

Implementation of Salary Adjustment Plans for Fiscal Year 2015

The President has released the salary adjustment memo and guidelines for Fiscal Year 2015.

- [http://www.budgets.gatech.edu/bFiles/15SalaryAdjustmentPlans\(memo\).pdf](http://www.budgets.gatech.edu/bFiles/15SalaryAdjustmentPlans(memo).pdf)

Resident Instruction units will receive budget allocations as early as possible during the week of April 14th. Please note the following key points regarding this process:

Salary Adjustment Actions

There are two different types of pay actions and timelines to be implemented for our eligible permanent employees:

- **Merit Raises** – Each unit should approve raises at an *average of 4% for the top 80% employees*. This averages 3.2% when applied to all unit salaries. These shall be awarded at the discretion of managers, consistent with the aforementioned guidelines from the President and will be implemented during the FY 2015 Original Budget.
- **Economic Adjustments** – These increases are to be determined by OHR guidelines and will be effective for the June pay period(s).

NOTE: All salary adjustment plans are subject to review by the Office of the President for consistency with the guidelines, after submission to the Budget Office. Do NOT submit salary plans to the Office of the President.

Implementation of FY 2015 Merit Raises

Units must use the BUD707 reports posted on each department's IBS (Internet Budgeting Solution) web link to enter recommended salary levels for all employees. Units will e-mail the completed forms to their budget analysts and, when approved, the Budget Office will load the data into IBS to enter the "@ rates" (salary levels). These rates will subsequently be loaded into the HR/payroll system. This process avoids completion of numerous PSF's for employees to adjust their salaries. Following the payroll upload, any subsequent salary adjustments will require PSF forms. Attached are the instructions previously provided to units regarding this process.

NOTE: Further instructions will be provided regarding adjustments related to the economic adjustment program.

Allocations:

Per the President's letter and guidelines these pay actions apply to all eligible Georgia Tech employees, *regardless of the funding sources for their salaries*. The Institute is providing allocations from state and other General Operations* sources to cover raises for permanent employees funded through Resident Instruction/General Operations sources. Increases for employees funded through more than one source will be borne proportionally by those respective sources.

Allocations are determined as follows for the two types of pay adjustments:

- Merit Pay – 3.2% of all Fiscal 2014 Resident Instruction/General Operations salaries for all funded positions that are filled at any point during the year.
- Economic Adjustment – Allocations for Resident Instruction/General Operations funded employees will be based on OHR analysis of affected positions.

**General Operations sources: state, tuition, indirect costs, and other General Operations*

Memo to Campus Budget Contacts on Salary Plans

The BUD707-Original Budget Salary Plan reports are now available. This report is a workbook to aid each department in building their original budget for FY 2015. The original budget data will affect SPD and payroll for FY15 so please verify all data. You will see a listing of all filled positions in your department along with the annual rate information for that position.

You will be receiving a letter with guidelines for salary increases soon. Please contact your budget analyst if you have any questions.

Information regarding the BUD707 report:

- Enter information **ONLY** in green columns unless you are editing personnel data. Most other columns contain formulas.
 - *These worksheets have not been locked from editing so that you will be able to correct/add where needed.*
- Verify all position information for your department.
 - *You may insert new rows to add unlisted positions or delete rows that do not belong in your department.*
- When the BUD707 is submitted back to the Budget Office, the FY15 Proposed Rate (@ Rate) will be loaded to IBS.
 - *You will be able to edit these rates in IBS if needed.*
- Do not change any of the column headings as these are used when the rates are automatically loaded to IBS.
- Please do not add any temporary employees to the listing. They should be assigned to a group position.

To retrieve your report:

1. Log in to IBS - Internet Budgeting Solution (<http://www.budgets.gatech.edu/ibs>)
2. Click the box in the upper right corner [Switch to Proposed Budget]
3. Navigate to your department
4. Select "Reports" from the left menu
5. Select the folder icon next to "**Bud707 - OB Salary Plan**"