



FACULTY SALARY INCREASE PROCESS

2020 Increase information

July 2020

ELIGIBILITY

- Faculty Association Members
 - Full-time members (*PTR & general wage & beneficial gains increases*)
 - Part-time members (*general wage & beneficial gains increases*))
- Active June 30 & July 1 in the same position



INCREASE COMPONENTS

- Increase components for 2020:
 - CP: Career Progress
 - CF: CP Carry Forward
 - CP LOS: Length of Service CP (current & retro)
 - GN: General Wage Increase, 2.0%
 - MR: Merit
 - PS: Performance Salary Adjustment



CAREER PROGRESS INCREMENTS

- 2020 unit value = \$2,023 (/month)
- Full-time faculty members eligible (Lecturer & above)
- Awarded as per CPI scale & Part 2, Article 2.02 of the *Collective Agreement*
- New Hires must be placed on CPI Scale
 - Correct placement important – incorrect placement will adversely affect the faculty member and also the CP unit calculation
 - Units check annually
- Carry-Forward units for some promotions



LENGTH OF SERVICE CPI

- Recognition of 20 and 25 years of service (CP eligible service)
- Awarded as per Part 2, Article 2.03 of the *Collective Agreement*
- Award is 1/3 of a CP unit (\$674.33/year, \$56.19/month)



MERIT

- 2020 unit value = \$2,023 (168.58/month)
(*same as CPI*)
- Full-time faculty members eligible (Lecturer & above) - includes those on Reduced Workloads
- Review period, April 1, 2019–March 31, 2020
- Awarded as per Part 2, Article 2.04 of the *Collective Agreement*
- Awards: 0.5, 1.0, 1.5, 2.0, 2.5 or 3.0
- Can be split between units for Joint Appointments



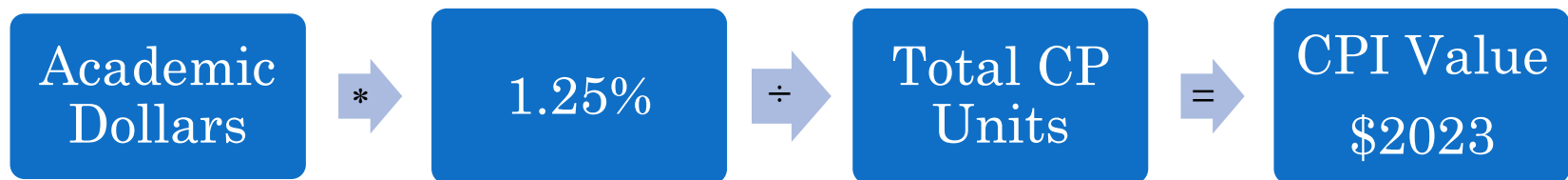
PERFORMANCE SALARY ADJUSTMENT

- Awarded as per Part 2, Article 2.05 of the *Collective Agreement*
- Full-time faculty members eligible (Lecturer & above)
- PSA awarded in dollar amounts
- Not used in the same manner as Merit



