

## Special 2023 FAQs for Department Administrators

### 1. What is the effective date of the salary increase?

Salary increases are effective July 1, 2023 for monthly paid employees and June 25, 2023 for bi-weekly paid employees.

### 2. When will salary adjustments begin to be paid out?

Salary increases will begin to be paid out on August 1, 2023 for monthly paid employees and July 19, 2023 for bi-weekly paid employees.

### 3. How will the salary increases be implemented?

In general, the 4.6% ATB adjustments will be processed centrally by UCI HR People Services. Locations must submit final mass update spreadsheets to the UCPath Center by **June 27** (HR will use data effective date of **June 8**). There may be special circumstances in which the department may be asked to process one or more increases. For example, if more than one salary action takes place on or after July 1st, the department will have to process the 4.6% ATB increase manually.

### 4. Who is considered a “career” employee?

PPSM policy covered employees with an empl class *career* and *partial-year career* (empl class codes 2 and 7) are considered “career” employees.

### 5. How will contract (empl class code 1) employees who are eligible for a salary increase be processed?

Non-represented contract employees who meet the eligibility criteria for the salary increase will be included in the central implementation if their employment contracts include the statement, “*Any changes in your salary shall be in accordance with Personnel Policies for Staff Members (PPSM) 30: Compensation.*” Departments must notify UCI HR Total Rewards by **June 14** of any contract employee whose employment contract does NOT include this language or is NOT eligible for any other reason so they can be excluded from the mass upload.

If departments want to give salary increases to employees whose employment contracts do NOT include the above referenced language regarding PPSM 30, they may do so as a regular salary increase and execute an amendment to the agreement (this is not a renegotiation or executing a full agreement; just an amendment). Departments will be responsible for entering these increases into UCPath.

### 6. Are employees on leave status eligible for a salary increase?

Yes, assuming they meet all other eligibility criteria, increases for employees on leave status will be processed centrally. However, there may be special circumstances in which the department is asked to process the increase.

## Special 2023 FAQs for Department Administrators

**7. Will there be a moratorium, or “freeze”, on UCPATH transactions?**

Yes, UCPATH will be "frozen" June 27 to July 30 while the system implementation process is completed.

**8. If appointment changes are entered with a retroactive date prior to July 1, will the salaries be recalculated centrally or by the departments?**

The departments will recalculate the salaries when they enter the changes into UCPATH.

**9. 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?**

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

**10. Will the pay ranges be adjusted on or before July 1, 2023?**

Not in the traditional sense. Per the California State Auditor’s Office, the UC Career Tracks salary range spreads (difference between salary range minimums and maximums) are too wide and must be reduced by roughly 40% to 50%. UCI is proposing to meet the State Auditor’s requirement by slowly over the next few years increasing the range minimums and midpoints each year while leaving the maximums unchanged until the required range spread requirements are met. Once approved by UCOP, the new FY 2023-24 salary structure effective July 1, 2023, can be found on the Career Tracks web site at <https://hr.uci.edu/partnership/careertracks/>.

**11. If the salary range minimums are adjusted, how will salaries that fall below the new range minimums be processed?**

The adjustment of salaries that fall below the new minimums will be processed centrally by UCI HR People Services.

**12. What if an employee’s salary is at or near pay range maximum?**

If an employee with a salary at or near pay range maximum receives an ATB adjustment, his/her salary will be increased to no higher than the pay range maximum and then the portion of the increase that exceeds pay range maximum will be paid out as a one-time lump sum non-base building (will not be added to base salary) payment pending UCOP approval.

## Special 2023 FAQs for Department Administrators

### **13. 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:

1. Merit increase or ATB adjustments
2. Individual salary action resulting from promotion, reclassification, lateral transfer, demotion or equity increase
3. Salary range adjustment

Please be sure to hold updating UCPATH for any pay changes mentioned in #2 and #3 above that are effective 6/25/23 (biweekly) or 7/1/23 (monthly) until after the general salary increases are processed so that the employee's adjustment will not "error out" during the mass upload of general salary increases. As mentioned in Q3, if an ATB adjustment does "error out", the department will have to process the 4.6% ATB increase manually and then reenter the subsequent salary adjustment(s).

### **14. If individual salary actions mentioned in Question 13 are effective July 1 but entered before the 4.6% ATB increase also effective July 1, will the salaries be recalculated centrally or by the departments?**

The departments will recalculate the salaries when they enter the changes into UCPATH.

### **15. 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, 2023, and received a promotional/reclassification salary increase. Is this employee eligible to receive the 4.6% ATB increase?**

Yes, if the employee meets the eligibility criteria which can be found at <https://www.hr.uci.edu/partnership/merit/salary-increase-2023.php>

### **16. Will UCI HR provide employee notification letters?**

No, employee notification letters will not be provided by UCI HR. Employees may access UCPATH to view their new salaries.

### **17. 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?**

No, employees must be on active status (or on approved leave) on the applicable payout date to be eligible for the salary increase. Departments will manually reverse the increases that have been downloaded into UCPATH for separated employees and recalculate final paychecks. If you have questions, contact the Employee Experience Center team: (949) 824-0500 M.-F. 8:30-5:00 or 24/7 at [EEC.hr.UCI.edu](mailto:EEC.hr.UCI.edu).

## Special 2023 FAQs for Department Administrators

**18. An employee recently transferred from a limited appointment to career appointment. Are they eligible to receive the salary increase?**

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

**19. What if an employee transferred from another UC location after January 1, 2023, but meets all of the other eligibility criteria?**

Employees who transfer from another UC location are eligible to receive the increase as long as their date of hire with UC was on or before January 1, 2023, there was no break in service, and the employee meets all other eligibility requirements.

**20. Is a career employee who goes below .50 FTE still eligible for a salary 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, 2023, the employee is no longer eligible for an increase. Departments will manually reverse increases that have been downloaded into UCPATH for employees who convert to Limited appointments and recalculate final paychecks. If you have questions, contact the Employee Experience Center team: (949) 824-0500 M.-F. 8:30-5:00 or 24/7 at [EEC.hr.UCI.edu](mailto:EEC.hr.UCI.edu).