123@wayne.edu 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 employee transactions are permitted.

Next, review the **WSAM Salary Form Instruction Guide FY24**

### *Training*
Two 1-hour training sessions will be held by Compensation to explain the WSAM salary process, how to use the **WSAM Salary Form** and how to create the related COGNOS reports**.** The sessions will be held on **October 19 and October 26.** More information on this will be provided.

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

✓ If the employee is <u>less than full-time</u> (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 <u>attachments,</u> 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%) and the new total annual salary will be $50,500. For employees who have multiple attachments, the **WSAM Salary Form** has summed the attachments.

✓ The WSAM form 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 in the "MERIT TO BASE" column the **total** merit amount (merit-to-attachment plus merit-to-base) and (2) enter in the "ATTACH INCR" column the merit-to-attachment amount. **NOTE:** For employees with multiple attachments, upon completion of the **WSAM Salary Form**, please send an email to hp8123@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.

- Grant Funded E-classes F2, FA, F1 and F9 (Faculty) and R2, R9 and RN (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 review and approval.

- E-classes MA, MN, N2, NN, NE NH, and NC – submit to the unit Executive Officer for 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 hp8123@wayne.edu to notify Compensation that the **WSAM Salary Form** is ready for processing. NOTE: **There will be no date extensions beyond the November 10, 2023 completion date.**

### *Employee Communications*

It is important that each participating employee receive individualized notification about their FY24 merit increase **before December 1;** thus, communications can begin on **November 28.** The **COGNOS Report "WSAM 003"** can be used to produce individual Merit Increase letters for this purpose.

For information on the FY24 merit program, please visit https://hr.wayne.edu/tcw/compensation/merit

If you have any questions, please contact Carla Warner at hp8123@wayne.edu or Brett Green at as1797@wayne.edu, Human Resources, Compensation Department.