CALCULATION OF CP & MERIT

○ CPI

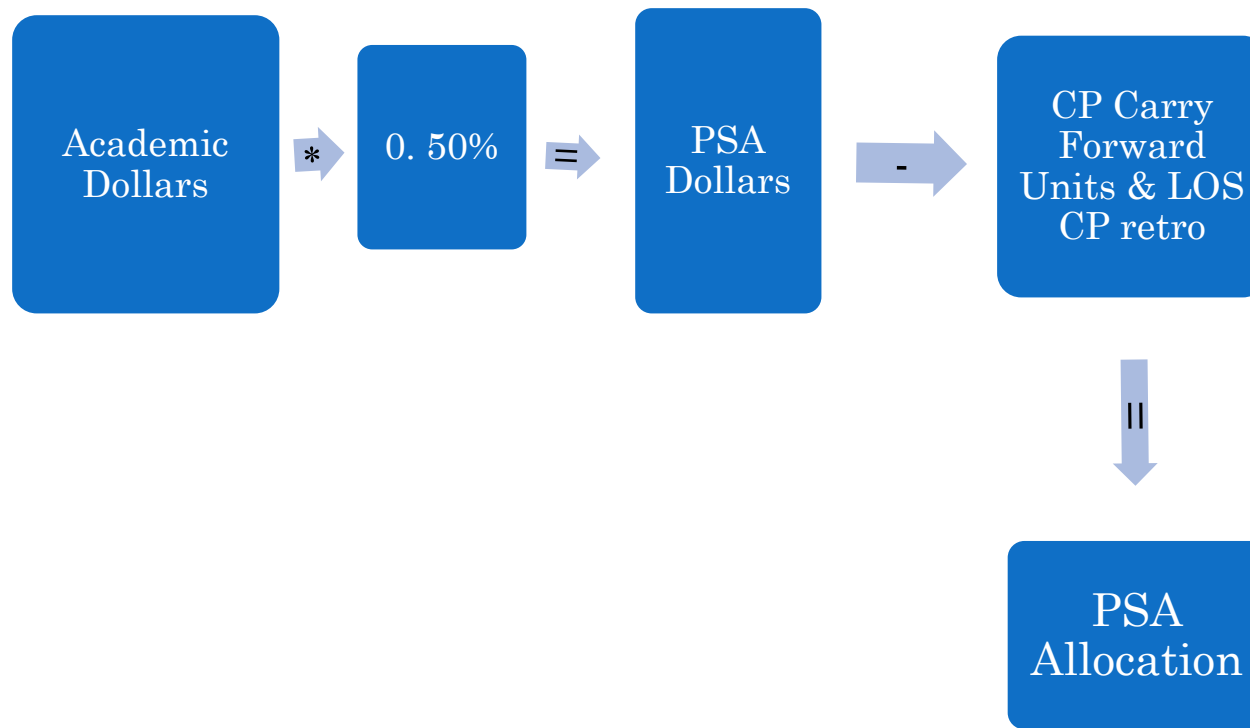


○ Merit



CALCULATION OF PSA

PSA



AWARDS WHILE ON REDUCED APPOINTMENTS & RETIREMENT OPTION

- Full amount awarded
- Full amount recorded on Merit & PSA Summary
- Example:
 - Full Professor on 50% Reduced Appt with TPP earnings for remaining 50%
 - Award = 1 unit of merit
 - 1 unit recorded on the Merit & PSA Summary
 - Data entry on increase spreadsheet varies (*example later*)



SPREADSHEET BASICS – 1

- Spreadsheets are divided into worksheets
 - **02Home & 02NonHome:** Contains Professorial & Administrative appointment for those who held an administrative appointment (Head, Director).
 - **03:** Professorial & Instructor appointments , full & part-time
 - **04Home & 04NonHome:** Same as 03 section, but Joint Appointments
 - **05:** Lecturers, full & part-time
 - **10:** Librarians, full & part-time
 - **13:** Program Directors, full & part-time



SPREADSHEET BASICS -2

- Spreadsheet shared with Dean's Office
- Dean's Office uploads completed spreadsheet for Faculty Relations approximately 2 weeks later
- HRMS frozen as soon as spreadsheets produced
- HRMS freeze lifted as soon as completed spreadsheets loaded (*add extra time for calculation of retro pay*)



HRMS FREEZE – 1

- Refers to the period during which changes cannot be made to the Job Data Panels on HRMS for those eligible for an increase
- Why frozen: Appointment data on HRMS must exactly match the data on spreadsheets when they are loaded
 - *Any changes to HRMS data during the freeze will result in manual processing – Dept must create Manual Increase Form*
- Who is affected: Anyone eligible to receive a faculty salary increases



HRMS FREEZE - 2

- Who is **not** affected: Sessionals, Research Associates, Postdocs, Adjuncts & other non-bargaining unit appointees
- Can still process lump sum honoraria during freeze (Faculty Honoraria Form)
- Freeze exceptions: Overpayments, death, resignation, mat/pat/adp leave



THE INCREASE SPREADSHEET

University of British Columbia

2020/2021 Faculty Increase Worksheets Effective Date: July 01, 2020

Faculty = Fine Arts

Department = Landscape Colour

Group = 03

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

CP Years in Rank

Years of FT Service for LOS award

Effective date of current salary on HRMS. Multiple rows for the same RCD# indicates the next appointment change (could be a Leave, Resignation, Earns Dis Change, etc).

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)

