



UNIVERSITY  
OF WYOMING

Office of  
Academic Affairs

**May 20, 2022**

1. How will the raise amounts be provided to the Deans and Department Heads?
  - i. By the close of business Tuesday, May 24<sup>th</sup>, 2022, Financial Affairs will send each Dean/Subdivision a spreadsheet report of all departments. In that report, it will have different tabs for each department and will list every benefited employee in that department according to what is listed in HCM. It will include the base salary of each employee as of the April 30<sup>th</sup> pay date. One column will have an auto populated amount for each employee for the Pool A (standard raises of \$1,900 for employees making below \$80,000 and \$1,400 for employees making between \$80,000 and \$150,000). This standard raise will be prorated for part-time benefited and other calendar employees. Another column will be for departments to allocate out discretionary pool raises by employee line to add to the total of the Department's discretionary allocation. Another column will be for comments and justifications of the discretionary raise allocations.
  - b. Will there be a way to specify general reason(s) for discretionary raises (e.g., merit, compression)?
    - i. The report/spreadsheet that Financial Affairs will send on Tuesday May 24, 2022, will have a comment column for departments and colleges to add justification for the discretionary raises. HR is currently testing if these comments can be pulled into HCM.
2. What is the timeline for Deans, Directors and Unit Heads to receive notice/guidance on the following: the dollar amount in their discretionary pool, and the deadline for submitting their raises (e.g., will it be at the end of June or will it be the July payroll deadline; will the deadline for submitting the information be the same for FY and AY employees?),
  - a. The salary spreadsheet reports will be sent to Deans on May 24, 2022. Academic Affairs is requesting the Deans send their completed reports to Tami Benham Deal and Stephanie Stark by June 17<sup>th</sup>. The week of June 20<sup>th</sup> to June 24<sup>th</sup>, Tami and Stephanie will meet with each Dean to review their spreadsheets. Academic Affairs will send all finalized spreadsheets to Financial Affairs by July 1<sup>st</sup>, 2022. HR and FA will upload data into HCM around July 2<sup>nd</sup>.
3. Will tenure/promotion raises be included in the base salary before or after the salary allocation?
  - a. Tenure/Promotion raises will be factored into the information on the spreadsheet and added to base pay before FY23 salary increases. For example, if on April 30<sup>th</sup>, 2022 a

faculty makes \$75,000 and is up for a 10% promotion raises on July 1st, 2022, they would only be eligible for \$1,400 salary increase as their salary would be \$82,500 (over the \$80,000 threshold).

4. Is there a report on staff salaries by title/job category that can be provided by HR to deans that would help inform them about potential compression in their units?
  - a. The workbook sent to Deans/Departments will have this salary information for all employees in that department. For compression issues, Deans/Departments could review salaries across colleges for similar positions. Human Resource (Class/Comp) is a great resource for this information and data. Alpha book is located on Budget Office for review as well. This can be found at [https://www.uwyo.edu/administration/financial-affairs/budget/alpha\\_book\\_online\\_fy22\\_11.29.2021.pdf](https://www.uwyo.edu/administration/financial-affairs/budget/alpha_book_online_fy22_11.29.2021.pdf) . If there is wide variation and you have questions, please contact Human Resources or Alex Kean to see if there is a reason for the variation.
5. If an employee did not meet expectations on their annual performance review, are they eligible for either type of salary increases?
  - a. As per Reg 2-10, if you have faculty on PIP they are not eligible for salary increases. Annual Performance reviews will not have any effect on salary increase. For staff in the probationary period, the salary raises will not begin until after probationary period is completed.
6. Who will communicate the message to individual employees the exact amount of salary increase they will receive?
  - a. Human Resources will prepare and send a letter to each employee indicating that employee's salary increase.
7. Can a college use their own funds to augment the salary increases?
  - a. Yes, there are other funds that colleges can use for salary increases. Additional resources outside the general university funds can be used if the department can fund it.
8. Will the salary allocation plan apply to lecturers on fixed term (no rolling contract) positions? What about part-time benefited employees?
  - a. The salary allocation plan will apply to employees on fixed terms and part -time benefited employees since the language is that salary increase is for all benefited employees. The salary increase will be prorated for part-time and other calendar employees.
9. Will employees who are fully funded by grants be eligible for raises?
  - a. Will the permanent raise to base salary (\$1,900; \$1,400) for grant-funded employees come from the grant? Is there a way to bridge the salaries if the grant cannot cover the full amount? What should I do if my grant can cover the first part, but not the second part (i.e., merit, compression/equity, market)? Or, what if my grant cannot cover the entire amount?
    - i. Yes, all benefited employees will be included in the workbook so regardless of the source of funds they are paid from. The expectation is that the salary raise will come from grant funds and the funding source of the salary for the raise. If the grant cannot cover this amount or specific language that prohibits this, please contact Human Resources or Alex to let them know. There could be other funds

to use to bridge these funds. This is the situation for both types of funds, Pool A (standard raises) and Pool B (discretionary raises).

10. Are there any limitations on a department if they would like the discretionary raises to go more towards staff than faculty?
  - a. No, the pool is calculated on combination of faculty and staff. The department and college should manage this collectively but best to provide justification on all raise allocations. Don't forget to reward high-performing employees and evaluate compression.
11. What about shared staff centers or employees that service multiple departments?
  - a. The employee will be listed in the department that the employee is under in HCM. The Dean should have some collaborative input on this as well. There may be some situations where collaboration is key to these situations and should be reviewed at a college level. It is possible use part of multiple pools for employees that serve multiple departments.
12. What about split funded positions between different fund sources and grants? Should the salary increase remain split as the salary?
  - a. Yes
13. If salaries are coming prorated by FTE/Calendar, should we prorate the discretionary raise similarly?
  - a. Yes, any salary increase should be prorated appropriately.
14. Will the pool of money assigned include benefits?
  - a. The pool of money is intended for salaries only. Financial Affairs will include the increase in benefits at the time the salary increases are uploaded in HCM. Just focus on salary dollars at the unit level.
15. I have an employee that was hired in my unit after January 4, 2022. Are they eligible for a salary increase?
  - a. The employee must be employed by January 4<sup>th</sup>, 2022 in their current position to be eligible.
16. If an employee is in a current department and moves between April and Sept who pays the salary? If an employee quits does the department retain the dollars?
  - a. If someone separates before FY24 (July 1, 2023), the dollars will not be retained by the department. As departments are reorganized, the salary increase will follow the employee when they move.
17. For faculty with joint appointments, does the salary allocation go with the majority department?
  - a. The raise will be funded where the current salary funded. For example, if a faculty's salary is split between two fund sources or organizations, that is how the raise will be funded as well.
18. What about GTA and GRAs?
  - a. The commitment from the University is to increase the minimum salary on state GAs by 4%.

19. For graduate students funded by non-state GAs is it up to the college or grant to increase base salary by 4%?
- a. Yes. The same goes for post-docs.
20. Some units pay graduate students more than the minimum, is there an expectation that they will also increase by 4%?
- a. That is up to the individual unit/PI
21. Is the 4% for the graduate students coming from the same pool as the faculty and staff or is that coming from a different pool?
- a. The GA raises for state GAs will come from Graduate Office not the unit discretionary dollars.
22. Will the one-time dollar amount for employees making less than \$60k be included on the spreadsheet?
- a. No, these will be spread across July 2022 to March 2023 paychecks as one-time payments without benefits included.
23. Will faculty retiring or resigning in August be included in spreadsheet?
- a. If the termination date is in HCM, then they will be removed. If the termination date is not known, then they will be included on the spreadsheet.