



Texas Christian  
University

**Human Resources  
Fiscal Year 2010  
Salary Planning**

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## Salary Planning Guidelines FY 2010

Faculty, Exempt and Nonexempt Staff

January, 2009  
Human Resources

Merit raises are processed using the Salary Planning functionality in the Human Resources Information System. The Salary Planning System will be available beginning Monday, February 9, 2009.

### Instructions

When using salary planning, we recommend using the HR Salary planning documentation. This publication can be found at [www.hr.tcu.edu](http://www.hr.tcu.edu) under forms and publications. Scroll down the forms until you reach Compensation and it is the last document in the Compensation forms list. To access salary planning you will log on to [my.tcu.edu](http://my.tcu.edu) using your regular network username and password. Once you are logged into the portal, you will click on [Launch TCU Systems – CS8PRD](#). Once you have completed these steps you can follow the instructions in the Salary Planning documentation.

### Training

Training on how to use the salary planning system is scheduled for the following dates –

February 4th:	10:30 am
February 4th:	3:30 pm
February 5 <sup>th</sup>	10:00 am

If you would like to attend one of these sessions please reply to Diane Edwards at [d.edwards@tcu.edu](mailto:d.edwards@tcu.edu) or ext 5021. Additional sessions can be scheduled if needed.

### Eligibility Guidelines

1. **Merit increases** – Benefits eligible staff employed by the first working day in January are eligible to receive a merit increase effective June 1 of the new fiscal year.
2. **Merit increase of 8% or higher** - Anyone requesting an 8% or higher merit increase must send a written request with supporting documentation to the Chancellor for his approval.

### Process

The salary planning process can be facilitated using e-mails to transmit information as we move from one step to the next.

1. Each cabinet member is provided with access to the salary allocation percentages. A basic % has been used to determine the allocation for each of your departments.
2. If you have budgeted adjustments for a staff member add that amount in the appropriate column.
3. Compression stipends are dependent on satisfactory performance. If an employee is not performing satisfactorily, he/she should not receive a compression stipend this fiscal year. The compression stipend screen can be used to communicate this information.
4. Cabinet members can send an e-mail to budget managers indicating it is time for them to begin the merit raise process and identify deadlines for returning the information to them for authorization.

5. Once Budget managers have completed the salary allocation process, they will notify their respective cabinet member via e-mail that the information is ready for final authorization.
6. Review additional pay stipends to determine if they will continue, change or stop.
7. Identify any new additional pay stipends.
8. Once departments have completed allocating their raises, each Cabinet member can review the merit recommendations and approve them.
9. The final step is for each cabinet member to forward an e-mail to the [HR Confidential](#) mailbox once all salary increases are authorized and let HR know they are ready for processing.

**Dates to Remember for Exempt and Nonexempt Staff**

1. [February 9, 2009](#)—Salary planning opens
1. [February 13, 2009](#)--- Deadline for departments to complete the raise process
2. [February 18, 2009](#)-- -Chancellor and Vice Chancellor budget verification
3. [February 18, 2009](#) --Salary planning closed for processing
4. [April 15, 2009](#) ----- Salary letters will be distributed to all faculty and staff.

