Faculty Salary Increase Spreadsheets and Related Information

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:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>DEPT.</th>
<th>TITLE</th>
<th>NAME</th>
<th>EMPID</th>
<th>RNO</th>
<th>CPU#</th>
<th>YRV</th>
<th>CRU</th>
<th>EFF</th>
<th>EFFDT</th>
<th>EFFMT</th>
<th>SPM</th>
<th>SCNT</th>
<th>SPC</th>
<th>CP</th>
<th>LOS-C</th>
<th>LOS-R</th>
<th>LOS-C</th>
<th>LOS-R</th>
<th>LOS-C</th>
<th>LOS-R</th>
<th>LOS-C</th>
<th>LOS-R</th>
<th>LOS-C</th>
<th>LOS-R</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINA</td>
<td>LSLC</td>
<td>Asst.Prof-T</td>
<td>Black, Jet</td>
<td>234867</td>
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<td>0.0</td>
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<td>109842.02</td>
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<td>0.00</td>
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<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Increase Component</th>
<th>Abbreviation on Spreadsheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Progress</td>
<td>CP</td>
</tr>
<tr>
<td>Career Progress Carry Forward</td>
<td>CFW</td>
</tr>
<tr>
<td>Length of Service current – for Year 20 &amp; 25 awards</td>
<td>LOS-C</td>
</tr>
<tr>
<td>Length of Service retro – for Years 21-24 &amp; 26 or above</td>
<td>LOS-R</td>
</tr>
<tr>
<td>Merit</td>
<td>MR</td>
</tr>
<tr>
<td>Performance Salary Adjustment (PSA)</td>
<td>PS</td>
</tr>
<tr>
<td>General Wage Increase</td>
<td>GN</td>
</tr>
<tr>
<td>Mutually Beneficial Gains Increase</td>
<td>BG</td>
</tr>
</tbody>
</table>

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, 2017 and June 30, 2018 will appear in the 02 Group, which is handled by the Dean’s office. Both the administrative appointment (if active on July 1, 2018) 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, 2018 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. As long as it is recorded on HRMS the individual will appear in in the 04 sections of the increase spreadsheets. In the case of the Home unit it will appear 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.

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 an individual who you know to have a joint appointment does not appear in the Home or Non-Home group, this will be because HRMS does NOT reflect the joint appointment 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 in cases where an individual is paid from more than one account, the increase amount is pro-rated between accounts. 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.
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.

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.

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 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). There is no need to adjust the GN & BG amounts as those are calculated based on the Annual Comprate that appears in column X.
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.

12. PROMOTIONS

Faculty members whose promotions are effective July 1, 2018 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.

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.
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 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