



Human Resources  
Texas Christian University

# **Salary Planning Manual**

## **Fiscal Year 2027**

**January 26 – February 27, 2026**

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## Salary Planning Guidelines FY 2027

Merit raises for Faculty, Exempt, and Non-Exempt Staff are processed using the Salary Planning functionality in the Human Resources Information System.

The Salary Planning system will be available beginning Monday, January 26, 2026 at 9:00 AM. To access Salary Planning, log into [my.tcu.edu](http://my.tcu.edu) and then select HR9PRD. Next, from the Main Menu select Human Resources and then Salary Planning.

### Dates to Remember

<b>January 26, 2026</b>	Salary Planning opens for all eligible employees
<b>February 6, 2026</b>	Deadline for departments to complete the Salary Planning process for Exempt and Non-Exempt Staff
<b>February 13, 2026</b>	Division leader budget verification on staff positions; Staff Salary Planning closed for processing
<b>February 20, 2026</b>	Deadline for Deans to complete the Salary Planning process for Faculty
<b>February 27, 2026</b>	Provost budget verification on faculty positions; Faculty Salary Planning closed for processing
<b>April 15, 2026</b>	Salary notifications to Faculty and Staff

### Eligibility Guidelines

**Merit increases** – Regular employees employed as of December 1, 2025 are eligible to receive a merit increase effective June 1 for staff and 12 month faculty and August 1 for 9 month faculty of the new fiscal year. Merit increases are determined by performance in the previous academic year for faculty and fiscal year for staff as documented on the annual performance review.

**Merit increase of over 5%** – Anyone requesting a merit increase of over 5% must send a written request with supporting documentation to their Vice Chancellor for approval.

## For More Help

For general questions please contact Lara Ellison, Director of Compensation, at [l.ellison@tcu.edu](mailto:l.ellison@tcu.edu) or 817/257-5255. For help with technical questions related to Salary Planning please contact HR Technical Requests, at [hrtech@tcu.edu](mailto:hrtech@tcu.edu).

## Salary Planning Checklist

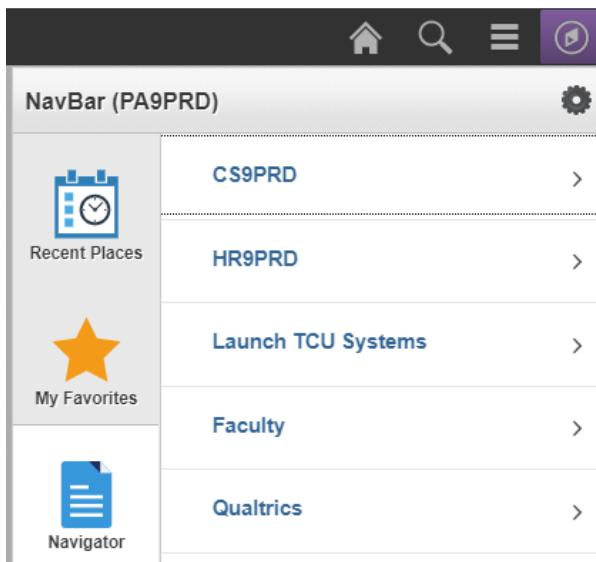
<b>1/26/2026 Salary Planning Opens</b>	
	Enter and Save Faculty, Exempt and Non-Exempt merit increases on the Department Merit Increase Panel
<b>2/6/2026 Salary Planning closed for TCU Exempt and Non-Exempt staff</b>	
	Notify Vice Chancellor that salary planning for Exempt and Non-Exempt is complete.
<b>2/13/2026 Division leader budget verification</b>	
	Email Compensation ( <a href="mailto:hrcompensation@tcu.edu">hrcompensation@tcu.edu</a> ) that salaries for Staff are verified.
<b>2/20/2026 Salary Planning deadline for Deans to complete Faculty merit process</b>	
	Notify Provost that salary planning for Faculty is complete.
	Provost approves salaries on Authorization screen.
<b>2/27/2026 Salary Planning closed for Faculty salary processing.</b>	
<b>4/15/2026 Salary Letters to Faculty and Staff available on my.tcu.edu</b>	

## Salary Planning Instructions for Department Merit Increase

Merit increases and specific planned increases to salaries for the new Fiscal Year will be entered on this panel. The Department Merit Increase panel of Salary Planning is available to Budget Managers with Salary Planning user security.