2% GWI

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	LOS-C	LOS-R	FTE	EFFDT	EFF SEQ	EFFDT NEXT	SPEED CHART	PIG	ANNUAL COMP RATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	ANNUAL GN INC	NEW COMP RATE	STATUS	INCREASE AUTH	COMMENTS	
FINA	LSCL	AstPrf-TnT	Black,Jet	1234567	0	6	1.0	0.0	4	0.00	0.00	1	2017-07-01	3	2020-07-01	DCYE	43G11ADM	108842.04	100.00	REG	2023.00	0.00	674.33	0.00	0.00	0.00	2176.84	113716.21	A		
FINA	LSCL	AstPrf-TnT	Black,Jet	1234567	0							2017-07-01	3				108842.04			2023.00	0.00	674.33	0.00	0.00	0.00	2176.84	113716.21				
FINA	LSCL	AscPrfTen	White,Snow	1234567	0	3	1.5	1.0	8	0.00	0.00	1	2018-01-01	0	2018-09-01	DCYE	43G11ADM	149494.92	100.00	REG	3034.50	2023.00	0.00	0.00	0.00	0.00	2989.90	157542.32	P		
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							2018-01-01	0				149494.92			3034.50	2023.00	0.00	0.00	0.00	0.00	2989.90	157542.32				
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							1	2018-09-01	0	ON GOING	DCYE	43G11ADM	149494.92	100.00	REG	3034.50	2023.00	0.00	0.00	0.00	0.00	2989.90	157542.32	A		
FINA	LSCL	AscPrfTen	White,Snow	1234567	0							2018-09-01	0				149494.92			3034.50	2023.00	0.00	0.00	0.00	0.00	2989.90	157542.32				
FINA	LSCL	Prof-Ten	Green,Kelly	1234567	3	7	1.0	0.0	20	0.33	0.00	1	2017-07-01	0	ON GOING	DCYE	43G11ADM	166699.80	100.00	REG	2023.00	0.00	674.33	0.00	0.00	0.00	3334.00	172731.13	A		
FINA	LSCL	Prof-Ten	Green,Kelly	1234567	3							2017-07-01	0				166699.80			2023.00	0.00	674.33	0.00	0.00	0.00	3334.00	172731.13				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0	5	1.5	0.0	8	0.00	0.00	1	2018-07-01	0	2019-01-01	DCYE	43G11ADM	151841.76	100.00	REG	3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10	P		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2018-07-01	0				151841.76			3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2019-01-01	0	2019-07-01	DCYE	43G11ADM	151841.76	100.00	REG	3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10	A		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2019-01-01	0				151841.76			3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2019-07-01	0	2020-01-01	DCYE	43G11ADM	151841.76	100.00	REG	3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10	P		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2019-07-01	0				151841.76			3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10				
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							1	2020-01-01	0	ON GOING	DCYE	43G11ADM	151841.76	100.00	REG	3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10	A		
FINA	LSCL	AscPrfTen	Blue,Cool	1234567	0							2020-01-01	0				151841.76			3034.50	0.00	0.00	0.00	0.00	0.00	3036.84	157913.10				

COMPLETING THE SPREADSHEETS-1

- Additions or changes - Yellow highlighted cells only.
- Changes to CP, GN or BG change to red font
- Do not change the spreadsheets other than the yellow highlighted cells

ONLY update or change Yellow highlighted cells. Do NOT change any other cells.....EVER												
ANNUAL COMPRATE	% SPLIT	ERNCD	ANNUAL CP INC	ANNUAL CFW INC	ANNUAL LOS-C INC	ANNUAL LOS-R INC	ANNUAL MR INC	ANNUAL PS INC	ANNUAL GN INC	NEW COMPRATE	INCREASE STATU: AUTH	COMMENTS
39999.96	33.33	REG		0.00	0.00	0.00	0.00	0.00	600.00	40599.96	A	May 18
40000.08	33.33	REG		0.00	0.00	0.00	0.00	0.00	600.00	40600.08	A	May 18
39999.96	33.33	REG	2023.00	0.00	0.00	0.00	0.00	0.00	800.00	42822.96	A	May 18
120000.00			2023.00	0.00	0.00	0.00	0.00	0.00	800.00	124023.00		

COMPLETING THE SPREADSHEETS-2

- Check that all eligible faculty members in your unit appear
 - Not appearing - research why
Reasons for not appearing: Not eligible - New hire after July 1, PT, Exempt
 - If individual should be on spreadsheets contact FR/HR and arrange for HRMS to be updated - Manual Increase Form will be necessary



COMPLETING THE SPREADSHEETS-3

○ Career Progress

- Amounts pre-populated and pro-rated across all accounts
- Double-check placement on scale
- If CP or CF is incorrect, change the value appearing in CP or CF cell - add comment & highlight font in red

ANNUAL		
% SPLIT	ERNCD	CP INC
75.00	REG	1517.25
25.00	REG	505.75
2023.00		
50.00	REG	1011.50
50.00	REG	1011.50
2023.00		



COMPLETING THE SPREADSHEETS-4

○ Merit

- Enter in dollar amount – ensure total provided equals 0.5 (1011.50), 1.0 (2023), 1.5 (3034.50) etc.

○ PSA

- Enter in dollar amounts

<div>Enter Merit in dollar value, equal to 0.5, 1.0, 1.5, 2.0, 2.5 or 3.0 units</div> <div>Enter PSA in dollar amounts</div>										
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	760.04	0.00	0.00	0.00	4046.00	100.00	55070.33	
81739.08	62.43	REG	1262.96	0.00	0.00	0.00	0.00	1000.00	85636.82	
130919.76			2023.00	0.00	0.00	0.00	4046.00	1100.00	140707.16	
130919.76	100.00	REG	2023.00	0.00	0.00	0.00	4344.00	1100.00	141005.16	
130919.76			2023.00	0.00	0.00	0.00	4344.00	1100.00	141005.16	