**Dates to Remember for Faculty**

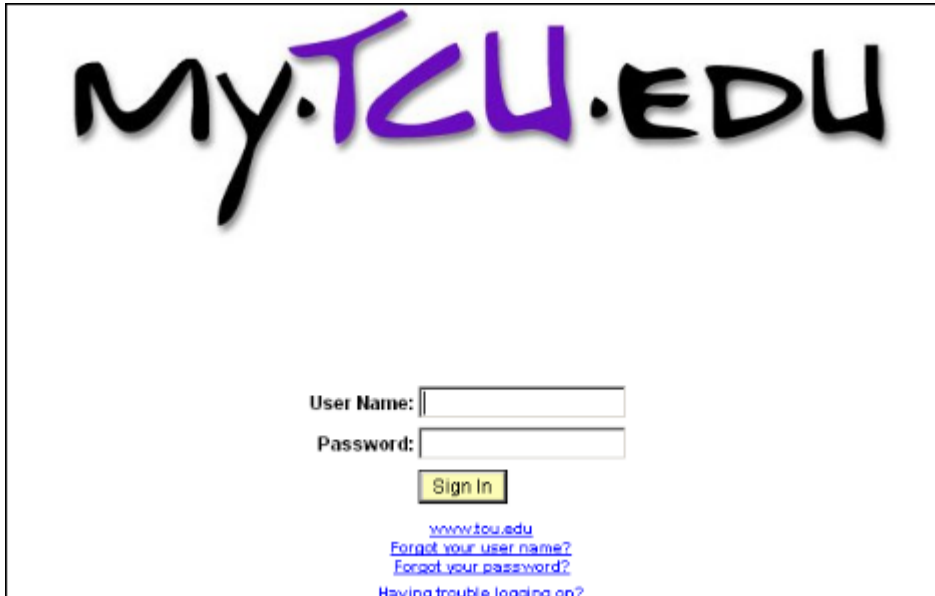
1. [March 20, 2009](#) – Deadline for deans to complete faculty raises
2. [March 30, 2009](#) – Salary planning closed for faculty salary processing

## **Salary Planning Checklist**

<u>Date</u>	<u>Action</u>
<b>2/9/2009</b>	<b>Salary Planning Opens</b>
_____	Enter and Save Faculty, Exempt and NonExempt merit increases on the Department Merit Increase Panel.
_____	Review and approve Compression Stipends on the CPX Panel.
_____	Review and make changes where necessary to shift and/or lead pay on Shift/Lead Pay Panel.
_____	Enter and save additional pay if applicable on Administer Additional Pay Panel
_____	Enter and save new additional pay if applicable on New Additional Pay panel.
<b>2/13/2009</b>	<b>Salary Planning closed for TCU Exempt and Nonexempt staff (Faculty remains open)</b>
_____	Notify Vice Chancellor that salary planning for Exempt and NonExempt is complete.
<b>2/18/2009</b>	<b>Chancellor and Vice Chancellor budget verification</b>
_____	Email HR Confidential that salaries for Staff is verified.
<b>3/20/2009</b>	<b>Salary Planning deadline for deans to complete Faculty raises</b>
_____	Notify Vice Chancellor that salary planning for Faculty is complete.
_____	Vice Chancellor approves salaries and additional pay on Authorization screen.
<b>3/30/2009</b>	<b>Salary Planning closed for Faculty salary processing.</b>
<b>3/31/2009</b>	<b>Salary Spreadsheet and Salary Letter Template emailed to Vice Chancellor for preparation and printing of Salary letters for Exempt and Nonexempt staff.</b>
_____	Print Salary Letters on Department Letterhead Stationery. Review salary letters —Authorized Signature by Dept.-- notify HR of any changes that need to be made
_____	Prepare salary letters for distribution
<b>4/15/2009</b>	<b>Distribute salary letters to faculty and staff</b>

## Navigation CS8PRD

Log on to [my.tcu.edu](http://my.tcu.edu)  
(using your network username and password)

