

November 21, 2024

As you prepare your New Expense Request Form (NERF) for the FY26 Budget Development cycle, please consider the following FY26 Funding Guidelines for Personnel Services Actions. Listed below you will find various Human Resources (HR) actions and the different funding pools or sources for each. Units should work with their leadership if they have specific questions regarding future HR actions and the timing of funding requests.

Institute-level Funding

The following items are funded by the state or the Institute for positions funded by General Operations:

Merit or COLA	Merit and COLA raises are mandated by the State of Georgia. For employees on general operations funds, the State provides the majority of the funding required with the Institute covering any shortfalls due to calculation issues. Fund sources other than general operations must fund the merit or COLA themselves. Merit and COLA, if mandated by the state, occur during the original budget process.
Promotion and Tenure (PnT)	Faculty that are promoted or tenured receive a 6% salary increase. Funds to cover the increase are provided by the Institute. The funding is added to the original budget of the appropriate cost center. Faculty affairs and the Budget Office partner on this process.
Salary Adjustment to Pay Grade Minimum (“Below the Minimum”)	No employee should be paid below the minimum of their salary range. GTHR regularly runs census reports and notifies the unit’s HR Partner when it does occur. The unit is responsible for partnering with GTHR and the Budget Office to ensure funding is available to increase employees’ salaries to the minimum of the range. As you think strategically through your FY26 new expense requests, it is recommended that you build in 1-5% to adjust salaries for your employees.

Provost/EVPR Funding

The following items are funded by the Provost and/or Executive Vice President for Research:

Faculty Retention Pool	Pool to offer retention raised to faculty with external offers or to address salary level issue to incentivize faculty to stay at Georgia Tech.
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Strategic Hires	Pool to hire faculty members who are deemed as strategic hires. The funds are held centrally in the Provost Office.
Research Faculty Pool	Across the Institute, the Research Faculty Development Fund (RFDF) funds a percentage of research faculty time.

Department-level Funding

The following items are funded by your department:

New Workload	Refers to the establishment of new positions which are funded with funding increases to the base budget. The increases are projected on three general operations funding sources: State Appropriations, Tuition, and Other General. These sources are pooled together and distributed to Resident Instruction units via the Institute's Budget Model. The unit then uses the allocated funds to support new hires and other needs in the unit. Units request position funding through the New Expense Request Form (NERF).
Staff Retention	Dean's Offices/Execs should request a funding pool through the NERF process so they may manage their units' requests centrally.
Interim Job Duties Increase	When a unit has an employee temporarily filling a vacant position, the increased salary costs for the interim role are covered by the salary savings from that vacant position within the unit's budget.

<p>Other Salary Adjustments</p>	<p>In-Range Salary Adjustments: An employee's placement within a salary range is based on three primary factors: Employee proficiency and experience, Peer Equity, and Unit Budget. Units can adjust an employee's placement within a range, without reclassification, based on changes in these three primary factors. Leaders should work with their HR and Finance teams to identify opportunities to address current employee salaries.</p> <p>The funding for this can be requested via the New Expense Request Form (NERF) during the new budget development cycle or using available unit funds within the current fiscal year. If one-time funds are used (salary savings), then the differential request in NERF will need to be the highest priority for the next fiscal year.</p> <p>Reclassifications: Include the alignment of specific roles with the organization's strategic goals and are independent of the current employee in the role. These changes may or may not involve a salary adjustment and can occur at any time during the year. Unit leaders should collaborate with their HR partners to identify roles that require permanent and substantial changes to meet strategic objectives. If such roles are identified, leaders should work with their Finance partners to incorporate potential budget impacts into the unit's budget. Proper budget planning should consider reclassifications for both filled and vacant positions. The funding for this can be requested via the New Expense Request Form (NERF) during the new budget development cycle or using available unit funds within the current fiscal year. If one-time funds are used (salary savings), then the differential request in NERF will need to be the highest priority for the next fiscal year.</p>
<p>Job Families</p>	<p>The job family initiative and its implementation are a budget-neutral exercise which means no salary increases or decreases will occur as a direct result of a job family. Some salary grades may expand their range, but there will be no changes to the current minimum salaries for any salary grade. If an employee is found to be paid less than</p>

	<p>the minimum, the department is responsible for updating their pay.</p> <p>Job families group together jobs based on based on the nature of the work. This may result in updated job titles and responsibilities for some roles. Additionally, new jobs that did not previously exist on the JCCS may be introduced. Units may conduct an organizational review to identify salary adjustments or reclassifications based on the new job family, but waiting to see the results of job families is not necessary.</p>
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