- Pro-rate awards across multiple rows as applicable



COMPLETING THE SPREADSHEETS-5

- Reduced Workload & Retirement Option
 - 1. No Shadow Salary Arrangement - only 1 Employment Record
 - Spreadsheet will reflect total academic earnings - combination of REG & TPP
 - Enter full increase amounts
 - Increase program will automatically pro-rate between REG & TPP



COMPLETING THE SPREADSHEETS-7

○ Reduced Workload

2. Shadow Salary Arrangement (2 Empl Rcds)

- Approve both appointments – add MR & PS to both
- Secondary appointment - reduced salary
 - Adjust CP to match workload
 - Merit or PSA added on pro-rata basis

Example of Shadow Salary Arrangement - 2 Empl Rcds
Empl Rcd #0 is on leave - Full salary reflected
Empl Rcd #1 is active - Reduced salary reflected

Adjust increase components on Empl Rcd#1 to reflect the reduced salary percentage

No need to adjust the GN amount

RCD #	FTE	EFFDT	EFF SEQ	EFFDT NEXT	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	ANNUAL GN INC	NEW COMPRATE
57 0	1	2018-07-01	0	2021-06-01	MFFL 44G28087	160000.00	100.00	REG	2023.00	0.00	0.00	0.00	3034.50	0.00	3200.00	168257.50
57 0		2018-07-01	0			160000.00			2023.00	0.00	0.00	0.00	3034.50	0.00	3200.00	168257.50
57 1	1	2018-07-01	1	ON GOING	MFFL 44G28087	80000.00	100.00	REG	1011.50	0.00	0.00	0.00	1517.25	0.00	1600.00	84128.75
57 1		2018-07-01	0			80000.00			1011.50	0.00	0.00	0.00	1517.25	0.00	1600.00	84128.75

COMPLETING THE SPREADSHEETS-8

○ Joint Appointments

- 04Home & 04NonHome sections
- Home unit is responsible for authorizing the increase

○ Merit & PSA for Joint Appointments

- Home & Non-Home must communicate!
- Home & Non-Home can share award (e.g 0.5 from Home unit pool & 0.5 from Non-Home pool) or full award could come from either unit's pool



COMPLETING THE SPREADSHEETS-9

○ Multiple Rows

- Authorize each row with highlighted yellow cells

○ Future dated rows

- Authorize all, ensuring increase amounts and salary matches between sets of rows

○ Two employment records

- Authorize for both– ensure awards match
- Ensure old & salaries on both records match

Check that the old comrate matches			Ensure New Comrate matches after you have entered MR & PS or adjusted components						
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
20269.08	10.98	REG	222.13	0.00	0.00	0.00	2023.00	0.00	22919.59
25134.12	13.62	REG	275.53	0.00	0.00	0.00	0.00	0.00	25912.34
139129.92	75.40	REG	1525.34	0.00	0.00	0.00	0.00	0.00	143437.86
184533.12			2023.00	0.00	0.00	0.00	2023.00	0.00	192269.78
89834.04	48.68	REG	984.80	0.00	0.00	0.00	2023.00	0.00	94638.52
94699.08	51.32	REG	1038.20	0.00	0.00	0.00	0.00	0.00	97631.27
184533.12			2023.00	0.00	0.00	0.00	2023.00	0.00	192269.78

MERIT & PSA SUMMARY

- Each Faculty must complete a summary and email to Faculty Relations
- Follow example on the website
 - No empty rows
 - Enter name in Last,First Name format
 - Ensure joint awards are noted in column B
 - Enter Merit & PSA in columns E & F – for your Faculty only
- Please enter the Allocation provided by FR at the bottom



SUMMARY REPORT

- Summary of loaded increases
- Provided by FR to Dean's Offices as soon as possible after increase completed
- **Units need to check**
- Inform FR of errors ASAP



INCREASE NOTICES

- Faculty Salary Increase Notices (FSINs) sent to members just before the paycheque date
- Departments also receive a copy – Dean's Offices in non-departmentalized faculties
- NOTE: for 2020 FSINs may not be produced



TOOLS FOR ADMINISTRATORS

HRMS QUERIES

- Q006: Job information for current faculty members – FA and non-FA
- Q009: Shadow Salaries
- Q018: Historical Info by ID
- Q021: Joint Appointments
- Q029: Current academic salaries for all Bargaining Unit members (includes CP & LOS CP)
- Q038: Increase Report for specific member
- Q039: Faculty Increase Detail by date – provides increase data for unit members



TOOLS FOR ADMINISTRATORS

OTHER RESOURCES

- HRMS: Job Earnings & Sal Inc Detail panels
- FR website: www.hr.ubc.ca/faculty-relations/compensation/faculty-salary-increases/
- UBCV - FR Assistant Managers:
 - Nicole Hogg (A-K)
 - Christine Pickering (L-Z)
- UBCO – Human Resources
 - Alana Jordan