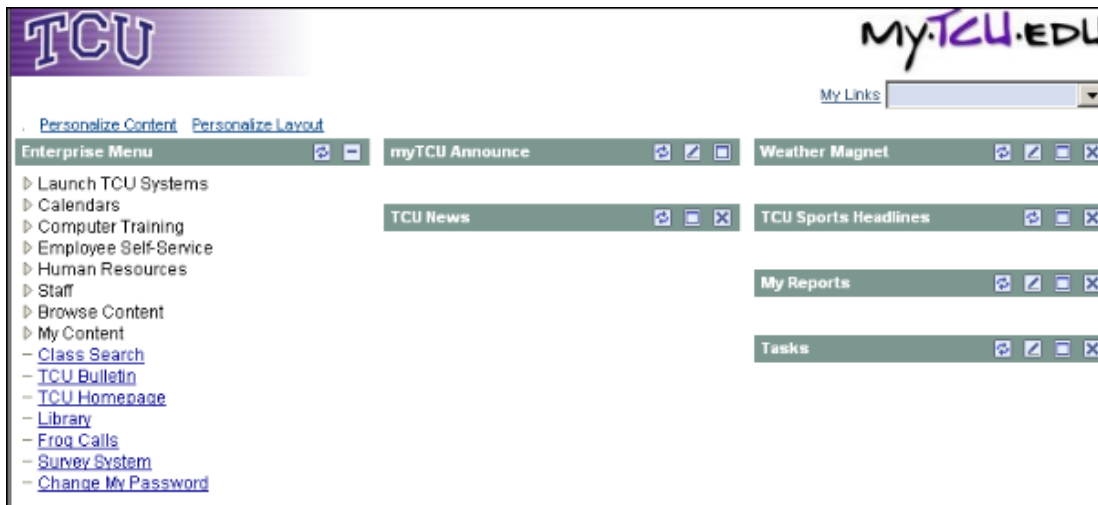


User Name:

Password:

[www.tcu.edu](http://www.tcu.edu)  
[Forgot your user name?](#)  
[Forgot your password?](#)  
[Having trouble logging on?](#)

The TCU Portal Page will display



TCU

my.TCU.EDU

My Links

[Personalize Content](#) [Personalize Layout](#)

Enterprise Menu

- ▶ Launch TCU Systems
- ▶ Calendars
- ▶ Computer Training
- ▶ Employee Self-Service
- ▶ Human Resources
- ▶ Staff
- ▶ Browse Content
- ▶ My Content
  - [Class Search](#)
  - [TCU Bulletin](#)
  - [TCU Homepage](#)
  - [Library](#)
  - [Frog Calls](#)
  - [Survey System](#)
  - [Change My Password](#)

myTCU Announce

Weather Magnet

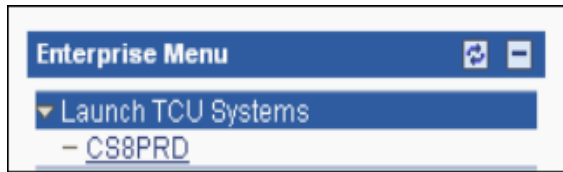
TCU News

TCU Sports Headlines

My Reports

Tasks

Click on Launch TCU Systems under the Enterprise Menu.  
Select “CS8PRD”



## Department Merit Increase

The People Soft Menu will display.

Click **Human Resources > Salary Planning > Department Merit Increase**



## Salary Planning Instructions for Department Merit Increase

<b>Department:</b>	23010	Salary Planning Demonstration	<b>Employee Type:</b>	Non-Exempt Staff
<b>Current Salaries:</b>	179,278.000	<b>Salary Allocation:</b>	1,534.00	
<b>New Salaries:</b>	184,562.000	<b>Allocation Balance:</b>	1,534.00	
<b>Give Everyone this Percent</b>	<input type="text" value="0.00"/>	<input type="button" value="Update Percentages"/>		

Current Annual Salary	Annual Increase Amount	Percent Increase	Other Adjustment	New Annual Salary	Empl Rcd#	Home Department	Job Code	Comment
60,700.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	60,700.000	0	Department of Testing	Staff Writer	<input type="text"/>
50,500.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	50,500.000	0	Department of Testing	Chief Copywriter	<input type="text"/>
60,000.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	60,000.000	0	Department of Testing	Asoc Dir Major Projects	<input type="text"/>
36,000.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	36,000.000	0	Department of Testing	Dir Budgets	<input type="text"/>

### Definitions:

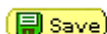
- **Current Salaries**-Total of FY09 Annual Salaries of employees shown in this department.
- **Salary Allocation**-Current Salaries eligible for merit raises multiplied by board approved FY10 percent increase.
- **New Salaries**-Current Salaries plus all increases and adjustments entered.
- **Allocation Balance**-Total Salary Allocation minus Annual Increase Amounts entered.
- **Give Everyone this Percent**-- Enter a Percent amount (i.e. 3.00). Click Update Percentages. The percent will be filled automatically in the Percent Increase column of all employees.
- **Update Percentages**-- **NOTE: Clicking this button will override the Percent Increase column each time it is clicked with the percent amount in Give everyone this Percent.**

### Processing:

1. **Annual Increase Amount** - Enter whole dollar amounts (no cents) in the annual increase amount or a percent (i.e. 3.0) without a percent sign (%). The other field will automatically populate.  
The screen will be updated to reflect the new annual salary and the Total Allocation is reduced.  
**NOTE:** A Comment is required for an increase of 5% and above.

