



Human Resources
Texas Christian University

Salary Planning Manual
Fiscal Year 2021

February 3 - March 20, 2020

Contents

Salary Planning Guidelines FY 2021	2
Dates to Remember	2
Eligibility Guidelines.....	2
For More Help.....	2
Salary Planning Checklist	3
Salary Planning Instructions for Department Merit Increase	3
Definitions.....	4
Understanding the Salary Administration Panel	5
Entering an Increase	5
Administer Additional Pay	6
Stipend Descriptions.....	7
Information Panels	7
Lead and Shift Pay.....	8
Description.....	8
Information Panel.....	9

Salary Planning Guidelines FY 2021

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, February 3, 2020 at 9:00 AM. To access Salary Planning, log into my.tcu.edu and then select HR9PRD. Next, from the Main Menu select Human Resources and then Salary Planning.

Dates to Remember

February 3, 2020	Salary planning opens for all eligible employees
February 14, 2020	Deadline for departments to complete the raise process for Exempt and Non-Exempt Staff
February 18, 2020	Chancellor and Vice Chancellor budget verification on Staff positions; Staff Salary Planning closed for processing
March 17, 2020	Deadline for Deans to complete Faculty raises
March 20, 2020	Provost budget verification on Faculty positions
April 15, 2020	Salary notifications to Faculty and Staff

Eligibility Guidelines

Merit increases – Benefits-eligible employees employed by December 1, 2019 are eligible to receive a merit increase effective June 1 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 5% or higher – Anyone requesting a 5% or higher merit increase must send a written request with supporting documentation to their Vice Chancellor for approval. If the Vice Chancellor approves the request, it will be forwarded to the Chancellor for his approval.

For More Help

For general questions please call the HR front desk at 817/257-7790 or email askHR@tcu.edu and your request will be forwarded to the appropriate person. For help with technical questions related to Salary Planning please contact Carlene Coover, HRIS Consultant, at c.coover@tcu.edu or 817/257-4222 for all other questions please contact Lara Ellison, Senior Compensation Analyst, at l.ellison@tcu.edu or 817/257-5255.

Salary Planning Checklist

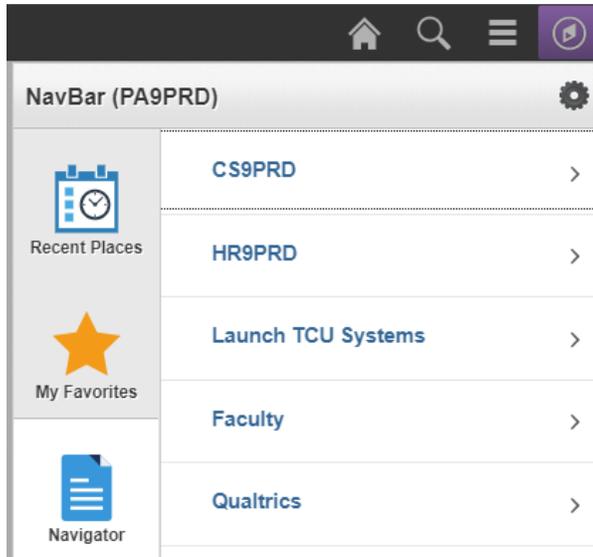
2/3/2020 Salary Planning Opens	
	Enter and Save Faculty, Exempt and Non-Exempt merit increases on the Department Merit Increase Panel
	Review and make changes where necessary to shift and/or lead pay on Shift/Lead Pay Panel.
	Enter and save additional pay if applicable on Administer Additional Pay Panel
2/14/2020 Salary Planning closed for TCU Exempt and Non-Exempt staff	
	Notify Vice Chancellor that salary planning for Exempt and Non-Exempt is complete.
2/18/2020 Chancellor and Vice Chancellor budget verification	
	Email Compensation (per_compensation@tcu.edu) that salaries for Staff are verified.
3/17/2020 Salary Planning deadline for Deans to complete Faculty raises	
	Notify Provost that salary planning for Faculty is complete.
	Provost approves salaries and additional pay on Authorization screen.
3/20/2020 Salary Planning closed for Faculty salary processing.	
4/15/2020 Salary Letters to Faculty and Staff available on my.tcu.edu	

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.

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

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.

Personalize Find [?] [Grid]						
Job Information		Salary Information		Account Information		
	Current Annual Salary	FTE	Annual Increase Amount	Percent Increase	New Annual Salary	Comment
1	67,093.000	1.000000	<input type="text"/>	<input type="text"/>	67,093.000	<input type="text"/>
2	35,000.000	1.000000	<input type="text"/>	<input type="text"/>	35,000.000	<input type="text"/>
3	51,619.040	1.000000	<input type="text"/>	<input type="text"/>	51,619.040	<input type="text"/>

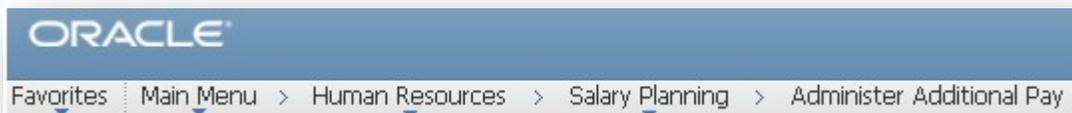
Note: Non-merit increases such as promotions and other adjustments must be processed via PAF, and are not part of the Salary Planning process.

