

MU Processing Instructions

FY 2018-2019

Requests for one-time non-base building lump sum payments must be submitted on the attached Division Pay Adjustment Spreadsheet. A Justification for Increase form (JFI) is required in support of (1) each lump sum payment request and (2) each request for an annual base pay increase that is 5% or more. The Office of the Provost (academic employees) and the Vice Chancellor for Human Resource Services (staff) will coordinate overall campus approval. Send the spreadsheet and JFIs to the following inboxes:

STAFF: muhrscompreview1@missouri.edu

ACADEMIC EMPLOYEES: MUSrAsocProvost@missouri.edu

1. **Justification for Increase (JFI):** Consistent with the Salary and Wage guidelines, the JFI must contain objective support of exceptional performance. A fillable form is attached and available at https://hrs.missouri.edu/sites/default/files/pdf/basic/Fillable%20PDF%20Justif-Increase_form%202018_19.pdf
2. **Division Pay Adjustment Spreadsheet:** Divisions must submit all non-base building lump sum payment requests on the attached spreadsheets labeled with the PeopleSoft code for the College, School or Division e.g., CFIN – Campus Finance , CENGR – Engineering, etc.
3. **Deadline:** The spreadsheets and related JFIs must be submitted no later than July 31, 2018. Please carefully review the spreadsheets before submission. Divisions should include all requests in one submission.
4. **Processing increases:**

Base increase: Approved increases to base salary should be processed by departments in the Annual Salary Increase Application (ASIA). These increases will be effective September 1, 2018 (monthly) and August 26, 2018 (biweekly).

Lump sum payment: Approved Lump Sum Payments will be processed off-cycle in November 2018 by HRS-CAPS.

APPROVALS:

- **Increases Processed in ASIA:** 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 for ASIA.)
- **Increases of 5% or more:** With regard to the JFI form for base building increases of 5% or greater, the Office of the Provost (academic employees) and the Vice Chancellor for Human Resource Services (staff) will coordinate the process for review and approval and will forward approved JFIs to HRS-CAPS.

All increases of 5% or more will be audited to ensure the required approvals were obtained.

5. **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. These increases will be effective September 1, 2018.

The departments will be responsible for advancing the contract in ASIA if applicable. The academic promotions will be keyed by HRS-CAPS after ASIA has finished loading the contract renewals.

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

PRO/CRP	Academic promotions where the job code changes but the tenure status remains the same
PRO/AWT	Academic promotions where the tenure status changes. Job code may or may not change.

General Information for Annual Increases, 9 month contract renewals and Data Reappointments (i.e., change to end dates)

ASIA is ready and open for CSDs to create datasheets for fall 2018. ASIA should be used for the following:

- Annual base increases (academic employees, staff and student)
- 9 month faculty contract advancements – Remember a Faculty Pay Option form is required to be signed and submitted to HRS-CAPS by 8/31/18 if the faculty member wishes to change their pay distribution.
- Data Reappointments (i.e., change to end dates)

Effective dates for ASIA entries are 9/1/18 for monthly employees and 8/26/18 for biweekly employees.

1. **Zero Increases:** If there is no pay rate change for a given employee, leave the line blank in ASIA and no increase will be loaded (i.e., lines with no increases are ignored for the load unless the end date was updated.)
2. **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.
3. **End Dates:** Appointment end dates (if applicable) should be updated in ASIA. The end date will be loaded into Peoplesoft from ASIA. Appointment end dates for 9 month appointments will be uploaded as August 31, 2019 if the contract is advanced. Therefore, no entry in the appointment end date field is necessary or appropriate for 9 month faculty.
4. **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 9.2* for the *Annual Salary Increase Application (ASIA)*. After you authenticate you will have access to Quick Reference Guide for updating contracts in ASIA:

https://it-training.missouri.edu/peoplesoft/HR92/CoreHR/ASIA/DataEntryUser/QRG_HRcore_ASIA_ModifyContract.pdf

6. **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 2018/19), they must complete Form UM269a (Faculty Pay Option) which may be found at:
<https://www.umsystem.edu/media/fa/management/records/forms/human/um269a.pdf>

Once elected, the pay option is irrevocable for that academic year. Form UM269a must be submitted to the departmental processor to make a change to the current election. There is no need to submit Form UM269a unless the faculty employee wants to change their existing pay option. **To support changes to faculty pay option made in ASIA the Form UM269a must be submitted to HRS by August 31, 2018.**