

Faculty Salary Increase Spreadsheets and Related Information

1. [General Information](#)
2. [Before you Start](#)
3. [Sample Spreadsheet](#)
4. [Increase Types](#)
5. [Member Grouping](#)
6. [Heads, Directors and Assistant Deans](#)
7. [Joint Appointments](#)
8. [Entering & Adjusting Increase Components](#)
9. [Multiple Accounts](#)
10. [Reduced Workload Appointments \(Tenured Faculty\)](#)
11. [Part-time Lecturers](#)
12. [Promotions](#)
13. [SUB Earnings](#)
14. [Authorizing the Spreadsheets](#)
15. [Missing Data](#)
16. [Manual Increase Form](#)
17. [Returning the Spreadsheets](#)

1. GENERAL INFORMATION

- Increase spreadsheets are provided in Excel 1997-2003 format [(excel 97-2003 workbook (*.xls))]. Ensure that the spreadsheet remains in that version.
- Always remember Rule #1 – No changes to the spreadsheets, except to add or change data in the yellow-highlighted cells.
- Spreadsheets must not be changed in any other way unless directed by Faculty Relations.
- Please take great care to ensure that the completed spreadsheets are accurate when they are returned to Faculty Relations.
- Completed spreadsheets need to be returned via the Workspace sub-directory shared with Faculty Relations.

2. BEFORE YOU START

- Review all the information in this document.
- Consider creating a back-up copy of the spreadsheet in case there are any errors or issues down the road that will require you to complete the spreadsheets again.

3. SAMPLE SPREADSHEET

The format of the spreadsheets does not change from year to year and appears as follows:

University of British Columbia
2019/2020 Faculty Increase Worksheets Effective Date: July 01, 2019
Faculty = Fine Arts
Department = Landscape Colour
Group = 03

Employment Record Number. Watch out for 2 records: Shadow Argmts, Partial IRP

Years of FT Service for LOS award

Effective date of current salary on HRMS. Multiple rows for the same RCD#

CP=Career Progress
CFW =Career Progress Carry Fwd (Pre-populated fields)

LOS-C=Length of Service, current
LOS-R =Length of Service, retro (Pre-populated fields)

MR=Merit
PS=Performance Salary Adjustment (manually entered by administrator)

To approve the increase enter authorization date or authorizers name. If increase must be done manually, leave field blank and enter comment in comment field.

FACULTY	DEPT	TITLE	NAME	EMPLID	RCD #	CPU Year	CFW Year	LOS Year	LOS-C	LOS-R	FTE	EFFDT	SPEED CHART	PIG	ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	NEW COMPRATE	STATUS	AUTH	COMMENTS	
FINA	LSCL	AstPrf-TnT	Black,Jet	1234567	0	6	1.0	0.0	4	0.00	0.00	1	2017-07-01	DCYE	43G11ADM	108842.04	100.00	REG	2172.00	0.00	724.00	0.00	0.00	0.00	113914.88	A		
FINA	LSCL	AstPrf-TnT	Black,Jet	1234567	0							2017-07-01			108842.04			2172.00	0.00	724.00	0.00	0.00	0.00	113914.88				
FINA	LSCL	AscPrfTen	White,Snow	1234567	0	3	1.5	1.0	8	0.00	0.00	1	2018-01-01	DCYE	43G11ADM	149494.92	100.00	REG	3258.00	2172.00	0.00	0.00	0.00	0.00	157914.82	P		
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							2018-01-01			149494.92			3258.00	2172.00	0.00	0.00	0.00	0.00	157914.82				
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							1	2018-09-01	DCYE	43G11ADM	149494.92	100.00	REG	3258.00	2172.00	0.00	0.00	0.00	0.00	157914.82	A		
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							2018-09-01			149494.92			3258.00	2172.00	0.00	0.00	0.00	0.00	157914.82				
FINA	LSCL	Prof-Ten	Green,Kelly	1234567	3	7	1.0	0.0	20	0.33	0.00	1	2017-07-01	DCYE	43G11ADM	166699.80	100.00	REG	2172.00	0.00	724.00	0.00	0.00	0.00	172929.80	A		
FINA	LSCL	Prof-Ten	Green,Kelly	1234567	3							2017-07-01			166699.80			2172.00	0.00	724.00	0.00	0.00	0.00	172929.80				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0	5	1.5	0.0	8	0.00	0.00	1	2018-07-01	DCYE	43G11ADM	151841.76	100.00	REG	3258.00	0.00	0.00	0.00	0.00	0.00	158136.60	P		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2018-07-01			151841.76			3258.00	0.00	0.00	0.00	0.00	0.00	158136.60				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2019-01-01	DCYE	43G11ADM	151841.76	100.00	REG	3258.00	0.00	0.00	0.00	0.00	0.00	158136.60	A		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2019-01-01			151841.76			3258.00	0.00	0.00	0.00	0.00	0.00	158136.60				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2019-07-01	DCYE	43G11ADM	151841.76	100.00	REG	3258.00	0.00	0.00	0.00	0.00	0.00	158136.60	P		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2019-07-01			151841.76			3258.00	0.00	0.00	0.00	0.00	0.00	158136.60				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2020-01-01	DCYE	43G11ADM	151841.76	100.00	REG	3258.00	0.00	0.00	0.00	0.00	0.00	158136.60	A		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2020-01-01			151841.76			3258.00	0.00	0.00	0.00	0.00	0.00	158136.60				