Administer Additional Pay

Through the Administer Additional Pay screen in Salary Planning, certain stipends can be updated for the new Fiscal Year. Please note though, only existing stipends are included; creating a new stipend still requires a PAF to Human Resources. To be included in Salary Planning, the stipend must agree with these statements:

- Established and paid from Additional Pay in the current Fiscal Year
- Have an earnings code of ADM, DPT, or STP
- Regular stipends paid on an on-going basis
- Position number already assigned
- Paid from account 6110

The Administer Additional Pay component can be found inside the Salary Planning folder:



After inputting your department number, you will be presented five options for each stipend.

- Current** This is the default value, and has the same effect as STOP (it will not be renewed for the new Fiscal Year). To indicate it has not been overlooked, please select another option.
- New** This is a system-reserved option and cannot be used. Please select another option.

- Reassign** The stipend can be assigned to a different employee for the new Fiscal Year. You will be prompted to enter the new recipient’s employee ID number and Begin and End Dates
- Renew** The employee will continue to receive this stipend in the new Fiscal Year. You will be prompted to enter new Begin and End Dates.
- Stop** The stipend will not be renewed for the new Fiscal Year.

Stipend Descriptions

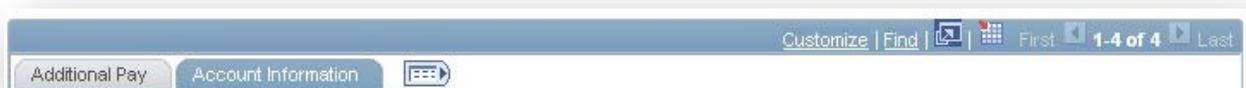
Administrative Stipend – An administrative stipend is authorized in cases where a staff/faculty member takes on additional responsibilities for a period exceeding one month in duration. Retirement contributions are paid on this stipend, and the stipend will continue until the responsibilities are removed from the job. This stipend has an earnings code of **ADM** and uses Job code #34000 “Administrative Stipend Benefits”; additionally, a position number is assigned by Human Resources.

Department Chair Stipend – A department chair stipend is authorized in cases where a faculty member takes on these responsibilities for a period exceeding one month in duration. Retirement contributions are paid on this stipend, and the stipend will continue until the responsibilities are removed from the job. This stipend has an earnings code of **DPT** and uses Job code #29020 “Department Chair Stipend”; additionally, a position number is assigned by Human Resources.

Stipend – A stipend is authorized in cases where a staff/faculty member takes on additional responsibilities. The stipend is typically a one-time payment and no position number is assigned. An earnings code of **STP** is used and retirement contributions are not made on this stipend. Job code #35000 “Stipend” is used for STP’s.

Information Panels

There are three panels for viewing an Employee’s Additional Pay account information. Similar to the other Salary Planning pages, clicking the checkered grid icon (to the left of ‘First’ in the below picture) will allow you to download the information into an Excel spreadsheet.



- 1) **Additional Pay Panel** – This is the main view, showing details such as the stipend’s description, amount, pay schedule, and recipient.
- 2) **Account Information Panel** – This panel displays the department, account and fund codes the stipend is paid from.
- 3) **All Information Panel** – This panel combines the Additional Pay and Account Information Panels into one page. Access this view by clicking on the icon to the right of the Account Information Panel.

For further clarification on Additional Pay contact Lara Ellison, Senior Compensation Analyst (817/257-5255)

Lead and Shift Pay

The Lead and Shift Pay component can be found inside the Salary Planning folder:



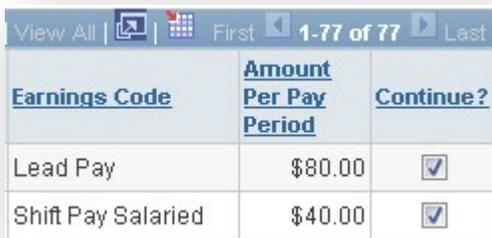
Description

Lead Pay – Staff who are assigned “lead” responsibilities as a regular part of their job are eligible for \$1.00 per hour lead pay. This is paid as additional pay and the earnings code of **LED** is used.

Shift Pay – Staff who work non-traditional schedules on a regular basis are eligible for shift pay, provided that four or more consecutive hours of the workday fall between 7:00 pm and 7:00 am. The pay rate for non-traditional work hours is \$0.50 per hour. This is paid as additional pay and the earnings code is **SPF**.

Information Panel

To continue the employee’s Lead or Shift Pay for the next fiscal year, simply click the “Continue” check box at the end of the row. To discontinue lead or shift pay for the new fiscal year, leave the checkbox unclicked.



The image shows a screenshot of a web-based table. At the top, there is a navigation bar with 'View All', a magnifying glass icon, a grid icon, 'First', '1-77 of 77', and 'Last'. The table has three columns: 'Earnings Code', 'Amount Per Pay Period', and 'Continue?'. There are two rows of data: 'Lead Pay' with an amount of '\$80.00' and a checked checkbox, and 'Shift Pay Salaried' with an amount of '\$40.00' and a checked checkbox.

<u>Earnings Code</u>	<u>Amount Per Pay Period</u>	<u>Continue?</u>
Lead Pay	\$80.00	<input checked="" type="checkbox"/>
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>

NOTE: To assign shift pay for employees not listed, submit a PAF to Human Resources.