2. **Other Adjustments**-- Departmental budget managers can input other compensation changes that have received prior Cabinet approval.  
**NOTE:** A Comment is required any other adjustments entered.

**Save:** After increase and adjustments have been entered, click the save button.



**Excel Spreadsheet** –Data from the Department Merit Increase Screen can be downloaded to an Excel Spreadsheet by clicking the checked icon next to FIND.



**Guidelines for department merit increase are in the Salary Planning Process Manual and can be found in Forms and Publications on the Human Resources website at [www.hr.tcu.edu](http://www.hr.tcu.edu). New minimum hiring rates will be available shortly.**

### Salary Planning Instructions for Administer Additional Pay

ADM, DPT, and STP stipends that have been established and paid in Additional Pay in FY2009 can be renewed for FY2010 on the Administer Additional Pay screen in Salary Planning.

- The stipends displayed will be
- a) Regular stipends paid on an on-going basis.
  - b) Position Number already assigned
  - c) Paid from acct #6110.

Additional Pay		Account Information						
Earning Code	Transaction Type	Position Number	Goal Amount	Pay Periods	Pay Period Amount	*Begin Date	*End Date	
1 ADM	Renew	00002777	4,967.20	12		06/01/2008	05/31/2009	

Select a Transaction Type in the drop down box:

**RENEW**—the employee will continue to receive this stipend in FY2010.

1. Enter New Begin and End Dates.
2. Enter Goal Amount if different than shown.

**REASSIGN**—the stipend can be assigned to a different employee for FY2010.

1. Enter the new recipient’s PS Emplid#.
2. Enter New Begin and End Dates.  
(Exempt and NonExempt dates are chosen between 6/1/2009 thru 5/31/2010.  
Faculty dates are from 9/1/2009 thru 8/31/2010)
3. Enter Goal Amount if different than shown.

**STOP**—the stipend will not be renewed for FY2010.

1. Select Transaction Type of Stop. The stipend will not be renewed.

**CURRENT**— Please select a Transaction Type or RENEW, REASSIGN or STOP. This transaction type has the same effect as STOP and will not be renewed for FY2010.

**Save by clicking the Save Button at the bottom left of the page.**



**Stipend Description:**

**Administrative Stipend** – An administrative stipend is authorized in cases where a staff/faculty member takes on additional responsibilities for a period exceeding one month in duration. The stipend will continue until the responsibilities are removed from the job. An earnings code of ADM is used for this stipend and retirement contributions are paid on this stipend. A position number is assigned by Human Resources if the stipend is paid for more than one month. Job code #34000- Administrative Stipend Benefits is used for ADM's.

**Department Chair Stipend** – A department chair stipend is authorized in cases where a faculty member takes on these responsibilities for a period exceeding one month in duration. The stipend will continue until the responsibilities are removed from the job. An earnings code of DPT is used and retirement contributions are made on this stipend. Position numbers are assigned by Human Resources. Job code #29020- Department Chair Stipend is used for DPT's.

**Stipend** – A stipend is authorized in cases where a staff/faculty member takes on additional responsibilities. The stipend is typically a one-time payment and no position number is assigned. An earnings code of STP is used and retirement contributions are not made on this stipend. Job code #35000 Stipend is used for STP's.

**NOTE: Special Stipend (SST) are no longer processed in Salary Planning.**

For additional clarification on Additional Pay contact Elaine Brown (ext 5920).

**Information Panels**

Employee's additional pay account information can now be viewed in 3 panels to minimize the amount of screen scrolling.

**Additional Pay Panel** – click the Additional Pay Tab. This panel displays employee information concerning department, job, position numbers and descriptions.