University of British Columbia
2019/2020 Faculty Increase Worksheets Effective Date: July 01, 2019
Faculty = Faculty of Forests
Department = SPRC
Group = 03

ONLY update or change Yellow highlighted cells. Do NOT change any other

FACULTY	DEPT	TITLE	NAME	EMPLID	RCD #	CPU Year	CFW Year	LOS Year	LOS-C	LOS-R	FTE	EFFDT	SPEED CHART	PIG	ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	NEW COMPRATE	STATUS	AUTH	COMMENTS	
FORS	SPRC	Prof w/o R	Spruce,Blue	1234567	0	1	1.0	0.0	0	0.00	0.00	1	2017-09-01	HXPK	44R07ADM	39999.96	33.33	REG		0.00	0.00	0.00	0.00	0.00	40799.96	A	May 18	No increases on R accts
FORS	SPRC	Prof w/o R	Spruce,Blue	1234567	0							1	2017-09-01	CVKX	46R55101	40000.08	33.33	REG		0.00	0.00	0.00	0.00	0.00	40800.08	A	May 18	charge all to GPO
FORS	SPRC	Prof w/o R	Spruce,Blue	1234567	0							1	2017-09-01	HXHS	44GNEWCT	39999.96	33.33	REG	2172.00	0.00	0.00	0.00	0.00	0.00	42971.96	A	May 18	
FORS	SPRC	Prof w/o R	Spruce,Blue	1234567	0							2017-09-01			120000.00			2172.00	0.00	0.00	0.00	0.00	0.00	124572.00				

It is important that administrators not change the spreadsheet in any manner except, where applicable, to add or update information in the yellow highlighted cells.

4. INCREASE TYPES

Increase Component	Abbreviation on Spreadsheet
Career Progress	CP
Career Progress Carry Forward	CFW
Length of Service current – for Year 20 & 25 awards	LOS-C
Length of Service retro – for Years 21-24 & 26 or above	LOS-R
Merit	MR
Performance Salary Adjustment (PSA)	PS

5. MEMBER GROUPING

There are 6 groupings for increases. The individual's rank/title, joint appointment and administrative appointment will drive which grouping the member will appear in. The following are the groups:

- 02 Heads & Directors (Home and Non-Home)
- 03 Regular faculty members – full-time & part-time
- 04 Joint appointments (Home and Non-Home)
- 05 Lecturers – full-time & part-time
- 10 Librarians – full-time & part-time
- 13 Program Directors – full-time & part-time

6. HEADS, DIRECTORS & ASSISTANT DEANS

Individuals who held a Head, Director or Assistant Dean positions at any time between July 1, 2018 and June 30, 2019 will appear in the 02 Group, which is handled by the Dean's office. Both the administrative appointment (if active on July 1, 2019) and the professorial appointment will appear in the 02 spreadsheet. If the administrative and academic jobs are in different faculties, the member will appear on the spreadsheet where the administrative job is held. In these cases, the Deans should consult about increases, and the administrative Dean will be responsible for updating the spreadsheets.

Those who commence an administrative job on July 1, 2019 or later will not appear in Group 02; they will appear in their regular appointment grouping.

7. JOINT APPOINTMENTS

Where a faculty member has an official joint appointment it must be recorded on HRMS so that it the individual will appear in the 04 sections of the increase spreadsheets. The Home unit it see that appointment in the “04-Home” section, and in the case of the joint department/faculty it will appear in the “04-Non-Home” section. All authorizations and increase components must be on the Home section - do not enter recommendations on the Non-Home spreadsheets as these will not be processed.

If an individual was in a joint appointment at any time from July 1, 2018 to June 30, 2019 they will appear in the 04 sections even if the joint arrangement has come to an end before July 1, 2019.

Where a bargaining unit member holds an appointment that is jointly appointed in more than one department, the relevant Deans, Heads, or Directors should consult concerning increases.

If a joint appointment does not appear in the Home or Non-Home group, this will be because HRMS does NOT reflect the joint information. If this is the case please contact the appropriate [Assistant Manager](#) in Faculty Relations (UBCV) or [HR Associate](#) in Human Resources (UBCO) to have this corrected.

