

## FAQs for PPS Processors

*Please acquaint yourself with the General FAQ's before reviewing the FAQ's for PPS Processors.*

### **1. Will any missing information in PPS/EDB affect the process?**

Yes, please ensure the following fields are updated in the EDB on or before **8/28/2018**. Distribution end dates must be extended past **8/26/2018** for bi-weekly paid employees and **9/1/2018** for monthly paid employees.

*Salary increases will not be applied to distributions ending on or before 8/31/2018(MO) and 8/25/2018(BW).*

### **2. Who is considered a “career” employee?**

PPSM policy covered employees with an appointment type 2 (career) and appointment type 7 (partial-year career) are considered “career” employees.

### **3. Are contract (appointment type 1) employees eligible for a salary increase?**

It depends. Some contracts stipulate that the employee is eligible for a salary increase. Departments should review all contracts to determine if a salary adjustment will need to be provided, and if so, the amount of the increase.

### **4. Will there be a moratorium, or “freeze”, on EDB transactions?**

Yes, appointment changes such as reclassifications, promotions, equity adjustments or fund changes may **not** be entered into the payroll system between August 29 and September 14. The information contained on the distribution spreadsheets that are created on August 29 must match distributions in the EDB (distribution number, pay rate, account and fund, DOS Code, etc.) when the merit increases are entered into the payroll system.

### **5. If appointment changes that were effective during the moratorium are entered after August 29 with a retroactive date, will the salaries be recalculated centrally or by the departments?**

The departments will recalculate the salaries when they enter the changes into the EDB, being careful not to exceed the merit amounts approved on the spreadsheets.

### **6. Do stipends that are calculated as a percentage of salary rather than as a fixed dollar (e.g., employee receives 5% of salary rather than \$200/month) have to be recalculated if the salary is adjusted with a merit increase?**

Yes, percentage-based stipends must be recalculated when the salary is adjusted. After the merit increases are downloaded into the payroll system, departments will be responsible for recalculating and entering stipends into the EDB.

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- 7. At the campus, some employees are paid from select campus core funds and some are paid from other funds. How will this impact the distribution of the merit fund?**

The distribution spreadsheets at the campus will separate employee distributions that are paid from select campus core funds (19900, 19924, 20000, 68478 and 69750 - Sub 1) from distributions that are paid from other funds, so these sources are not co-mingled. Increases for employees who are paid from these select campus Sub 1 funds will be covered by the Budget Office. Staff must remain on Sub 1 in the select campus core funds through the automated funding process. Additionally, KBM (Kuali Financial System Budget Manual) staffing lists should be balanced and permanent budgets need to be solvent. Increases for employees who are paid from other funds will be covered by their respective funding source (e.g., auxiliary fund, contract or grant). If you have any questions about the funding process, please contact the Budget Office.

- 8. Will the UC Irvine campus salary ranges be adjusted?**

PPS and MSP salary ranges are not being adjusted at this time.

- 9. An employee is promoted or reclassified from a represented position (covered by the bargaining unit contract) into a non-represented PPSM position on or after January 1, 2018, and received a promotional/reclassification salary increase. Is this employee still eligible to participate in this 2018-19 salary program?**

Yes, if the employee meets the eligibility criteria which can be found at <http://hr.uci.edu/partnership/merit/>.

- 10. Should employees who have separated from the University on or after the effective date of the program, but before the payout date, receive the increase?**

Yes. Separated or terminated career employees are eligible for a salary increase. They must be actively employed (or on approved leave status) on the effective date to receive the increase.

- 11. If an employee transferred from another UC location to our campus, are they eligible to receive a merit increase?**

It depends. Assuming that the entire eligibility criteria is met, then, yes, the employee is eligible for merit consideration. However, the employee will only appear on the distribution merit roster if entered in our EDB system on or before July 5. Please contact your HR Business Partner.

- 12. An employee recently transferred from a limited appointment to career appointment. Are they eligible to receive a merit increase?**

It depends. Assuming that the eligibility criteria is met, then, yes, the employee is eligible for consideration. The department will need to determine the employee's probationary end date by using the Probation/Merit Date Calculator: <https://edocs.oit.uci.edu/hris/merit.aspx>.

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**13. Is a career employee who goes below .50 FTE still eligible for a merit increase?**

No. Once a career employee drops below a .50 FTE, the appointment status changes to Limited (appointment type 3). If this occurs before July 1, 2018, the employee is no longer eligible for an increase.

**14. Are employees on leave status eligible for a merit increase?**

Yes, assuming they meet all other eligibility criteria. Merit increases for employees on approved leaves of absence will be processed by the departments manually and be effective on the date that they return from leave.

**15. If an employee's salary is at/over grade maximum, are they eligible to receive a merit increase?**

Yes, if all other eligibility criteria are met, these employees are eligible for a merit increase. However, the increase will be received as a one-time non-base building lump sum payment.

**16. If an employee's salary is near the pay range maximum, are they eligible to receive a full merit increase?**

If an employee with a salary near the pay range maximum receives a merit increase, his/her salary will be increased to no higher than the pay range maximum and then the portion of the merit increase that exceeds pay range maximum will be paid out as a one-time non-base-building lump sum payment.

**17. An employee recently transferred to my department from another UCI department and appears on my distribution spreadsheet. Are they eligible to receive a merit increase?**

Yes, they are eligible for merit consideration. The new department will need to contact the old department for an assessment of the employee's performance for the time period the employee was in the old department in order to determine eligibility.

**18. An employee recently transferred from my department to another UCI department and appears on my distribution spreadsheet. Are they eligible to receive a merit increase?**

Yes, they are eligible for merit consideration in your department.

**19. An employee works 50% time in one department and 50% time in another department. How will this employee's increase be handled?**

The employee's name will appear on the home department roster. The home department will need to contact the other department for an assessment of the employee's performance and recommended merit increase percent. The budget allowance has to be coordinated between two departments. If you have any questions, please contact your HR Business Partner.

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### **20. What is the order of salary adjustments that have the same effective date?**

Under PPSM policy, if more than one salary action takes place on the same date, applicable actions will occur in the following order: merit increase and then individual salary action resulting from promotion, reclassification, lateral transfer, demotion or equity increase.

### **21. An employee in my department has already received a 24% salary increase this fiscal year. I understand that under PPSM policy, an employee's total salary increase in a single fiscal year (including merit, reclassification, promotion, and equity adjustments) shall not exceed 25% of the employee's base salary (as of June 30, 2017, in this situation) unless an exception is granted by the Chancellor. Will this employee be eligible to receive any further salary adjustment?**

First, PPSM Policy 30 was updated in December 2015 and now excludes system-wide salary program salary increases from the 25% calculation. Second, the merit increase is effective July 1, 2018 which is a new fiscal year; therefore, there is no need to gain additional approval for a merit salary increase.

### **22. How and when will retroactive payments be processed?**

The merit retroactive payment will be processed centrally and paid on October 5, 2018. Any changes to this process will be communicated via PPS Listserv.