**Account Information Panel** – click the Account Information Tab. This panel displays the account and fund codes the employee's salary will be charged to.

**All Information Panel** – click the last Icon that appears after the Account Information Panel. This page displays all the information at one time. A scroll bar is provided at the bottom of the page to view all areas.

**Excel Spreadsheet** –Data from the Additional Pay Screen can be downloaded to an Excel Spreadsheet by clicking the checkered icon next to FIND.



### Salary Planning Instructions for Compression Stipends

Compression stipends will automatically calculate and display the amount to be paid for the new fiscal year. Staff members that do not receive a “Satisfactory” on the current year performance appraisal are not eligible for the compression stipend.

**SATISFACTORY**            No action required

**UNSATISFACTORY**        This is clicked for an employee with a performance appraisal that results in “Does Not Meet Expectations”. Enter “ Documented by Performance Appraisal “ under the comments section.

**A comment must be provided for a performance reason of “less than satisfactory”.**

Annual Benefits Base Rate	Compression Amount	Pay Periods Per Year	Pay Period Amount	*Performance	Comments
\$20800.000	\$0.00	26.0		Not Eligible	Not Eligible, Less than 3 years
\$37886.000	\$378.86	26.0	14.57	Unsatisfac	Documented by Performance Appraisal
\$26320.500	\$263.21	26.0	10.12	Satisfactor	

**Save:** After compression stipend data has been completed, click the save button.



Compression stipends do not impact the department merit increase allocation. Each department has a position number assigned for compression stipends. A total annual amount for the compression stipends is adjusted by Human Resources after salary planning is closed. The earn code for compression stipends is CPX.

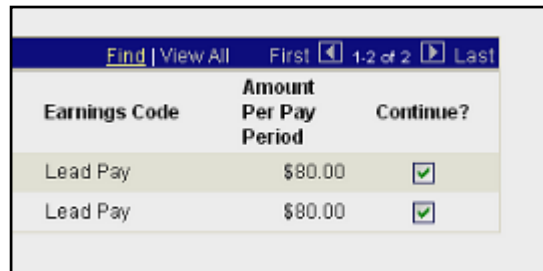
The guidelines for compression stipends are in the Salary Administration Manual for NonExempt Staff. This manual can be found at the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu) in Forms and Publications.

### Salary Planning Instructions for Lead and Shift Pay

**Lead Pay** – Staff who are assigned “lead” responsibilities as a regular part of their job are eligible for \$1.00 per hour lead pay. This is paid as additional pay and the earnings code of **LED** is used.

To establish lead pay for a new individual please contact Pat Jolley or Elaine Brown for further information

**Continue Lead Pay** - A green check in the continue box will continue lead pay for the next fiscal year. To discontinue lead pay unclick the green check.



Earnings Code	Amount Per Pay Period	Continue?
Lead Pay	\$80.00	<input checked="" type="checkbox"/>
Lead Pay	\$80.00	<input checked="" type="checkbox"/>

**Save:** After lead pay has been reviewed click the save button at the bottom of the screen.



**Shift Pay** – Staff who work non-traditional schedules on a regular basis are eligible for shift pay provided that four or more consecutive hours of the workday fall between 7:00 pm and 7:00 am. The pay rate for non-traditional work hours is \$.50 per hour. This is paid as additional pay and the earnings code is **SPF**.

To assign shift pay for employees not listed, submit a PAF to Human Resources.

**Continue Shift Pay** -A green check in the continue box will continue shift pay for the next fiscal year. To discontinue shift pay unclick the green check.

Find   View All First 1-72 of 72 Last		
Earnings Code	Amount Per Pay Period	Continue?
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>
Shift Pay Salaried	\$40.00	<input checked="" type="checkbox"/>

**Save:** After shift pay has been reviewed click the save button at the bottom of the screen.



**Guidelines for shift and lead pay are found in the Salary Administration Manual for NonExempt Staff. The complete manual can be found in Forms and Publications at the Human Resources website at [www.hr.tcu.edu](http://www.hr.tcu.edu)**

