MU Processing Instructions
FY 2015-2016

General Information for Processing September Increases and Lump Sum Awards

1. **End Dates:** Appointment end dates (if applicable) should be updated in ASIA. The appointment end date should be updated in ASIA even if there is no pay rate change. The end date will be loaded into Peoplesoft from ASIA. Appointment end dates for 9 month appointments will be uploaded as August 31, 2016 if the contract is advanced. Therefore, no entry in the appointment end date field is necessary or appropriate for 9 month faculty.

2. **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 no increase will be loaded (i.e., lines with no increases are ignored for the load unless the end date was updated.)

3. **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:** Annual increases that are processed on a Job Change ePAF or turnaround PAF (for 9 month employees) 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 10% or more:** Increases of 10% or more that are processed on a Job Change ePAF or turnaround PAF (for 9 month employees) must have the Justification for Increase (JFI) form attached. With regard to the JFI form for base building increase of 10% or greater, the Vice Chancellor for Finance will coordinate the process for review and approval and will forward an approved copy to HRS and to the division. These forms should be submitted to the Vice Chancellor for Finance by July 31, 2015.

   All increases of 10% or more will be audited to ensure the required approvals were obtained.

4. **Future Dated Rows:** For employees with future dated rows (i.e., rows dated after the data sheet was created), departments need to process an increase on a Job Change ePAF or turnaround PAF (for 9 month employees) instead of through ASIA.

4. **Ranked Faculty Promotions:** Increases associated with ranked faculty promotions (including NTT) will be processed by HRS-CAPS based on lists provided by the Provost office. The department will be responsible for processing any annual increase for these faculty in ASIA including advancing the contract if applicable. The academic promotion action/reason will be keyed after ASIA has finished loading.

**Action/Reason Codes:** Following are definitions for the action/reason codes associated with the academic promotions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO</td>
<td>Academic promotions where the job code changes</td>
</tr>
<tr>
<td>CRP</td>
<td>but the tenure status remains the same</td>
</tr>
</tbody>
</table>
5. **Contract renewals for 9 month academic appointments.**

   **NOTE:** The contract must be advanced into the new academic year even if there is no increase. 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 paste 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://it-training.missouri.edu/peoplesoft/HR91/QuickReference_ASIAModifyContract_QuickReference.pdf

6. **Increases for 9 month faculty hired in Academic Year 2014-15**: Do NOT use ASIA to process increases for any contract paid employee where the contract did not commence on 9/1/2014 (i.e., those situations where the Adjusted Base Benefits Rate (ABBR) does not match the 9 month comp rate.) 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 2015/16), they must complete Form UM269a (Faculty Pay Option) which may be found at:

   http://www.umsystem.edu/ums/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, 2015 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 28, 2015.

8. **Lump Sum Awards**: Divisions must submit all lump sum awards on the attached spreadsheets labeled as follows:
   
a. [Name of College, School or Division e.g., CMED] _ Exceptional Performance.
   b. [Name of College, School or Division e.g., CMED] _ EEs At or Above Maximum.
   **NOTE:** Employees can only be included on one of the spreadsheets.
   **DEADLINE:** Lump sum awards must be submitted to Rhonda Gibler, Vice Chancellor for Finance, no later than **July 31, 2015**. Please carefully review the spreadsheets before submission. Divisions should not be submitting multiple spreadsheets or revised spreadsheets.