8. ENTERING & ADJUSTING INCREASE COMPONENTS

CP, CFW, LOS-C & LOS-R increases (where applicable) are pre-populated on the spreadsheets, and the increase amount is pro-rated between accounts as applicable. If necessary the increase components can be moved between accounts.

MR & PSA columns have been left empty for completion by units. Enter all increases in annual dollar amounts and do not exceed your allotment. If the individual has current and future-dated rows, ensure that the salary matches on the totals rows.

ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	NEW COMPRATE
49180.68	37.57	REG	816.02	0.00	0.00	0.00	4344.00	100.00	55424.31
81739.08	62.43	REG	1355.98	0.00	0.00	0.00	0.00	1000.00	85729.84
130919.76			2172.00	0.00	0.00	0.00	4344.00	1100.00	141154.16
130919.76	100.00	REG	2172.00	0.00	0.00	0.00	4344.00	1100.00	141154.16
130919.76			2172.00	0.00	0.00	0.00	4344.00	1100.00	141154.16
63489.00	50.40	REG	0.00	0.00	0.00	0.00	1086.00	440.00	66284.78
62468.88	49.60	REG	0.00	0.00	0.00	0.00	1086.00	440.00	65244.26
125957.88			0.00	0.00	0.00	0.00	2172.00	880.00	131529.04

Enter Merit in dollar value, equal to
1.0, 1.5, 2.0, 2.5 or 3.0 units

Enter PSA in
dollar amounts

Totals match on
current and future-
dated rows

9. MULTIPLE ACCOUNTS

Where a faculty member is paid from more than one account it is the responsibility of the unit to review the increase distribution on the spreadsheet and adjust the increase amount(s) if necessary. Do NOT adjust the annual comprate columns.

Career Progress and CP Carry Forward are pre-populated and pro-rated between accounts. If necessary the amounts can be moved between accounts as long as the total remains the same. Ensure the change is highlighted in red font and a comment explains the change.

Original					Adjusted				
ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC
27983.52	25.97	REG	846.10	564.07	27983.52	25.97	REG	3258.00	2172.00
79781.52	74.03	REG	2411.90	1607.93	79781.52	74.03	REG		
107765.04			3258.00	2172.00	107765.04			3258.00	2172.00

10. REDUCED WORKLOAD APPOINTMENTS

Recommendations for Merit & PSA is based on 100% salary and not on the reduced amount. For individuals who are on a reduced appointment and have TPP earnings their academic salary will appear at 100% (comprised of TPP and REG earnings) and the increase program will automatically pro-rate any increases between the REG and TPP earnings.

For those in a shadow salary arrangement, 2 employment records will appear on the spreadsheet. The status of the normal appointment, will be "L" (unpaid leave) will appear at full salary. The secondary active record will be appear at a reduced salary. When adding Merit and/or PSA administrators will need to add to both records, but at the pro-rated amounts on the secondary active record. If CP, CF or LOS CP appear administrators should also adjust those to reflect the reduced salary (remember to highlight in red font). When there is a GWI there is no need to adjust the GWI amounts as those are calculated based on the Annual Comprate that appears in column X.

RCD #	SPEEDC	P/G	ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	NEW COMPRATE	INCREASE STATU: AUTH	COMMENTS
0	MFFL	54G47010	111870.72	100.00	REG	2172.00	0.00	0.00	0.00	0.00	1000.00	117280.13	P	22-May FT appt
0			111870.72			2172.00	0.00	0.00	0.00	0.00	1000.00	117280.13		
1	MFFL	54G47010	55935.36	100.00	REG	1086.00	0.00	0.00	0.00	0.00	500.00	58640.07	A	22-May 50% Red Wkld. Adjusted
1			55935.36			1086.00	0.00	0.00	0.00	0.00	500.00	58640.07		

Column I indicates the Employment Record

Ensure increase components are adjusted to reflect the actualy FTE and pay

11. PART-TIME LECTURER APPOINTMENTS

Under the terms of the Collective Agreement part-time Lecturer appointments must be at least 50% time and 12- months in length. Part-time Lecturers are eligible for Career Progress, Merit and PSA. Career Progress for eligible members is loaded as the full amount on the spreadsheet. The recommendation for Merit or PSA is based on 100% FTE salary and not on the FTE, however, the amount entered on the spreadsheet must be pro-rated to match their actual FTE.

Column P indicates the FTE, please ensure that Career Progress, Merit and PSA match the FTE indicated in column P.

