MU Processing Instructions
FY 2011 – 2012

General Information for Processing September Increases:

1. **Zero Increases:** If there is no pay rate change for a given employee, leave the line blank in the Annual Salary Increase Application (ASIA) and nothing will be loaded (i.e., lines with no increases are ignored for the load.)

2. **Approvals:**
   - **Increases Processed in ASIA:** Paper copies of the data sheets will not be collected. HRS will obtain documentation from each division head indicating who has been authorized as a Division Administrator on behalf of the division. That documentation will be maintained in HRS in the event of audit.
   - **Increases that are not processed in ASIA:** September increases that are processed on a turnaround PAF require the same approval that is required for increases processed through ASIA (i.e., the person(s) designated as Division Administrator in ASIA must sign the PAF.)
   - **Increases of 15% or more:** For increases processed through ASIA which require Chancellor’s approval (i.e., increases of 15% or more), the Justification for Increase form should be routed to Human Resource Services for appointments in administrative units, or the MU Budget Office for appointments in academic units by August 15, 2011. Increases of 15% or more that are processed on a turnaround PAF must have the Justification of Increase form attached and include the Chancellor’s approval before HRS can process. All increases of 15% or more will be audited to ensure the required approvals were obtained.

3. **Future Dated Rows:** For employees with future dated rows (i.e., rows dated after the effective date of the annual increase), you will need to process an increase on a turnaround PAF (instead of through ASIA) and attach turnaround PAFs for each of the future dated rows reflecting the appropriate comp rate.

4. **Ranked Faculty Promotions:** A PAF is required for a ranked faculty promotion. Those actions cannot be processed in ASIA. Faculty promotions do not require a Justification for Increase form unless they are part of an increase that is 15% or more. The notification of promotion letter from the Chancellor or Provost must be attached to the PAF.

**Action/Reason Codes:** Following are the correct codes to use when processing PAFs for academic promotions:

- **PRO/CRP** Academic promotions where the job code changes but the tenure status remains the same
- **PRO/AWD** Academic promotions where the job code and the tenure status changes. The amount of increase for a promotion is as follows:
  - Promotion to Associate Professor $3000
  - Promotion to full Professor $4000
5. Contract renewals for 9 month academic appointments.

NOTE: Please access the ASIA Data Entry Quick Reference Guide under the section called “Modify Contract” which will remind you how to renew 9 month contracts. Cut and past the following URL into your browser. It will take you to PeopleSoft Human Resources 9.1 where you should select Annual Salary Increase Application (ASIA). After you authenticate you will have access to instructions for updating contracts under the Data Entry training materials links:

https://doit.missouri.edu/training/peoplesoft/HR91/

6. Mid Year Contracts: Do NOT use ASIA to process increases for contract paid employees that began during the middle of the last contract year. You must process these with a PAF to ensure correct increase amounts and new contract dates.

7. Change to Faculty Pay Option: If faculty wish to change their current pay option (9/9 or 9/12) for the coming academic year (i.e., Academic Year 2011/12), they must complete Form UM269a (Faculty Pay Option) which may be found at:

http://www.umsystem.edu/ums/departments/fa/management/records/forms/human/

Once elected, the pay option is irrevocable for that academic year. Form UM269a must be submitted to the departmental PAF processor by August 15, 2011 to make a change to the current election. There is no need to submit Form UM269a unless the faculty employee wants to change his/her existing pay option. To support changes to faculty pay option made in ASIA the Form UM269a must be submitted to HRS by August 26, 2011.