To access this panel:

- Log into my.tcu.edu
- Select the purple Navigator button in the upper right-hand corner of the screen
- Select HR9PRD



- Select Human Resources > Salary Planning > Department Merit Increase

For each department, employees are listed and grouped by their Employee Type. Although there are more, the main divisions are Exempt, Non-Exempt, Faculty, and Faculty 12/12. Each of these groups is allocated its own merit pool, calculated by multiplying the Board-approved increase percentage against the sum of the listed employee's annual salaries. Within a department, unused allocations from one Employee Type (such as Non-Exempt Staff) may be applied to another Employee Type (such as Exempt Staff). Please note, though, the Allocation Balance field will not take this into account; its calculation is solely based on the currently displayed Employee Type group.

<b>Department:</b>	23010	Salary Planning Demonstration	<b>Employee Type:</b>	Non-Exempt Staff
<b>Current Salaries:</b>	179,278.000	<b>Salary Allocation:</b>	1,534.00	
<b>New Salaries:</b>	184,562.000	<b>Allocation Balance:</b>	1,534.00	
<b>Give Everyone this Percent</b>	0.00	<b>Update Percentages</b>		

## Definitions

Several fields are displayed at the top of the Department Merit Increase page:

- **Current Salaries** is the total Annual Salaries from the listed employees.
- **Salary Allocation** is the department's total percentage of merit increase monies for the new Fiscal Year as approved by the Board.
- **New Salaries** is a running total of the new Fiscal Year's Annual Salaries for all employees listed.

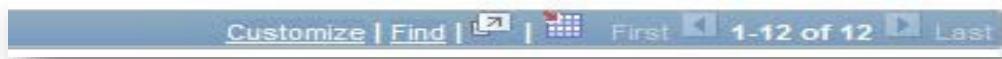
- **Allocation Balance** is a running total of your remaining merit pool (Salary Allocation minus Annual Increase Amounts entered).

## Understanding the Salary Administration Panel

Four panels and an Excel spreadsheet are provided for budgetary information.

- Job Information
- Salary Information
- Account Information
- All Information
- **Excel Spreadsheet**—Data from the Department Merit Increase Screen can be downloaded to an Excel Spreadsheet by clicking the checkered icon next to FIND

Merit increases are entered on the Salary Information panel. The last panel contains all the fields for Job, Salary, and Account information. Each of these panels can also be customized to suit individual preferences; simply select “Customize” on the blue bar above the employee information and follow the on-screen instructions.



## Entering an Increase

Increases can be given through several methods, the easiest of which is the “Give Everyone This Percent” method. By inputting a number in this box and clicking the “Update Percentages” button, all employees will be given an increase at the rate entered. **NOTE: Clicking the “Update Percentages” button will overwrite any previously entered salary increases.**

- **Annual Increase Amount** - Enter whole dollar amounts (no cents) in the annual increase amount. A percentage will automatically appear in the Percent Increase field.
- **Percent Increase** - Enter a percent (i.e. 3.0) without a percent sign (%). A dollar amount will automatically appear in the Annual Increase Amount field. A comment will be required for staff receiving 0% and for those receiving 5% or greater.

Job Information		Salary Information		Account Information	
	Current Annual Salary	FTE	Annual Increase Amount	Percent Increase	New Annual Salary
1	67,093.000	1.000000			67,093.000
2	35,000.000	1.000000			35,000.000
3	51,619.040	1.000000			51,619.040

Note: Non-merit increases such as promotions and other adjustments must be processed via PAF, and are not part of the Salary Planning process.

## Administer Additional Pay

Additional pay modules will no longer be included in salary planning beginning for FY2027, as additional pay will be addressed through the ePAF system.

## Shift Pay

Shift pay modules will no longer be included in salary planning beginning for FY2026, as shift pay will be determined through the FrogTime timekeeping system.