FTE	P/G	REF#	ANNUAL COMPRATE	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	NEW COMPRATE	STATUS	INCREASE AUTH	COMMENTS
0.8		56G05ADM	60086.16	REG	1737.60	0.00	0.00	0.00	1737.60	0.00	64763.08	A	23-May	Adj CP to 80%
			60086.16		1737.60	0.00	0.00	0.00	1737.60	0.00	64763.08			

Pro-rate 1 unit of CP (2172) to 80% (1,737.60) to match FTE

Merit must be pro-rated to match FTE. If 1 unit of Merit, enter 1,737.60

12. PROMOTIONS

Faculty members whose promotions are effective July 1, 2019 will appear on the spreadsheet in their old rank because that is what is current as of May when the spreadsheets are produced. However, the CP and CF should reflect their new rank. Please take time to review the CP & CF to ensure it is correct.

For those whose promotions have not yet been approved, but are likely, the spreadsheets should reflect the CP and CF of their promoted rank. If their promotion has not been approved before July 1, Faculty Relations will work with Payroll to return the CP to their old rank.

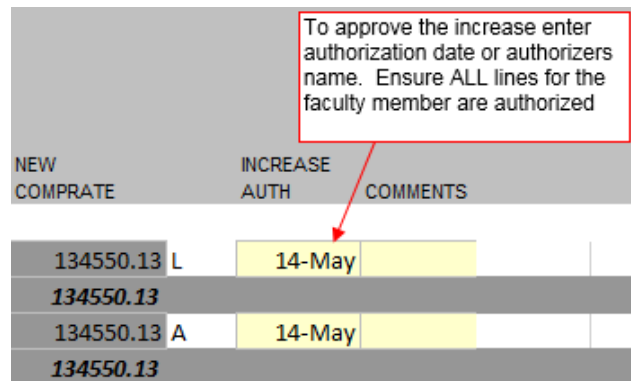
13. SUB EARNINGS

SUB earnings will appear on the spreadsheets in the Earnings Code field (ERNCD) when a faculty member is on paid maternity, parental or adoption leave. The pre-populated increases components should appear on the SUB earnings rows. If they do not please add them to this row ensuring that all salary components match between all of the members rows. Please add a note in the comment column to reflect this.

14. AUTHORIZING THE SPREADSHEETS

Administrators will need to authorize the increases for every member on the spreadsheet, unless there is a specific reason preventing the authorizations (salary error, ineligible for the increase.....). If no authorization is entered, ensure there is a comment explaining why.

For each individual who should receive an increase you must enter an authorization on every yellow highlighted line for that member. Note that the increase program will look for any data in the “Increase Auth” column and will process increases should anything, even a space, appear in that column. Where there are multiple panels on HRMS, these will be reflected on the spreadsheet and a totals row will appear for each section. Ensure that the total rows match.



The screenshot shows a spreadsheet with columns: NEW COMPRATE, INCREASE AUTH, and COMMENTS. There are two rows of data, each with a grey header row and a yellow data row. The first data row contains '134550.13 L' in the first column, '14-May' in the second, and is empty in the third. The second data row contains '134550.13 A' in the first column, '14-May' in the second, and is empty in the third. A red-bordered callout box with a red arrow pointing to the '14-May' cell contains the text: 'To approve the increase enter authorization date or authorizers name. Ensure ALL lines for the faculty member are authorized'.

NEW COMPRATE	INCREASE AUTH	COMMENTS
134550.13 L	14-May	
134550.13		
134550.13 A	14-May	
134550.13		

15. MISSING DATA

If you discover that a faculty member who is eligible for the increase is missing from the spreadsheet you will need to process their increase(s) manually on a [manual increase form](#) (Excel).

If you discover data is missing that must be on the spreadsheet in order to process an increase for a faculty member this will also require a [manual increase form](#) (Excel). In this case, do not enter a date in the “Increase Auth” column, but do enter a comment in the “Comment” column indicating that you will be processing the increase manually.

If the missing data is CP, CP CFWD or LOS CP, simply add those amounts (in red font) and add a comment.

16. MANUAL INCREASE FORM

In cases where it is not possible to process an individual's increase on the increase spreadsheet, a [manual increase form](#) (Excel) must be completed and provided in Excel format to Faculty Relations (please upload to Workspace). Manual increase forms do not have to be signed by the Dean or Head unless you are trying to do something other than just an increase.

17. RETURNING THE SPREADSHEETS

Completed spreadsheets are returned to Faculty Relations by the Dean's Office via Workspace. Spreadsheets must be returned in the same format (Excel version 1997-2003), with the extension "completed". Please ensure that prior to returning the spreadsheet that:

- no data has been added or deleted in any grey or white cells and that no columns or rows have been deleted or inserted
- no columns hidden (unless they were hidden when you received the spreadsheet)
- the Freeze Frame or Split function has not been left on
- the names of the spreadsheet tabs remain unchanged